

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

4/26/2023

9:00 a.m. to 9:45 a.m.

MEMBERS PRESENT: Ara Aslanian, Onnig Bulanikian, Alexis Carter, Lee Casady, Marisol Espinoza, Nick Hacopian, Debbie Kukta, Stephanie O'Keefe, Michael Ritterbrown, Veronica Romero, Teresa Sánchez, Soua Vang

MEMBERS ABSENT: Greg Astorian, Mary Hamzoian, Pamela Marcello, Steve Kaplan, Julio Ruiz, Terry Walker

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Luiza Balyan, Vicki Brannock, Eliza Dzhaneryan, Brenda Flores, Karine Grigoryan,

STAFF PRESENT: Judith Velasco, Diana Montecino, MaryAnn Pranke, Melissa Younesian

CALL TO ORDER: 9:05 am by Chair Ara Aslanian via WebEx

I. Introductions

A. Chair Ara Aslanian welcomed Luiza Balyan-Rodriguez and Vicki Brannock to the VWDB.

II. Minutes of February 15, 2023

A. Minutes presented and reviewed.
Action: APPROVED

MOTION: Lee Casady 2nd: Debbie Kukta

III. Action Items

- A. Approval to use Workforce Innovation and Opportunity Act (WIOA) funds for rental payments as specified in the lease agreement between the City of Glendale and the property owner, Babak B. Golbahar for the Verdugo Jobs Center facility located at 1255 South Central Avenue, Glendale, CA 91204 for a 3-year period, April 1, 2023 to March 31, 2026
- B. Approval to submit the Verdugo Workforce Development Board's final Local Workforce Development Plan 2021-2024 Modification to Verdugo Consortium's Chief Elected Official and Approval of the Los Angeles Basin Regional Planning Unit Regional Plan Modification for Board Chair signature
- C. Approval of contract amendment to add funding of \$133,341 to the LIFERAP agreement with Glendale Youth Alliance for a total contract amount not to exceed \$408,393 and extend the contract period from June 30, 2023 to June 30, 2024
- D. Approval of contract amendment to the FY 22-23 Workforce Innovation and Opportunity Act (WIOA) Out-of- School (OSY) Program with Glendale Youth Alliance (GYA) to extend the contract end date from June 30, 2023 to December 31, 2023
- E. Approval to accept \$387,805 of State of California funds administered and awarded by the California Workforce Development Board, to implement the Regional Equity and Recovery Partnership initiative to assist underserved populations in entering or reentering the workforce and to enter into contract for stipend and work experience services as required by the grant

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- F. Approval to accept funding from Glendale Community College in the amount of \$500,000 to implement the California Adult Education Program and enter into contract with Glendale Youth Alliance, College & Career Engagement LLC, Bloom Strategic Solutions LLC, Glendale Library Arts & Culture, Armenian Relief Society, PARS Equality Center, RxResearch, Copy&Design, and Professional Development Trainers for the period of July 1, 2023 through June 30, 2024**
- G. Approval of the Verdugo Workforce Development Board's Preliminary Budget for Fiscal Year 2023-2024**
- H. Approval of the allocation of \$140,500 to Job Connect to provide services in the City of Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2023-2024**
- I. Approval to enter into contract with Glendale Youth Alliance for Fiscal Year 2023-2024 in an amount not to exceed \$50,000 in Workforce Innovation and Opportunity Act funding for One-Stop Operator services**
- J. Approval to accept anticipated funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2023-2024 in the estimated amount of \$268,800 for Youth Employment Services and to enter into contract with Glendale Youth Alliance, in an estimated amount of \$244,608 to provide Youth Services**
- K. Approval to accept Student Training and Employment Program funds of \$450,000 from the California Department of Rehabilitation and to Award Funds of \$206,941 to Glendale Youth Alliance and \$13,600 to Glendale Community College's Professional Development Center for Fiscal Year 2023-2024**
- L. Approval to enter into a two-year contract with Copy & Design for Fiscal Years 2023-2024 and 2024-2025 in an amount not to exceed \$100,000 to provide outreach and communications strategies in grant programs**
- M. Approval of the Verdugo Workforce Development Board's Designation and Recertification Application for the Period of July 1, 2023 - June 30, 2025 to the California Workforce Development Board and the Employment Development Department**
- N. Approval of the recommendation to renew the appointment of Julio Ruiz, Lee Cassady, Steven Kaplan, Teresa Sanchez, and Onnig Bulanikian to the Verdugo Workforce Development Board for additional three-year terms ending April 26, 2026**
- O. Approval of the recommendation for Luiza Balyan-Rodriguez to be appointed to the Verdugo Workforce Development Board, in compliance with State and Federal requirements under the Workforce Innovation and Opportunity Act of 2014**
- P. Approval of the recommendation for Vicki Brannock to be appointed to the Verdugo Workforce Development Board, in compliance with State and Federal requirements under the Workforce Innovation and Opportunity Act of 2014**

