

Meeting at-a-Glance

The following is a brief summary of key items on the upcoming Verdugo Workforce Development Board (VWDB) agenda:

BOARD ACTION ITEMS

Any board member may pull an item from the agenda for discussion prior to a vote. Please review all board items before the meeting.

Categories of action items to be approved:

- Federal Requirement: 4
- Contract Award: 2
- Grant Acceptance and Contract Award: 2
- Request for Proposal: 1

Total number of action items to be approved: 9

KEY INFORMATION BEING PRESENTED

- Chair Ara Aslanian will provide an overview of the agenda and highlight main points of the Executive Committee meetings.
- Executive Director Judith Velasco will provide key updates; board members can pull any informational reports for discussion.

AGENDA
Wednesday, February 14, 2025
9:00 am – 10:00 am

Meeting Location:
Verdugo Jobs Center
1255 S Central Ave
Glendale, CA 91204
Rooms: A, B, and C

VWDB meetings are open to the public. Any member of the public who wishes to make public comment must contact Diana Montecino at least 48 hours before the meeting.

The meeting will begin promptly at 9:00 A.M.

RSVP to: Diana Montecino @ (818) 937-8081, dmontecino@glendaleca.gov

I. Introductions

Approval of Minutes: September 25, 2024 **5**

II. Action Items

- a) Approval to accept additional funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2024-2025 in the amount of \$35,600 for Youth@Work Program and to award additional funding to Glendale Youth Alliance in the amount of \$32,929 for a total contract amount of \$462,500 to provide youth employment services **7**
- b) Approval to enter into contract with Biocom Institute California in an amount not to exceed \$40,000 in Workforce Innovation and Opportunity Act funds to provide career exploration and professional fellowships to eligible participants interested in Life Science careers for the period of October 1, 2024 to October 31, 2025 **9**
- c) Approval to enter into contract with Los Angeles Mission College for Early Childhood Education customized training for employers in an amount not to exceed \$67,560 and for classroom training programs listed in the State of California's Eligible Training Provider List in an amount not to exceed \$62,440, for a total contract amount not to exceed \$130,000 from January 1, 2025 to June 30, 2026 **11**
- d) Approval of the certification of the comprehensive Verdugo Jobs Center and the affiliate Job Connect in Burbank as required by the Workforce Innovation and Opportunity Act of 2014 **13**

e) Approval to Authorize the Release of a Request for Proposal soliciting services to utilize Workforce Innovation and Opportunity Act funding for In-School Youth and Out-of-School Youth, Los Angeles County Youth@Work, Student Training and Employment Program, and other grant youth funds for a three-year period: July 1, 2025 through June 30, 2028	15
f) Approval to release the Verdugo Workforce Development Board's Local Workforce Development Plan 2025-2028 for public review and comment	18
g) Approval of the submission of the Career Services Application to the Governor of California, California Workforce Development Board, and the State of California Employment Development Department requesting the Verdugo Workforce Development Board to be the America's Job Center of California SM Adult and Dislocated Worker Career Services Provider for the Verdugo Workforce Development Area for the period of July 1, 2025 – June 30, 2029	19
h) Approval of the submission of the Local Area Subsequent Designation and Local Board Recertification Application to the Governor of California, California Workforce Development Board, and the State of California Employment Development Department requesting the Verdugo Workforce Development Board to be a local workforce area and board for the period of July 1, 2025 – June 30, 2027	20
i) Approval to accept \$850,000 of Workforce Innovation and Opportunity Act Governor's Discretionary 25% Additional Assistance Grant to continue implementing a regional biotechnology technician industry-valued credential, and to enter into contract with Los Angeles Mission College for \$123,200, Biocom Institute for \$200,000, Consultant Bloom Strategies Solutions LLC for \$60,000, Communication Consultant for \$12,500 and a Strategic Planning Consultant for \$20,000	22
 III. Director's Report and Presentation	
a) Presentation	25
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d) Youth Provider Report	33
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f) Grants Matrix	35

- g) Labor Market Information Report **36**
- h) Form 700

V. Other Business and Announcements

- a) Verdugo School to Career Coalition **40**
- b) List of current WDB board of directors/contact information **41**
- c) 2025 Full Board Meeting Calendar

Public comments**Adjourn**

Next Full Board Meeting: Wednesday, April 09, 2025

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

9/25/2024

9:00 a.m. to 10:00 a.m.

MEMBERS PRESENT: Ara Aslanian, Luiza Balyan, Jose Barba, Vicki Brannock, Onnig Bulanikian, Alexis Carter, Marisol Espinoza, Nick Hacopian, Steve Kaplan, Pamela Marcello, Iskra Martinez, Stephanie O’Keefe, Veronica Romero, Souza Vang, Terry Walker

MEMBERS ABSENT: Greg Astorian, Sonya Kay Blake, Mary Hamzoian, Debbie Kukta, Michael Ritterbrown, Teresa Sánchez

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Marcel Becker, Karine Grigoryan, David Leavell, Christine Machovec, Jesse Maldonado, Christin Molano, Olga Perez

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

CALL TO ORDER: 9:01 am by Chair Ara Aslanian

I. Introductions

A. Chair Ara Aslanian welcomed the members of the board and attendees.

II. Minutes of June 26, 2024

A. Minutes presented and reviewed. **MOTION:** Pamella Marcello **2nd:** Terry Walker
Action: APPROVED

III. Action Items

- A. Approval to accept funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2024-2025 in the total amount of \$593,100 for Measure H and Youth Employment Services and to enter into contract with Glendale Youth Alliance for a projected amount of \$429,571 to provide Youth Services
- B. Approval of the Verdugo Workforce Development Board’s Budget for Fiscal Year 2024-2025
- C. Approval of Fiscal Year 2024-2025 Slate of Officers for the Verdugo Workforce Development Board
- D. Approval of Student Training and Employment Program contract amendment with Glendale Youth Alliance to increase funding by \$15,573 for an amended contract amount of \$418,014 for continued administration of work experience services
- E. Approval to accept \$135,000 of California Workforce Development Board funds to implement the Helping Justice-Involved Reenter Employment Initiative (HIRED) Los Angeles program and assist justice involved individuals in entering or reentering the workforce

MOTION FOR CONSENT ITEM A – E

Motion: Terry Walker **2nd:** Pamella Marcello

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
9/25/2024
9:00 a.m. to 10:00 a.m.

IV. Director's Report

- A. Executive Director Judith Velasco acknowledged Terry Walker for being the recipient of Burbank Family Service Agency's The Mary Alice O'Connor Vision Award.
- B. Verdugo Jobs Center (VJC) client David Leavell was the spotlight to discuss his experience with services he received from the VJC. Mr. Leavell was a client who was homeless and unemployed. He is now working for the City of Glendale Community Services & Parks Department.
 - 1. The VJC assisted Mr. Leavell with the transitional job program and partnered with Food on Foot to assist with him with his housing needs. Mr. Leavell expressed gratitude for the services the VJC provides, especially for the assistance provided by his case manager Armineh Hacobian. He stated that he went from sleeping in Glendale parks to working at the parks.
 - 2. The VWDB applauded David and wished him further success.

V. Presentation – *Entertainment Employment Outlook: 2023-33* – Christine Machovec, Economist - US Bureau of Labor Statistics

- A. Ms. Machovec provided a brief overview of the projection growth in the entertainment industry, labor force growth, and economic growth.
 - 1. Ms. Machovec explained that based on current information and the current state of technology, they do not expect Artificial Intelligence (AI) to impact jobs significantly during the 10-year period of projections. She noted that the replacement of workers with AI is not limited to the limitations of technology but also the value that businesses place on their workers and their capabilities as opposed to AI.
 - 2. VWDB members that represent labor organizations in the entertainment industry expressed that their information indicates a decrease in growth and one factor being that their workers could be significantly impacted by AI. Ms. Machovec explained that the data presented is based on current available information at national levels and there could be differences at the local level. She reiterated that the data presented are also based on the current development of AI which is not showing to be developing fast enough to replace significant numbers of workers over the next 10 years, but this could change over the coming years and could be felt differently at a local level like California.

VI. Other Business and Announcements

- A. The board retreat is scheduled for Wednesday, November 13, 2024 at Descanso Gardens.

VII. Public Comments: None

VIII. Adjournment: 9:54 am



Executive Committee Meeting Date: Wednesday, December 4, 2024
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval to accept additional funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2024-2025 in the amount of \$35,600 for Youth@Work Program and to award additional funding to Glendale Youth Alliance in the amount of \$32,929 for a total contract amount of \$462,500 to provide youth employment services

Type of Motion: Acceptance and Award of Additional Grant Funds

OVERVIEW:

The County of Los Angeles, Department of Economic Opportunity provides annual funding to the Los Angeles Basin Workforce Development Boards to provide summer and year-round youth employment programs for their respective workforce regions under the program Youth@Work. The Youth@Work Program has broader eligibility criteria for its participants than the Workforce Innovation and Opportunity Act (WIOA) youth funds and allows for greater participation of the youth in our community who are English Language Learners, Foster Youth, Homeless Youth, and Youth on Parole without the restrictions of income.

