



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE CITY COUNCIL**

AGENDA ITEM

Report: Regarding a Third Amendment to Phase II of the Memorandum of Understanding between the Verdugo Workforce Development Board and required local workforce partners in compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA).

1. Motion to approve the Third Amendment of Phase II to the Memorandum of Understanding (“the Phase II MOU”) between the Verdugo Workforce Development Board and the required local workforce partners in compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA); and authorize the Mayor to sign the Third Amendment to the Phase II MOU, and all later amendments to the Phase II MOU.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for September 29, 2020 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

Onnig Bulanikian, Director of Community Services & Parks

Prepared by:

Judith Velasco, Workforce Development Administrator

Reviewed by:

Michele Flynn, Director of Finance
Roubik R. Golanian, P.E., Assistant City Manager
Michael J. Garcia, City Attorney

Approved by:

Yasmin K. Beers, City Manager

RECOMMENDATION

It is respectfully recommended that the City Council approve a:

1. Motion to approve the Third Amendment of Phase II to the Memorandum of Understanding (“the Phase II MOU”) between the Verdugo Workforce Development Board and the required local workforce partners in compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA); and authorize the Mayor to sign the Third Amendment to the Phase II MOU, and all later amendments to the Phase II MOU.

BACKGROUND/ANALYSIS

The Verdugo Consortium is a Joint Powers Agreement (JPA) comprised of the Cities of Glendale, Burbank, and La Cañada Flintridge. The Verdugo Workforce Development Board (VWDB) is the planning and policy body for the Consortium. Its purpose is to provide employment and training programs within the three cities and to allocate and award all Workforce Innovation and Opportunity Act (WIOA) funds toward its goals. Through the JPA, the City of Glendale is given responsibility for the administration of all Consortium activities, including approving agreements such as the memorandum of understanding (MOU) between the VWDB and its workforce partners.

WIOA requires that a memorandum of understanding (MOU) be developed and executed between the VWDB and its America’s Job Center of California (AJCC) local partners with the agreement of the Chief Local Elected Official (CLEO). The purpose of the MOU is to establish the AJCC delivery system that fosters demand-driven skills attainment; enables upward mobility for all customers; and aligns, coordinates, and integrates programs and services with partners. The MOU also establishes the framework for service provision to employers, employees, job-seekers and others in need of workforce services.

Per State direction, the MOU development process was in two phases. Phase I, Service Coordination, addresses service coordination and collaboration amongst the partners. In Phase I, the VWDB worked with all required partners in the jurisdiction to develop an agreement for the operation of the local AJCC delivery system including the identification of shared services and customers.

Phase II, Shared Resources and Costs, addresses how to functionally and fiscally sustain the unified system described in Phase I through the sharing of resources and joint infrastructure costs. In this phase, the VWDB built upon the agreements established in Phase I and determined how to best support the established service delivery models through the sharing of resources and costs.

The Employment Development Department (EDD) in coordination with the California Workforce Development Board (CWDB) issued guidance on the WIOA MOUs (WSD18-

12) stating that the MOUs will be reviewed and updated every three years with an annual review of and, if necessary, amendments to the Infrastructure Funding Agreements (IFA) and other System Costs Budget. Specifically, the MOU-Phase II must be amended anytime there are significant changes to the shared customers, services, or costs.

The VWDB, MOU Partners and City Council approved the Phase II Second Amendment on July 9, 2019, which included changes to infrastructure costs, the addition of Glendale Community College as a co-located partner, and updates to partners' respective costs to deliver services.

In 2020 there were changes to infrastructure costs, a 3% increase to the rental rate for the Verdugo Jobs Center, located at 1255 S. Central Avenue, Glendale, 91204. This increase is considered significant and therefore requires further updates to the MOU. In addition to changes in the rent cost, there were changes to MOU Partners. United American Indian Involvement and Job Corps were added as *new* MOU partners. One partner was removed from the MOU, Community Enhancement Services (CES) College due to fact that this organization is no longer receiving WIOA federal funds. These updates have been included in the Third Amendment to the MOU Phase II between the VWDB and its local partners. The VWDB is currently collecting signatures for the Third Amendment MOU-Phase II.

All signatures must be submitted by September 30, 2020 for submission to the CWDB EDD.

The MOU partners include: Burbank Adult School, City of Burbank-Workforce Connection, Glendale Community College District, Friends Outside, Glendale Youth Alliance, Job Corps, Los Angeles County Department of Workforce, Aging and Community Services, Los Angeles County Department of Social Services, State of California-Employment Development Department, State of California- Department of Rehabilitation, United American Indian Involvement, and the Verdugo Jobs Center.

FISCAL IMPACT

Approval of the VWDB's Third Amendment to Phase II MOU with its local workforce partners is a policy-related issue. Approval of the Third Amendment Phase II MOU will enable the Verdugo Workforce Development Board and the City of Glendale to continue to receive WIOA funds and to operate in compliance with the workforce legislation. There is no fiscal impact associated with the approval of the VWDB's Third Amendment.

ALTERNATIVE

Alternative 1: The City Council may approve the Motion as outlined in the report.

Alternative 2: The City Council may choose not to approve the motion.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

None

EXHIBITS

Exhibit 1: Verdugo Workforce Development Board Meeting Minutes for September 16, 2020.

Exhibit 2: Third Amendment of Phase II to the Memorandum of Understanding between the Verdugo Workforce Development Board and the required local workforce partners.