MOTION FOR CONSENT ITEM A-P:

Motion: Lee Casady

2nd: Alexis Carter

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IV. Director's Report

- A. Executive Director Judith Velasco introduced the two new board members to the VWDB, Luiza Balyan-Rodriguez from Pacific Clinics Head Start and Vicki Brannock from Biocom.
- B. The VWDB will submit an application to be considered for High Performing Board certification. The application highlights how the VWDB engages with businesses, and the partnerships that have been developed to establish career pathways.
- C. The lease for the Verdugo Jobs Center (VJC) has been executed. A copy of the draft lease is included in the packet. The lease has been signed and executed. The sublease agreement with the State of California Employment Development Department is now under development.
- D. The VWDB is actively looking for one additional business board member to be in compliance with WIOA policies. Any referrals should be directed to Ms. Velasco.

V. Presentation – The Verdugo Report

- A. Ms. Velasco presented The Verdugo Report: The Verdugo Jobs Center is shifting its focus to career pathways to align with state goals.
 - 1. Early Childhood Education Pre-Apprenticeship was formed in a project led by Pacific Clinics Head Start. The classroom training is done through Los Angeles Mission College (LAMC).
 - a. Participants comprise part of the VJC's target populations: low-income, CalWORKs recipients, and English Language Learners.
 - 2. The BioTC Collaborative, led by Grifols Biologicals, now has two additional members, Citrus and Glendale Community Colleges. Also, Gilead and Prolacta have become active members of the collaborative to increase contribution to the project and be involved in decision making related to the BioTC.
 - 3. Future projects include designing a high-tech career pathway for people with disabilities in Avionics and Security Systems, and expanding Bio training in partnership with Cedars Sinai and LAMC for a Cell Gene Therapy Pre-Apprenticeship.
 - 4. Board members that know of opportunities where programs can be developed that assist both the business and clients with barriers to employment are encouraged to reach out to Ms. Velasco.
- B. Ms. Velasco also presented data from the U.S. Bureau of Labor Statistics for the month of March.
 - 1. The current unemployment is at 3.5%, which is unchanged from February. The inflation rate is at 6.0%, which is a decline from the November presentation of 8%.
 - 2. Average hourly earnings have slightly increased to 4.2% over the year. Employers have increased wages to retain current employees and encourage them to return to the physical locations.

VI. Other Business and Announcements

- A. The June 28th board meeting will be held in-person at the VJC.
- B. Board member, Soua Vang, announced that under the Glendale's City Council's leadership, the City's Economic Development Division will be launching a Small Business Summit from Tuesday, May 16 through Thursday, May 18. There is a website with all the details and the link will be emailed to the board members.
- C. The City of Glendale is sponsoring a free HR Hotline that Glendale employers can call to receive advice on hiring and firing best practices, wage and hour laws, and much more.

VII. Public Comments: None

VIII. Adjournment: 9:35 am