On September 23, 2024 the Verdugo Workforce Development Board (VWDB) approved the acceptance of the allocation of Los Angeles Youth@Work and Measure H funds for Fiscal Year (FY) 2024-2025 for a total amount of \$593,100. The initial Youth@Work funding awarded was \$464,400 and \$128,700 for Measure H.

On October 15, 2024 the VWDB received formal notification from Los Angeles County of additional funding for Youth@Work Program in the amount of \$35,600 to increase services for youth in the Verdugo region, for an overall total award amount of \$628,700. The total Youth@Work funding awarded is now \$500,000 and Measure H funding remains the same at \$128,700. The Measure H funds will be utilized to provide supportive services, training and work-based learning for adult homeless clients.

Staff is recommending a contract award to Glendale Youth Alliance (GYA) for \$462,500, which includes an additional \$32,929 to serve an additional 9 youth for an overall total of 121 youth for the Youth@Work program. Due to delays, the contract for the original awarded amount with GYA has yet to be executed.

On April 13, 2022, the Verdugo Workforce Development Board (VWDB) approved the sole source procurement and contract award to GYA due to the public exigency as a result of the COVID-19 pandemic. The Sole Source procurement is in lieu of a competitive bid process; therefore, it has the same standards and requirements of a fully procured vendor for the period of three years beginning July 1, 2022 and ending on June 30, 2025 with an additional year extension through June 30, 2026 if needed due to the potential continued public exigency or emergency [WSD 17-08; 2 CFR



200.320(c)(3)]. The VWDB reserves the right to initiate a competitive procurement process at any time before June 30, 2026, now that the public exigency has ended.

Overall, the designation of GYA as the VWDB's youth provider allows for award of youth funding for the Verdugo region including the Los Angeles County Youth@Work program. Therefore, it is recommended that as the VWDB's youth provider, that GYA receives Los Angeles Youth@Work funding amount not to exceed \$462,500.

FISCAL IMPACT:

For FY 2024-2025, the VWDB has received \$628,700 from Los Angeles County. The Measure H allocation is \$128,700 and Youth@Work Program allocation is \$500,000 to serve an estimated 121 youth ages 14-24 with 160 hours work experience and personal enrichment training with a Career Pathway focus, receiving \$17.28 an hour, the current minimum wage for the City of Los Angeles. As the VWDB's designated youth contractor, the GYA will be provided with the majority of youth program funding in the estimated amount not to exceed, \$462,500 to operate the Los Angeles County Youth@Work program. The Measure H funds will be utilized to provide supportive services, training, and work-based learning for adult homeless clients by VJC staff.

Los Angeles County funding will be for fiscal year period 2024-2025 with an end date of June 30, 2025.



Executive Committee Meeting Date: Wednesday, December 4, 2024
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval to enter into contract with Biocom Institute California in an amount not to exceed \$40,000 in Workforce Innovation and Opportunity Act funds to provide career exploration and professional fellowships to eligible participants interested in Life Science careers for the period of October 1, 2024 to October 31, 2025

Type of Motion: Award of Grant Funds

OVERVIEW:

Since 2016, the Verdugo Workforce Development Board (VWDB) has been operating its Biocom Institute Technology Certification (BioTC) project to develop a pool of qualified job candidates for BioScience employers to interview and hire. The focus on BioScience, including the launch of BioTC, was based on the employers involved and leading the BioTC because of the need for qualified biotechnology and biomanufacturing technicians. In addition, local data continue to show that BioScience is projected to experience growth in the number of related establishments and number of employees, indicating growth occupations. The Los Angeles Economic Development Corporation's (LAEDC) BioScience Industry Cluster Blueprint (2024) shows that establishments in the Los Angeles Basin are expected to increase from 2,698 in 2015 to 3,285 in 2077. The continued expected growth leads the VWDB to continue its focus on the career opportunities offered by the BioScience industry sector and continue preparing program participants for these opportunities.

Biocom California Institute (Biocom) has been an integral partner in the implementation of the BioTC project. As an industry association, Biocom leads the business engagement activities for the project to ensure that employers are introduced to BioTC and are able to connect with the credentialed students that are ready for entry level employment, including facilitating the development of worksites with their members for our participant's work experience hours.

The VWDB is now looking at offering Fellowship opportunities to participants to further connect these job seekers to employers and job opportunities. The Fellowship provides meaningful career readiness experiences to credentialed students ready to obtain gainful employment in BioScience. Fellowships also assist veterans and dislocated workers in transitioning their specialized skills to the BioScience industry sector.

Participants are matched with an industry professional over a six-month period for 1:1 career development and guidance, resume review and customization for the industry, and preparation for interviews in BioScience companies. Networking events include career fairs, panel presentations and industry symposiums, and company tours that allow participants to directly connect with employers. Mentorship continues during the job search and job placement process to ensure success. One Fellowship cohort will be launched to ensure the career exploration service meets the needs of participants as well as ensure overall program success. Evaluation and any adjustments needed will be implemented prior to any further cohorts being scheduled.



FISCAL IMPACT:

The Fellowship will consist of a maximum of 20 participants over a twelve-month period for a flat fee not to exceed \$40,000. The estimated contract term will be October 1, 2024 to October 31, 2025. The contract terms may change depending on the actual start date of the program.

Approving the WIOA allocation will bring the overall grant award to Biocom to an amount not to exceed **\$614,204**. Other funding allocations to Biocom approved by the VWDB consist of the following:

Grant	Service	Allocation	Term
BioPharma 2	Business engagement, technical assistance to colleges	\$102,625	2022-2024 (ended 12/31/24)
Regional Equity & Recover Partnership (RERP)	Issue stipend payments to biotech students	\$186,579	2023 to October 31, 2025
Broad Foundation	Technical assistance to colleges, student recruitment, business engagement	\$285,000 (\$95K/year)	11/01/2024 - 01/31/2027
Total Allocation for Contracts to Date		\$574,204	
WIOA	Provide career exploration and professional fellowships	\$40,000	10/1/2024 to 10/31/2025-estimate
Total Allocation for All Contracts		\$614,204	



Executive Committee Meeting Date: Wednesday, December 4, 2024
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval to enter into contract with Los Angeles Mission College for Early Childhood Education customized training for employers in an estimated amount of \$67,560 and for classroom training programs listed in the State of California's Eligible Training Provider List in an estimated amount of \$62,440, for a total contract amount not to exceed \$130,000 from January 1, 2025 to June 30, 2026

Type of Motion: Award of Contract Funds

OVERVIEW:

In February 2023, the Verdugo Jobs Center (VJC) partnered with three early childhood care employers: Pacific Clinics, Families Forward, and Bright Minds and launched a training program to address the shortage of Early Childhood Education (ECE) teacher aides. This program targeted English language learners and low-income individuals who were primarily, recipients of public assistance. The business led partnership designed a customized training program that combined classroom training provided by Los Angeles Mission College (LAMC) and 150 hours of work experience (WEX) at the employer worksites provided by the VJC. Upon completion of the training, participants were hired by one of the employers. To date, the partnership has increased by two additional employers: Foothill Families and Volunteers of America.

The short-term vocational training offered by LAMC was designed by the employers and consisted of the required six units to qualify as a teacher aide. These six units are comprised of two courses which students complete: Infant and Toddler Development, and Child, Family and Community. LAMC provides students with program on-boarding, tutoring, counseling and support throughout the customized training which is over 16 weeks. Prior to completion, the students begin their paid work-based learning for 150 hours required to be permanently hired by their employer. The 150 hours of work-based learning is completed with one of the partner employers dedicated to interviewing and hiring the students. As of early this year, a total of 30 students have completed the training and a total of 27 students have been hired.

The head start employers have once again approached the VJC for assistance in launching a second training cohort for early childhood teacher aides. In the first cohort, VJC was able to use the Individual Training Account (ITA) process to pay for the training program; however, LAMC now requires that the Verdugo Workforce Development Board (VWDB) enter into a contractual agreement for these training services.

In addition to the ECE program, the contract will also include the Workforce Innovation and Opportunity Act (WIOA) training programs as listed in the State of California's Eligible Training Provider List (ETPL) which at the moment include: Accounting, Culinary Specialist I, Certified Nurse Assistant & Home Health Aide, Fundamentals of Medical Billing & Coding, Pharmacy Technician-Basic, and Biotechnology Lab Assistant. Annually, ETPL courses change, therefore VWDB will only utilize approved ETPL courses as listed in the State of California website.



In the event that fewer students are enrolled in the ECE program, the remaining funds may be used for ETPL programs that participants select at LAMC.

Overall, a contract with LAMC for training will allow the VJC to enroll participants in the Early Child development programs and the approved ETPL courses for LAMC.

FISCAL IMPACT:

The ECE training program will serve an estimated 40 participants at an average of \$1,688 per participant cost for an estimated amount of \$67,560. Additional funds will be allocated to cover costs of WIOA trainings listed in the State of California's ETPL with an average cost per student of \$2,500 – \$3,000 for an estimated amount of \$62,440. The overall contract with LAMC will not exceed \$130,000 for a period of 18 months from January 1, 2025 to June 30, 2026.

In addition to this contract, the VWDB currently has a contract with LAMC to administer the BioTC hub which tests students and issues the digital credential. The BioTC existing contract amount is \$120,000 which is due to end December 31, 2024.



Executive Committee Meeting Date: Wednesday, December 4, 2024
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

<p>Approval of the certification of the comprehensive Verdugo Jobs Center and the affiliate Job Connect in Burbank as required by the Workforce Innovation and Opportunity Act of 2014</p>

Type of Motion: Federal Requirement – America’s Job Center of California and Affiliate Certification

OVERVIEW:

The California Employment Development Department (EDD) issued Workforce Services Directive (WSD) 23-05 which delineates the criteria and requirements for certifying comprehensive, affiliate, and specialized America’s Job Center of California (AJCC) for the period of January 1, 2025 to December 31, 2028 (“2025 cycle”) as required by the Workforce Innovation and Opportunity Act (WIOA). According to the Directive, AJCCs must be certified every three years in order to be eligible to receive funding from the Local Workforce Development Board. The Verdugo Workforce Development Board (VWDB) provides funding for one comprehensive center, the Verdugo Jobs Center (VJC) and one affiliate center, the Job Connect (JC) in Burbank. The VJC meets the definition of a comprehensive AJCC because it offers all of the services allowable under WIOA. The JC meets the definition of an affiliate center because it only provides Universal Access self-services, and it serves as an access point to the comprehensive VJC. According to WSD 23-05, both the comprehensive and affiliate AJCCs are required to meet the Baseline Criteria which evaluates compliance with WIOA regulations including equal opportunity and the Certification Indicator Assessment Criteria which evaluates existing quality and continuous improvement processes. There is no minimum score or threshold required to determine eligibility for certification. Instead, this evaluation is for AJCC development and improvement only.

On June 26, 2024, the VWDB approved the revised Certification Process for comprehensive and affiliate AJCCs. This process was used to evaluate both centers for the 2025 cycle, including appointing an evaluation team consisting of administrative staff. The evaluation of the VJC and JC began May 15, 2024 with document reviews and documentation of strengths and continuous improvement opportunities. On August 12, 2024, the evaluation team interviewed the VJC Manager in-person to clarify and verify information. On August 21, 2024, the evaluation team interviewed the JC Managers in-person to clarify and verify information. In addition, the team walked-through the JC located in the Central Library and two portals, located in the Buena Vista Branch and Northwest Branch. In accordance with the Certification Process, the information gathered was used by the Evaluators to finalize the Certification Matrices, documenting strengths and continuous improvement opportunities. The Certification Evaluation Team unanimously determined that the VJC and JC met the compliance in the Baseline Criteria as well as the Certification Indicator Assessment Criteria to be certified. In accordance with WSD 23-05, the Certification will take effect January 1, 2025 and will remain in effect through December 31, 2028.



The JC and VJC Managers received the matrices to review any information that was inaccurate. The Managers were given one week to review the matrices and provide corrections. Neither the JC nor the VJC identified any corrections needed in the evaluation team's findings. The Managers will receive the final matrices signed by the VWDB Chair and they will have until December 31, 2024 to develop and submit a Continuous Improvement Plan that addresses the Continuous Improvement Opportunities identified in the matrices.

Examples of a strength and a continuous improvement opportunity for VJC and JC include:

Strengths

- Verdugo Jobs Center (VJC): The VJC strives to increase the number and percentage of all VJC customers receiving skill development and training services. In addition to its career pathways which generate industry-recognized credentials upon successful completion, the VJC expands its upskilling opportunities through paid work experience/transitional jobs and On-the-Job Training (OJT) to assist in transitioning its customers with significant multiple barriers into the work environment.
- Job Connect (JC): The JC staff identifies with the AJCC system and contributes to providing a positive experience for every customer. JC verbally shares information about VJC programs and services, beyond the Universal Access services provided at the JC, for customers that need those additional services.

Continuous Improvement Opportunity:

- Verdugo Jobs Center (VJC): The VJC needs a systematic approach to seek feedback and satisfaction data from businesses on the delivery of all business services. The VJC relies on business surveys for specific services such as Rapid Response; however, surveys do not include all business services such as job matching/placement satisfaction.
- Job Connect (JC): The JC is not aware of all trainings that are offered through the VJC or its One-Stop Operator. As the responsible agent, the One-Stop Operator should ensure that all partners receive an updated professional development plan that includes the schedule of upcoming training.

FISCAL IMPACT:

There is no fiscal impact to approving the certification of the VJC and JC.



Executive Committee Meeting Date: Wednesday, December 4, 2024
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval to Authorize the Release of a Request for Proposal soliciting services to utilize Workforce Innovation and Opportunity Act funding for In-School Youth and Out-of-School Youth, Los Angeles County Youth@Work, Student Training and Employment Program, and other grant youth funds for a three-year period: July 1, 2025 through June 30, 2028

Type of Motion: Authorize the release of Request for Proposal (RFP)

OVERVIEW:

Board staff is requesting the VWDB to approve the release of a Request for Proposal for youth services for the upcoming new contract period of July 1, 2025 to June 30, 2026. This competitive procurement will be valid for three years through June 30, 2028. At the discretion of the Board, the contract can be renewed annually through June 30, 2028, and extended for one additional year through June 30, 2029, contingent upon successful performance. Should youth funds become available from any additional sources, this procurement can guide the award of those funds.

The previous procurement for youth services was conducted for the 2017-2018 Fiscal Year and the selected provider was Glendale Youth Alliance. Due to the pandemic and Stay Home Orders, the RFP process was postponed to not provide further days to the delivery of services to the community.

All procurement regulations and requirements will be followed during this RFP process and include Workforce Innovation and Opportunity Act (WIOA) youth program requirements as listed in Employment Development Department Workforce Services Directive (EDD-WSD) 17-07, as well as the Office of Management and Budget's Uniform Administrative Guidance (2 CFR 200).

The RFP will have important information, not limited to but including:

1. Summary of general requirements such as purpose of request, funding limits, submission deadline, contracting policies, program design and requirements, and timeline.
2. Proposal format and evaluation criteria.
3. Proposal instructions and forms.

The final RFP will have the City of Glendale City Attorney Department's review and approval before it is released to the public.

The City anticipates contract(s) resulting from this RFP will commence on July 1, 2025, and will cover one program year through June 30, 2026. Funding for this RFP is from various grant sources including WIOA-Youth, Los Angeles County-Youth@Work Program and the Student Training & Employment Program (STEP) funded by the Department of Rehabilitation (DOR). Grant awards may vary, and this RFP will include estimates based on prior year awards. Also, RFP awards are contingent upon the availability of grants funds.



Outlined below is an estimated timeline for the RFP process:

PROCESS & ESTIMATED TIMELINE (SUBJECT TO CHANGE)

DATE	DESCRIPTION
January 2025	Public notice begins. RFP released via the Board's website: www.verdugoworks.com/publicnotice
January 2025	Final date to RSVP for Optional Bidders Conference via the Board's website. RSVPs must be received by 5:00 p.m. PST.
January 2025	Optional Bidders Conference: 9:00 a.m. PST
February 2025	Deadline for Submission of Questions on RFP. Must be received by 5:00 p.m. PST
February 2025	Deadline for Proposal. Must be received by 4:30 p.m. PST
March 2025	Proposals reviewed by VWDB internal
April 2025	8:30 – 11:30 a.m. Proposer's Interviews An entity representative should be available during this time to attend the interview. Interview time will be set up with Proposer.
June 2025	Tentative Date for Awarding Contract (April 10-May 10 will be 30-day appeal period)

OUTREACH

Notification of the RFP will be published in the Glendale News-Press, the Burbank Leader, and the La Cañada Valley Sun. Notification will also be emailed to the VWDB members, Verdugo School-to-Career Coalition members, VWDB Partners, California Adult Education Program (CAEP) Partners, and all interested parties from the 2017 procurement, which includes all current and past contractors. The RFP will also be published on the Board website and social media outlets associated with VWDB, VJC, and the Cities of Glendale, Burbank and La Cañada Flintridge.

FISCAL IMPACT:

The outcome of the RFP will guide the administration of youth programs. Current youth grant awards are listed below as a sample of information that will be included in the Youth RFP:

WIOA ISY and OSY

WIOA authorizes the use of funds for youth employment and training activities that will provide eligible youth assistance in achieving employment and academic success; provides opportunities for training; provides continued supportive services; provides incentives for recognition and achievement; and provides opportunities for leadership, development, decision making, citizenship, and community service.

WIOA Section 129 prioritizes funding for Out-of-School Youth (OSY), with a minimum of 75% of funding dedicated to OSY Programs, while 25% is dedicated to In-School Youth (ISY) Programs.



Under WIOA, local areas are required to spend a minimum of 20% of non-administrative local area funds on work experience.

The WIOA Youth Formula allocation for the 2024-25 Fiscal Year is detailed as follows:

Eligible Youth	Estimated Percentage	Amount	Number of Youth to be Served	Number of Work Experience Hours
In-School Youth	25%	\$155,838	23	180
Glendale Youth	61%	\$95,062	14	
Burbank Youth	38%	\$59,218	8	
La Cañada Flintridge	1%	\$1,558	1	
Out-of-School Youth	75%	\$467,515	62	200
Glendale Youth	61%	\$285,185	38	
Burbank Youth	38%	\$177,655	23	
La Cañada Flintridge	1%	\$4,675	1	
Total	100%	\$623,353	85	

The above figures will be included in the RFP; however, actual allocations will be used in contract negotiations once that information is provided by the State of California Employment Development Department. Although WIOA requires a minimum of 20% of WIOA Formula Funds to be spent on paid work experience, contractors will be instructed to budget a minimum of fifty-five percent (55%) of all contracted WIOA Formula funds to be spent on youth wages and benefits for work experience, per local policy.

Los Angeles County Youth@Work Grant

The VWDB receives funding from Los Angeles County, Department of Economic Opportunity to operate year-round programs. The amount received each year has varied and notification of awards is received in late June. The Department of Economic Opportunity that operates the Youth@Work program sets the grant requirements. Typically, majority of funds are designated for high-school aged youth with multiple barriers to employment. In the current Fiscal Year 2024-2025, a total of \$462,500 was awarded to the youth provider. This estimated will be included in the RFP, with the final contract award will be vary based on the final funding allocation.

Student Training and Employment Program (STEP) Grant

Since 2022 the VWDB has received STEP funds from the Department of Rehabilitation (DOR) to serve youth with disabilities, ages 16 to 21, with up to 120 hours of work readiness and paid work experience in placements that match the students' interests and aptitudes. Current funding is available under STEP until June 30, 2026 and can potentially be continued. In the current Fiscal Year 2024-2025, an estimated \$398,384 was awarded to the youth provider. Based on the outcome of the RFP, a STEP grant award will be available to the youth provider dependent on DOR funding.

In addition to these grant programs focused on youth, should the Board apply for any competitive youth grant funds, this procurement will guide the award of those funds.



Executive Committee Meeting Date: Wednesday, February 12, 2025
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

<p>Approval to release the Verdugo Workforce Development Board's Local Workforce Development Plan 2025-2028 for public review and comment</p>
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Type of Motion: Federal Requirement - Local Plan

OVERVIEW:

The Workforce Innovation and Opportunity Act (WIOA) requires that local plans be developed for the implementation of workforce development systems in alignment with state plans (WIOA Public Law 113-128, §106 and 107; Title 20 Code of Federal Regulations (CFR) §679.200 through 679.580). Local Workforce Boards are required under WIOA to develop their Local Workforce Development Plans (Local Plan) to facilitate access to workforce services at the local level. The new Local Workforce Development Plan completed by the Verdugo Workforce Development Board (VWDB) is for the four-year period of July 1, 2025 through June 30, 2029.

The VWDB's local plan is a profile of the Verdugo Community, economic landscape and an analysis on the impact of the pandemic on the Verdugo tri-city community. It also describes the VWDB and Verdugo Jobs Center's services, and its coordination with partners to serve the VWDB's priority populations. The plan is written to address specific questions from the State as opposed to a traditional strategic plan.

The regulations (WIOA §107 and §108) also require that the planning process provide an opportunity for public comment on the Local Plan before submitting it to the Governor of California and the California Workforce Development Board for approval. To provide adequate opportunity for public comment, local boards are required to provide a 30-day period for comment on the plan. The VWDB Local Plan will be widely distributed, including being posted on the VWDB's website and distributed to all partners with requests to post on their websites as well. The public comment period will run from February 13, 2025 through March 15, 2025, to meet the 30-day comment period. All comments will be documented and, as appropriate, incorporated into the plan to ensure that stakeholder input, disagreements and concerns are addressed. In the event that the local plan has to be released for an extended comment period, staff will make the adjustments to the dates accordingly. The final copy of the Local Plan will be submitted to the VWDB for final approval prior to submission.

FISCAL IMPACT:

There is no fiscal impact to approving the release of the VWDB Local Plan for public comment.



Executive Committee Meeting Date: Wednesday, February 12, 2025

VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval of the submission of the Career Services Application to the Governor of California, California Workforce Development Board, and the State of California Employment Development Department requesting the Verdugo Workforce Development Board to be the America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider for the Verdugo Workforce Development Area for the period of July 1, 2025 – June 30, 2029

Type of Motion: Federal Requirement – Career Services Application

OVERVIEW:

The Workforce Innovation and Opportunity Act (WIOA) requires that Local Boards conduct an open and competitive process in order to select their America's Job Center of CaliforniaSM (AJCC) Operator (WIOA §121[d][2][A]). Local Boards have the option to provide the Adult and Dislocated Worker Career Services themselves with the agreement of the Chief Elected Official and the Governor (WIOA §107[g][2] and Title 20 CFR 679.410[b]), or to award a contract through a competitive bid process. Although not required by WIOA, Local Boards are encouraged to use a competitive process to select their Career Services Providers, similar to the AJCC Operator.

The Verdugo Workforce Development Board (VWDB) has a long-standing history of delivering services as a direct provider via the Verdugo Jobs Center (VJC). As such, previous applications were submitted in 2017 and in 2021 for a four-year period each. This would be the VWDB's third application to continue to administer Career Services directly for the period of July 1, 2025 through June 30, 2029. In previous applications, the VWDB cites procurement as a costly administrative process that redirects resources from serving participants. The support received from the City of Glendale, as the administrative entity, offsets any potential cost savings proposed by a new provider. VJC staff are City of Glendale employees, allowing the administrative entity to monitor performance and finances closely, as well as conduct internal and external audits, maintaining separation of duties and firewalls to protect integrity.

Also, the VJC has a long history of excellent performance that does not justify the risk in selecting a new Career Services provider. This outstanding performance was recognized by CWDB when it granted the VWDB its High Performing Board designation in July 2023 which required that the local board demonstrates that it has exceeded performance towards the State measures. Finally, it is important to note the long-term partnerships established and maintained by the VJC to provide participants all the services they need to achieve their educational and career goals. These partnerships are the outcome of many years of collaboration and cannot be easily replicated.

Staff will make any necessary updates to the application as needed before the final submission deadline of March 1, 2025. The application requires signatures from the Board Chair and the local elected official. The board will receive a copy of the final application when it is completed.

FISCAL IMPACT:

There is no fiscal impact to submitting a Career Services Application.



Executive Committee Meeting Date: Wednesday, February 12, 2025
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval of the submission of the Local Area Subsequent Designation and Local Board Recertification Application to the Governor of California, California Workforce Development Board, and the State of California Employment Development Department requesting the Verdugo Workforce Development Board to be a local workforce area and board for the period of July 1, 2025 – June 30, 2027

Type of Motion: Federal Requirement – Local Area Subsequent Designation and Local Board Recertification

OVERVIEW:

All Workforce Boards must submit an application for the subsequent designation of Local Workforce Development Area (Local Area) and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2025-2027, July 1, 2025 through June 30, 2027, under the Workforce Innovation and Opportunity Act (WIOA).

The WIOA Sections 106 and 107 provides the criteria for the subsequent designation of Local Areas and recertification of Local Boards. Specifically, WIOA Section 106 requires the Governor to designate Local Areas within the state, while Section 107 requires the Governor to certify one Local Board for each Local Area in the state that received initial designation status. The California Workforce Development Board (State Board) and the Employment Development Department (EDD) acting under the authority of the Governor, established policies and procedures and completed the initial designation of Local Areas in June 2015. The Verdugo Workforce Development Board (VWDB)'s most recent board recertification and local area designation covers the periods of 2021 to 2025 and is set to expire on June 30, 2025.

Through a joint powers agreement (JPA), the cities of Burbank, Glendale, and La Cañada Flintridge form the Verdugo Consortium which is the Local Workforce Development Area (LWDA). The VWDB is the planning and policy body of the Verdugo Consortium. As such the VWDB must submit a Local Area Subsequent Designation and Local Board Recertification application for this new period, effective July 1, 2025 to June 30, 2027.

In order to comply with state and federal requirements, the VWDB must submit the application to the State Board and EDD demonstrating that its board membership composition meets WIOA requirements. Additionally, the VWDB must describe how it has participated in the Regional Planning Process, including its participation in Regional performance outcomes and must sign assurances that it is complying with all fiscal and performance requirements under WIOA for Program Years 2025-2026 and 2026-2027.



In terms of board membership requirements, the following categories will be considered:

- **BUSINESS:** WIOA Section 107(b)(2)(A) – a majority, 51% percent of the members of each local board shall be representatives of business in the local area
- **WORKFORCE:** WIOA Section 107(b)(2)(B) – not less than 20% percent of the members of each local board shall be representatives of the workforce within the local area of which no less than 15% shall include representatives of labor organizations
- **EDUCATION:** WIOA Section 107(b)(2)(C) – each local board shall include representatives of entities administering education and training activities in the local area including Eligible Title II providers and Institutions of higher education
- **ECONOMIC AND COMMUNITY DEVELOPMENT:** WIOA Section 107(b)(2)(D) – each local board shall include representatives of governmental and economic and community development entities serving the local area
- **ADDITIONAL MEMBERS:** WIOA Section 107(b)(2)(E) – each local board may include such other individuals or representatives of entities as the chief elected official (CEO) in the local area determines to be appropriate

Staff will make any necessary updates to the application as needed before the final submission deadline of April 7, 2025. The application requires signatures from the Board Chair and the local elected official. The board will receive a copy of the final application when it is completed.

FISCAL IMPACT:

There is no fiscal impact to submitting the local area subsequent designation and local board recertification application. If the board is not able to meet its membership criteria, it will likely need to submit a plan of action to fill any open seat.



Executive Committee Meeting Date: Wednesday, February 12, 2025
VWDB Meeting Date: Wednesday, February 12, 2025

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board take the following action:

Approval to accept \$850,000 of Workforce Innovation and Opportunity Act Governor's Discretionary 25% Additional Assistance Grant to continue implementing a regional biotechnology technician industry-valued credential, and to enter into contract with Los Angeles Mission College for \$123,200, Biocom Institute for \$200,000, Consultant Bloom Strategies Solutions LLC for \$60,000, Communication Consultant for \$12,500 and a Strategic Planning Consultant for \$20,000

Type of Motion: Acceptance of New Grant Funds and Approval of Contracts

OVERVIEW:

In early 2023 the Verdugo Workforce Development Board (VWDB) approved the acceptance of \$650,000 of Workforce Innovation and Opportunity Act (WIOA), Governor's Discretionary 25% Additional Assistance Grant (Additional Assistance Grant), funding the BioPharma 2 project. The funds were awarded to continue the implementation of the regional biotechnology technician industry-valued credential. Originally in 2021 the VWDB had been awarded the BioPharma 1 grant and initiated the project by approving entering into contracts with Los Angeles Mission College (LAMC), Biocom California Institute (Biocom), Bloom Strategies Solutions LLC (Bloom), and a communications consultant. These organizations were included in the grant application for the BioPharma's grant 1 and 2 and now 3. The BioPharma 3 grant remains as a non-traditional infrastructure grant, offering digital credential to students at no cost, rather than serving as a training or transitional jobs grant for enrolled participants.

Led by Grifols Biologicals Inc., an assessment instrument was designed by VWDB, LAMC and six additional companies: Amgen, Takeda, Prolacta, Gilead, Kite and Neutrogena. The assessment instrument was administered to students who graduated from any BioScience program in the Los Angeles Basin. Students who received a 70% score or higher earned a BioTechnology Technician Credential (BioTC). LAMC was selected as the "hub" for administering the assessment to students and generating the digital credential to students. All credentialed students were entered into a job matching portal designed by Biocom for easy access to the qualified and credentialed pool of candidates by the hundreds of BioScience business members. The project continues to be business led with Prolacta now as the lead and Grifols and Gilead continuing as members along with the four remaining companies continuing to provide technical assistance and support. To date, a total of 18 assessments have been held since December 2021 with a total of 192 student registrations, 166 completed the assessments and of these, 150 students earned a passing score. The BioTC assessment has a 90% pass rate and the entered employment rate continues at 85%.

The VWDB administration is anticipating the full approval of the VWDB's State of California Employment Development Department (EDD) Additional Assistance Grant application (BioPharma 3) in the amount of \$850,000, to continue the implementation of BioTC. Funding will enable the VWDB to increase the number of BioScience businesses involved in BioTC which would lead to an increase in connecting credential students with hiring employers. It would also assist in providing technical assistance to colleges developing biotechnology programs, aligning their curricula to the

assessment competencies, to assess students and generate digital badges to those who achieve passing scores. We expect to assess an estimated 120 students with BioPharma 3 grant funds and maintain a 90% pass rate and 85% entered employment rate.

This is an 18-month grant with an anticipated start date of early 2025 and end date of June 30, 2026. The VWDB will continue to coordinate the project with all partners specified in the grant to ensure deliverables are accomplished in accordance with the grant requirements. Three of the contractors, LAMC, Biocom, and Bloom, are partners included in the BioPharma 3 grant to provide services which meet the definition of subrecipients. Therefore, they are not required to be procured under the Code of Federal Regulations (CFR 200.317 – 200.326). However, the communication consultant and strategic planning consultant are not subrecipients and therefore, will need to be procured. The scope of work for each contract will be negotiated for each subrecipient and contractor. A summary of the contracts is as follows:

- LAMC: LAMC will continue administering the assessment and issuing the digital credentials to students from community colleges. They will establish and issue email and password access to the Canvas system so that students can take the online assessment. They will continue to review and adjust the assessment instrument based on input from business, students and instructors from other colleges. For this grant, they will administer a minimum of 12 exams. The LAMC Contract is estimated at \$123,200.
- Biocom: Biocom will expand the business engagement strategies to add industry expertise to the BioTC Collaborative and employers to hire credentialed students. They will coordinate and hold additional business forums, adding to the successful business engagement forums held in prior years. Biocom will also provide technical assistance to colleges working to implement biotechnology programs in their own colleges as well as counsel students who do not pass the assessment and assist in bridging any academic gaps. Technical assistance guides and exam preparation workshops will also be added to further prepare students for the BioTC. The Biocom Institute contract is estimated at \$200,000.
- Bloom: Bloom will be the point of contact for the BioScience businesses looking to hire the credentialed students. They will work to match and connect credentialed students with BioTC and other BioScience employers. They will also begin to negotiate On-the-Job Training (OJT) contracts as may be needed, to support VJC staff. Once the commitment is made to enter into OJT contracts or hire, the connection is made to VJC staff to complete the process. Bloom also coordinates the supportive services that students may need. Bloom will continue to support VJC to ensure consistency in the business services provided. The Bloom contract is estimated at \$60,000.
- Communication Consultant: A communication consultant continues to be needed to assist with branding the credential and creating collateral material to assist with outreaching and introducing BioTC to employers and students. They will also make any adjustments to the BioTC website as needed, based on business and student input who use the website. The VWDB will need to execute a competitive bid to select a communication consultant, and the contract is estimated at \$12,500.
- Strategic Planning Consultant: The VWDB will also procure, as needed, a strategic planning consultant that specializes in program expansions as BioTC looks to expanding across the

State in the future. Under BioPharma 3, the consultant will focus on the first step of planning by assisting with the development of a Memorandum of Understanding (MOU) that defines the roles and responsibilities of all BioTC Collaborative members and partners. The MOU is the first step in setting the direction for future expansion of the project beyond the Los Angeles basin to meet the demand of the industry across the state. This consulting contract is estimated at \$20,000.

All contracts will be negotiated by staff after the final award is provided to the VWDB. Total contracts will not exceed \$415,700 under the BioPharma 3 grant.

FISCAL IMPACT:

The Additional Assistance Grant generates \$850,000 in revenue for the VWDB, with an allocated amount not to exceed \$415,700 to contracts, leaving \$434,300 for VWDB/VJC staff salaries and operational expenses to fully implement BioTC grant deliverables.

The three subrecipients, Bloom, LAMC, and Biocom have contracts this current program year. It is important to note that some grants have ended and the subrecipients have no further access to that funding. Further, some funds will be ending in four months (June 30, 2025) and others, are multi-year funding allocations that limit the amount accessible per program year. A summary of all current contracts for the BioPharma subrecipients delineates the funding levels including the proposed allocations:

Contract Name	Allocation	Funding Source	Funding End Date
Bloom Solutions			
VJC WIOA Services	\$ 50,000***	Adult	June 30, 2025
GlendaleLEARNS	\$ 20,000***	CAEP	June 30, 2025
<i>Proposed Allocation</i>	<i>\$ 60,000</i>	<i>BioPharma 3</i>	<i>June 30, 2026</i>
Total Allocation	\$ 130,000		
Los Angeles Mission College			
BioTC Hub	\$ 120,000*	BioPharma 2	December 31, 2024
Early Childhood Education Training	\$ 130,000	Adult	June 30, 2026
<i>Proposed Allocation</i>	<i>\$ 123,200</i>	<i>BioPharma 3</i>	<i>June 30, 2026</i>
Total Allocation	\$ 373,200		
Biocom			
BioTC	\$ 102,625*	BioPharma 2	December 31, 2024
RERP Stipends	\$ 186,579	RERP	October 31, 2025
Fellowship	\$ 40,000***	Rapid Response	October 31, 2025
Broad Business & College Engagement	\$ 285,000**	Broad	January 31, 2027
<i>Proposed Allocation</i>	<i>\$ 200,000</i>	<i>BioPharma 3</i>	<i>June 30, 2026</i>
Total Allocation	\$ 814,204		

* Grant ended and no further funds for this grant are available to expend.

** Multi-year grant with limits on amount available each year.

*** Funding ends in four months.

Program Report for PY 24-25

Reporting Period: 7/1/2024 – 12/31/2024

Services

The Verdugo Jobs Center (VJC) offers a range of public employment services in furtherance of its mission of transforming lives, businesses, and our community through innovative workforce solutions. Services are classified according to the participant's need for staff assistance.

Self-Service Activities

Individuals access self-service resources such as using the computers for job search, and attending orientations, employment readiness workshops, job fairs, and recruitments hosted by the VJC.

Staff-Assisted Activities

Individuals obtain services that are assisted by VJC staff and are enrolled in Workforce Innovation and Opportunity Act (WIOA) funded programs. Staff-assisted services include conducting skills assessments, development of personalized employment plans, and individual career and employment counseling services. Individuals can also obtain classroom training or On-The-Job Training (OJT) to update their skills.

	Plan	Actual
Total number of visitors – Verdugo Jobs Center	-	4,870
Total self-service participants	-	4,870
Total staff-assisted participants	1,300	289
Total participants receiving training services ~	80	76

~ Includes training services from WIOA Formula Grants (Adult and DW only).

Participants

The VJC serves a diverse population from the tri-city area. Participants are categorized as Adults and Dislocated Workers.

Adults: Individuals who are unemployed and have a barrier to gaining employment.

Dislocated Workers (DW): Workers have been recently laid off and are unlikely to return to the same industry due to various reasons.

WIOA funds are used to provide individuals who have barriers to obtaining employment with job placement assistance, employment training, and individual case counseling services. Examples of individuals with employment barriers include those with low income, English language learners, individuals with disabilities, those who have been laid off from a job, veterans, and those who are re-entering society.

Additionally, the VJC administers the following programs to support specific groups in their employment efforts:

Specialized WIOA Programs	Plan	Actual
Prison to Employment (P2E) Program that provides job search assistance and placement for justice involved individuals. Grant Dates: 7/1/2023 – 6/30/2026	13	9
Regional Equity & Recovery Partnerships (RERP) Program that provides stipend to students enrolled in BioTC training. Grant Dates: 4/20/2023 – 10/31/2025	43	43
Caltech Additional Assistance Program that provides training and job search assistance to Caltech dislocated employees. Grant Dates: 3/1/2024 – 3/30/2025	30	14

Performance for Program Year 2024-2025 (July 1, 2024 – June 30, 2025)

The State of California defines performance measures for the VJC to meet. In the chart below, the column “Goal” lists the planned percentages determined by the State that the VJC must meet during the program year. The “Actual” column lists the VJC’s performance, and the “% Achieved” compares the Planned versus Actual figures.

PY 2024-2025 Quarter 1 Adult Performance	Goal	Actual	% Achieved
Adult Employment 2nd Quarter After Exit	68%	62.8%	92.4%
Adult Employment 4th Quarter After Exit	67%	73.3%	109.4%
Adult School Credential Obtained	75%	82.1%	109.5%
Adult Median Earning 2nd Quarter After Exit	\$7,750	\$7,308	94.3%
Adult Measurable Skill Gains	75%	57.1%	76.1%

PY 2024-2025 Quarter 1 Dislocated Worker Performance	Goal	Actual	% Achieved
DW Employment 2nd Quarter After Exit	72%	60.7%	84.3%
DW Employment 4th Quarter After Exit	72%	100.0%	138.9%
DW School Credential Obtained	78%	77.8%	99.7%
DW Median Earning 2nd Quarter After Exit	\$9,500	\$10,200	107.4%
DW Measurable Skill Gains	79%	54.2%	68.6%

PY 2024-2025 Quarter 1 Youth Performance	Goal	Actual	% Achieved
Youth Employment 2nd Quarter After Exit	72%	62.5%	86.8%
Youth Employment 4th Quarter After Exit	75%	47.8%	63.7%
Youth School Credential Obtained	67%	81.3%	121.3%
Youth Median Earning 2nd Quarter After Exit	\$4,500	\$5,316	118.1%
Youth Measurable Skill Gains	68%	0%	0.0%

Additional Workforce Programs

While WIOA-funded programs make up the majority of the VJC's funding, the VJC contracts with certain other organizations with the goal of assisting specific populations. The VJC operates Non-WIOA programs under contracts with the following agencies:

Non – WIOA Programs	PY 24-25 Number of Participants
California Adult Education Program (CAEP): Job placement services to connect English Language Learner clients to Adult Education. <i>Contract with Glendale Community College</i>	14
Employment Network: Pre-and post-employment services for up to 5 years for clients with disabilities. <i>Contract with Social Security Department</i>	36 (cumulative)
Regional Immediate Intervention Services for Employment (RIISE): Work experience for 13 participants experiencing homelessness. <i>Contract with the County of LA's Measure H Funds</i>	6

Business Engagement

The VJC is engaging businesses to support the development of the local economy. Business activities include partnering on recruitments to find qualified employees, providing resources to help businesses with their employment needs, and assisting with Rapid Response (RR) and Layoff Aversion.

Every year, the VJC organizes one large-scale job fairs: the Glendale Tech Job Fair. In addition to this event, staff conducts business outreach and coordinates ongoing recruitments, job fairs, resource fairs, and other events to help businesses find qualified candidates for their openings.

Business Services		
Job Fairs	Date	# Attended
Healthcare Job Fair	January 28, 2025	300
Tech Job Fair	September 18, 2024	420
Securitas	August 6, 2024	10
Number of New Businesses Outreached: 127		

Rapid Response Data

07/01/24 - 06/30/25

The following report is a list of companies that have reported layoffs through Worker Adjustment and Retaining Notification (WARN)

WARN protects employees, their families, and communities by requiring employers to give a 60-day notice to the affected employees and both state and local representatives before a plant closing or mass layoff. Advance notice provides employees and their families time to transition and adjust to the potential loss of employment, time to seek alternative jobs and, if necessary, time to obtain skills training or retraining to successfully compete in the job market.

If worker dislocation is the result of foreign competition or foreign relocation, the dislocated worker may be eligible for Trade Adjustment Assistance (TAA) Program, which can include: Employment and Case Management Services; Training Benefits; Trade Readjustment Allowances, Job Search Allowances, Relocation Allowances; Alternative or Reemployment Trade Adjustment Assistance.

BURBANK COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Modern HR, Inc. The Kooples Bloom	11/21/2024	2/28/2025	Retail	28	Various
Advance Auto Parts	11/14/2024	3/10/2025	Retail/Auto	10	Management and Sales
FIG Leasing Group (subsidiary of Farmer's Group Inc.)	10/31/2024	12/31/2024	Finance and Insurance	130	Various
Pixelogic	10/10/2024		Entertainment	37	Various
Paramount Global	9/30/2024	11/23/2024		240	Various
Warner Bros	7/17/2024		Entertainment	270	Various
TOTAL				715	

GLENDALE COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
USC Verdugo Hills Hospital	9/20/2024	11/20/2024	Healthcare	65	Various
Twelve Oaks Foundation dba Twelve Oaks Senior Living	9/20/2024	11/12/2025	Healthcare	20	Various
Polo TMS	8/7/2024	Unknown	Transportation/Warehouse	Unknown	Unknown
TOTAL				85	

LA CANADA FLINTRIDGE COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Caltech-Round 3 Layoffs	11/13/2024	1/12/2025	Scientific and Technical Services	328	Various
Caltech-Round 2 Layoffs	6/20/2024	8/19/2024	Scientific and Technical Services	54	Various
Caltech-Round 1 Layoffs	2/7/2024	4/7/2024	Scientific and Technical Services	521	Various
TOTAL				903	

OVERVIEW

City	# of Businesses Laying Off	# of Affected Employees
Burbank	6	715
Glendale	3	85
La Cañada Flintridge	1	903
TOTAL	10	1703

Summary of Media Reported Layoffs

The following is a list of media reported layoffs which has not resulted in WARN yet. The VWDB board is keeping an eye on the company and industry.

Company Name	# of Jobs	Industry	Notes
Joann Fabrics		Retail	Bankruptcy filed again
Walgreens		Retail/Pharmacy	1200 stores in 3 years
Paramount Global	2000	Media	Layoffs in 3 phases starting August through end of the year
Fox Entertainment	30	Media	
CNN	200	Media	
Big Lots		Retail	Closing 40 stores
Estimated Total	2230		

One-Stop Operator Report

The VWDB's procured One-Stop Operator for FY 2024-2025 is the Glendale Youth Alliance (GYA). The One-Stop Operator is responsible for coordinating the Verdugo Jobs Center (VJC) partner agencies to ensure the continuation and expansion of the workforce development system that facilitates access and co-enrollment to the full spectrum of services available through the agencies, in an integrated manner. The Operator serves as the coordinator of the VJC partner agencies to facilitate the accomplishments of the workforce development system and ensure that all compliance and performance measures are met. Listed below are the set goals and outcomes of the One-Stop Operator role per the contract statement of work.

Goal 1: Facilitate partnerships and develop and implement policies to ensure integrated service delivery

- The One-Stop Operator has held two (2) quarterly partner meetings for the FY 2024-2025. The meetings took place on September 5, 2024 and December 4, 2024. Upcoming meetings are scheduled for March 5, 2025 and June 4, 2025.
- This calendar year, the AJCC Partner Memorandum of Understanding (MOU) was due for a comprehensive review and was combined into one document from the previous two phases. The One-Stop Operator collected all relevant updates from fourteen partner agencies and incorporated it in the MOU. The final draft was sent to VWDB Executive Director for review and is awaiting final approval from the City of Glendale's legal department. Once approved, required partner signatures will be obtained.
- The One-Stop Operator spent a significant amount of time meeting with each of the partner agencies to understand their needs and changes in their operation. She connected partners to other agencies to collaborate and leverage resources to better serve clients.
- The One-Stop Operator updated the Desk Reference Guide with the most recent partner contact information and list of services. It is available for partners to utilize while making referrals of clients for partner services. Furthermore, the partner contact information and links will now be housed on the Verdugo Works website.
- The One-Stop Operator took part in the workgroup for AJCC Certification. The project included working closely with a team on updating required Verdugo Jobs Center Certification indicators, process improvement and outlining areas in need of enhancement.
- The One-Stop Operator assisted with the VJC Tech Job as well as Health Care job fair project with recruiting employers for the event and sharing the event information to a wide range of business partners as well as job seekers in the community.

Goal 2: Ensure performance excellence and compliance by meeting the Baseline and Hallmarks of Excellence Certification Criteria for Comprehensive AJCCs and Affiliate Sites

- One of the primary goals of the Operator is to develop a cohesive Business Strategy with its MOU partners. The Operator has been attending the Business Services meetings with the Verdugo Jobs Center and the Employment Development Department and has assisted with the planning and promotion of the two job fairs that were held at the VJC.
- The Operator created a Professional Development Plan including purpose, goals, action steps. The goal of this project is to provide relevant training to partner agency front line staff. The One-Stop Operator continually shares training opportunities with the partners and is always looking for interested and relevant topics to schedule further trainings.
- The One-Stop Operator updated the Customer Satisfaction Survey to a new and more efficient online system which is ready to be utilized.

Goal 3: Ensure integrated service delivery for individuals with multiple barriers through compliance of Equal Opportunity (EO)

- As the EO officer, the One-Stop Operator has shared the latest EO directives, requirements, and guidelines with One Stop partners. One-Stop Operator also completed the annual EO monitoring requirements that were submitted on September 27, 2024.
- EO onsite monitoring was conducted on November 15, 2024.
- VJC staff were trained on EO process procedures on November 12, 2024.

Goal 4: Develop and implement an AJCC Performance Report that accurately reflects partner accomplishments

- The One-Stop Operator has developed multiple processes to accurately capture AJCC performance and accomplishments. However, at this time, the AJCC partnership is not able to capture referrals and co-enrollments since there is no feasible tool to be used to serve this purpose. The One-Stop Operator will work with staff to identify other quantifiable metrics.

VWDB's Youth Provider: Glendale Youth Alliance **2024-25 Contract Report (July 1, 2024 – June 30, 2025)**

The VWDB's provider for youth services is the Glendale Youth Alliance (GYA). They are a California 501 (c)(3) nonprofit organization that provides comprehensive employment programs for youth ages 14-24. Listed below are the youth programs that GYA administers with VWDB funds:

LA County Youth@Work Program

Participants in this program receive up to 40 hours of Personal Enrichment training and 160 hours of paid work experience. The Brush Clearance Program provides the youth ages 14-16 a first-time job experience. On closely supervised teams, they spend six weeks removing overgrown brush on over 30 parcels of City of Glendale owned land, augmenting the City's Vegetation Management Program, and reducing the risk of fire on the City's hillside. Youth who already possess some basic job skills are placed in jobs within the community such as the local hospitals, nonprofit & for-profit organizations, libraries, schools, and public agencies.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 160 hrs. of WEX
\$429,571	121 Youth Participants	103 Youth Participants	55 Youth

WIOA – In School Youth Program (ISY)

The Workforce Innovation & Opportunity Act (WIOA) ISY is designed for youth ages 14-21. Participants gain leadership experience and learn to meet workplace expectations to prepare for the real world. The grant pays for 180 hours of work experience and provides work readiness and financial literacy training. Youth are also provided scholarship opportunities as well as other resources based on individual need. The goal of this program is for youth to gain the skills and experience needed to obtain permanent employment and/or continue post-secondary education.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 180 hrs. of WEX
\$155,838	23 youth participants	23 youth participants	1 youth

WIOA – Out of School Youth Program (OSY)

The Workforce Innovation & Opportunity Act OSY program serves older youth ages 18-24. Youth are placed primarily in private businesses to gain the skills and experience needed to climb the career ladder within a company. The program pays for the initial 200 hours of work experience hours as an incentive for the employer to hire the youth on their payroll as permanent employees. Youth also partake in pre-employment training provided by GYA and a certificated Hospitality Training Program through Los Angeles City College.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 200 hrs. of WEX
\$ 467,515	57 Youth Participants	37 Youth Participants	16 youth

Student Training & Employment Program (STEP)

The STEP Program provides job preparation training and paid work experience to students with disabilities ages 16-21. Youth are placed at worksites based on their individual interests and aptitudes to work up to 120 hours. Students receive 20 hours of training provided by the Professional Development Center of Glendale Community College and participate in a field trip to Glendale Community College to get exposure to a college campus. The purpose of the program is to support students with disabilities transition from secondary education to employment.

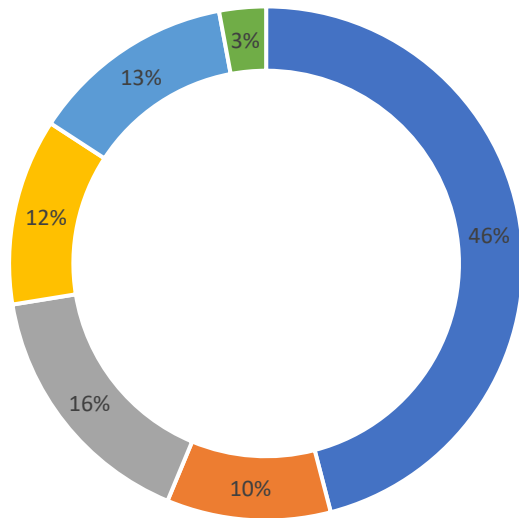
Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 120 hrs. of WEX
<u>2023-24</u> \$206,942	80 Youth Participants	83 youth participants	54 youth
<u>2024-25</u> \$211,073	80 Youth Participants	36 youth participants	7 youth

FINANCIAL REPORT

FY 2024 – 2025 Q2

Funding by Grant Source

Funding By Grant Source



■ WIOA
 ■ SPECIAL GRANTS - WIOA
 ■ LOCAL
 ■ NON-WIOA
 ■ STATE
 ■ CITY (Glendale)

Workforce Innovation and Opportunity Act (WIOA)

- Adult
- Dislocated Worker
- Youth
- Rapid Response (RR)
- RR-Layoff Aversion

NON-WIOA

- Fee-for-Services (FFS)
- Student Training and Employment Program (STEP)

SPECIAL GRANTS – WIOA

- BioPharma
- Prison to Employment
- RERP
- Hire LA
- High Performing Boards
- JPL – Additional Assistance

STATE

- California Adult Education Program (CAEP)
- State Apprenticeship Expansion, Equity and Innovation (SAEEI)

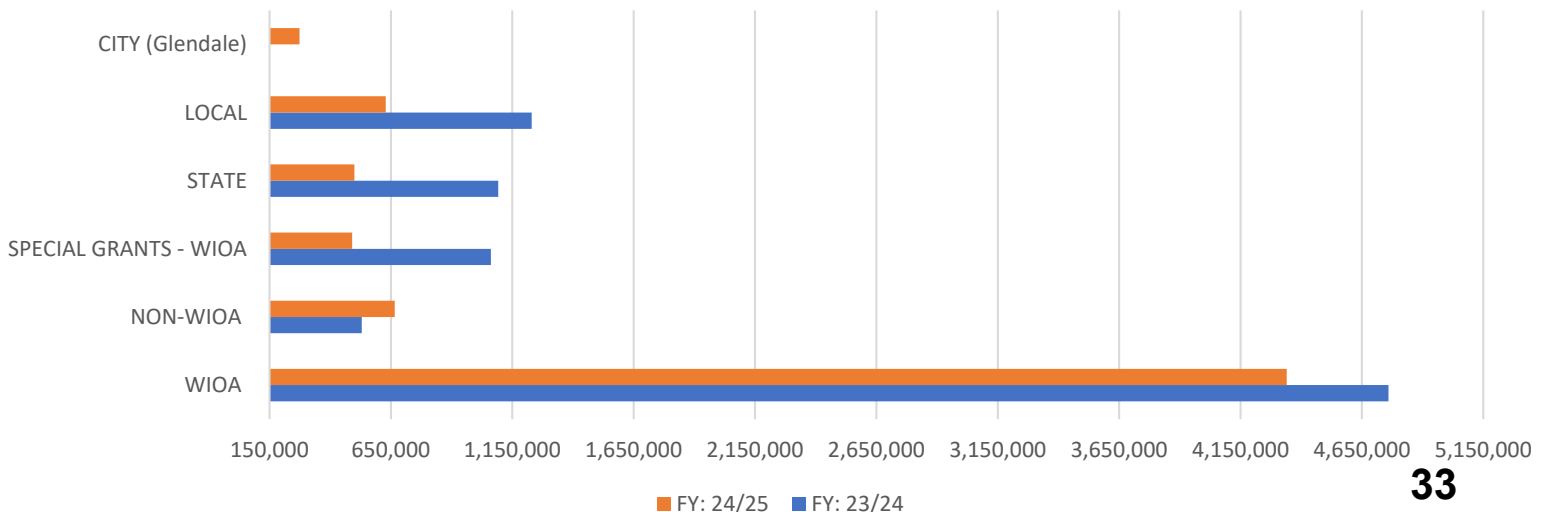
LOCAL

- Los Angeles County
- Measure H – Regional Immediate Intervention Services for Employment (RIISE)
- Youth@Work
- Broad Foundation

CITY (GLENDALE)

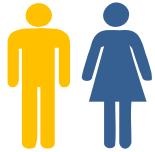
- Measure S (LIFERAP)

Annual Comparison



Cost Category by Grant Source

Total Budget By Grant					Total Expenditure By Grant		
	Total Funds by Grant Source	Staffing (Admin, Program, M&O)	Direct Assist.	Contracts	Expenditure - Staffing (Admin, Program, M&O)	Expenditure - Direct Assist.	Expenditure - Contracts
WIOA	\$ 4,340,362	\$ 2,216,998	\$ 764,313	\$ 1,354,051	\$ 926,635	\$ 204,960	\$ 101,537
NON-WIOA	\$ 665,573	\$ 136,626	\$ 304,274	\$ 224,673	\$ 5,324	\$ 106,665	\$ 12,408
SPECIAL GRANTS – WIOA	\$ 1,505,496	\$ 833,758	\$ 142,342	\$ 494,896	\$ 550,044	\$ 46,870	\$ 382,180
STATE	\$ 1,092,000	\$ 447,903	\$ 6,297	\$ 637,800	\$ 69,129	\$ 348	\$ 136,250
LOCAL	\$ 1,228,700	\$ 227,823	\$ 103,377	\$ 897,500	\$ 34,300	\$ -	\$ 225,376
CITY (Glendale)	\$ 273,737	\$ 31,090	\$ -	\$ 242,647	\$ 11,613	\$ -	\$ 176,280
Total	\$ 9,105,868	\$ 3,894,198	\$1,354,103	\$ 3,851,568	\$ 1,597,047	\$ 358,843	\$ 1,034,030



Staffing

Administrative Cost
Staff Salaries
Maintenance and
Operations



Direct Assistance

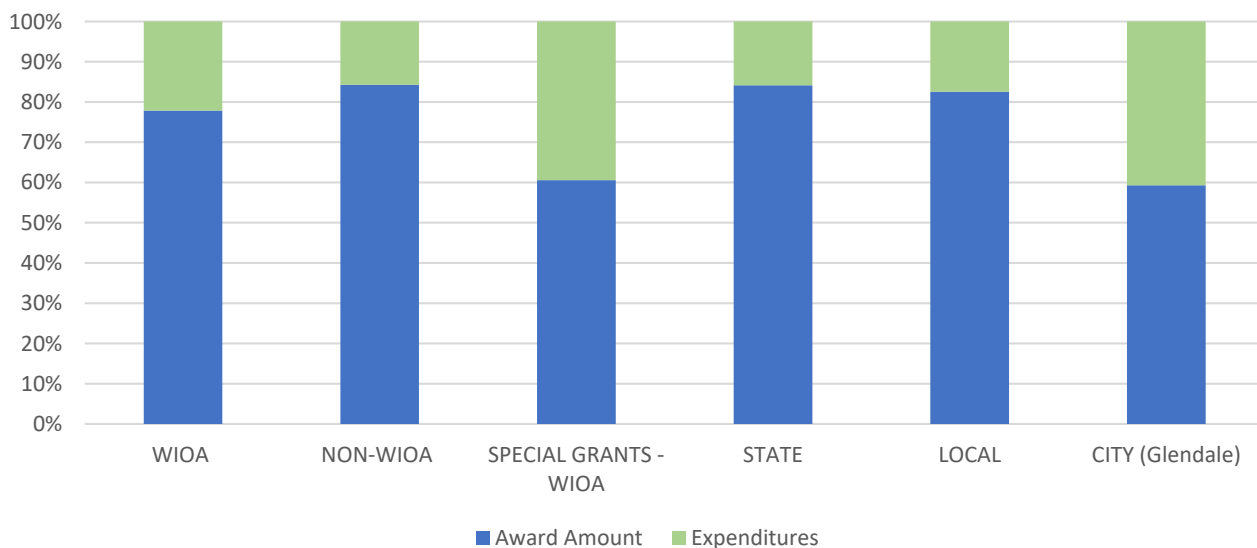
Funds spent directly on
customers such as training,
work experience,
supportive services



Contracts

Professional Services Agreements
such as Youth Provider,
Communications, Legal

Revenue / Expenditure



**Verdugo Workforce Development Board
Summary of Grant Opportunities**

#	Funding Source	Grant	Target or Due Date	Amount	Target Customer	Grant Information	Grant Status	Grant Period
1	State of CA Employment Development Department	Emergency 25 Percent Additional Assistance	4/2/2024	\$ 350,000	Dislocated workers from JPL and related companies	Outreach, recruitment, transition to new occupations or industries, and enrollment in skill upgrading training	Awarded	22 Months
2	State of CA Employment Development Department	Governor's Discretionary Additional Assistance Grant	11/14/2024	\$ 850,000	BioScience Businesses, Dislocated Workers	Continues implementation of the BioTC credential and job placement to assist BioScience employers in filling their open technician positions.	Pending	18 Months
3	State of CA Employment Development Department	Opportunity Young Adult Career Pathway Program	11/4/2024	\$ 650,000	Young Adults ages 18-28; target underserved, women and people of color	In partnership with Foothill WDB, provide career pathways for young adults, work experience, supportive services and job placement assistance.	Pending	24 Months

Verdugo Workforce Development Board

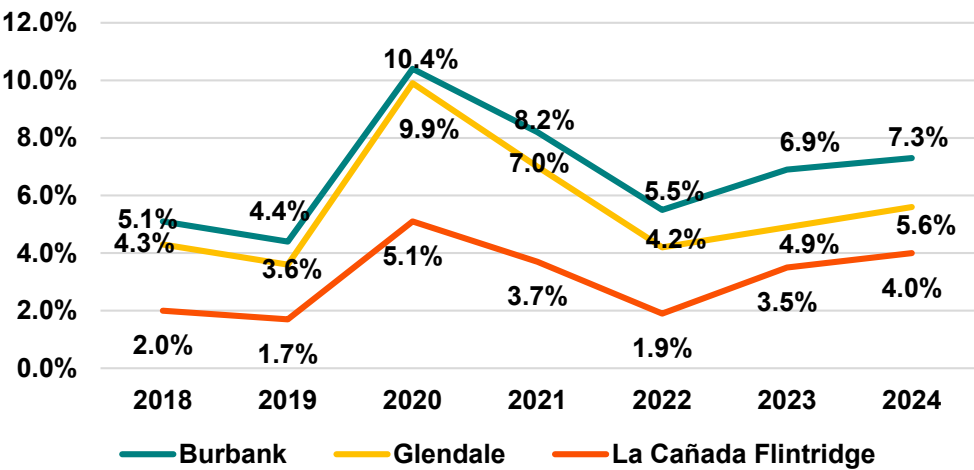
Labor Market Report: Verdugo Region

December 2024

Quarterly Issue

The Verdugo Workforce Development Board (VWDB) envisions an economically vibrant, tri-city region with thriving businesses, youth, and job-seekers on career paths that reflect their highest potential.

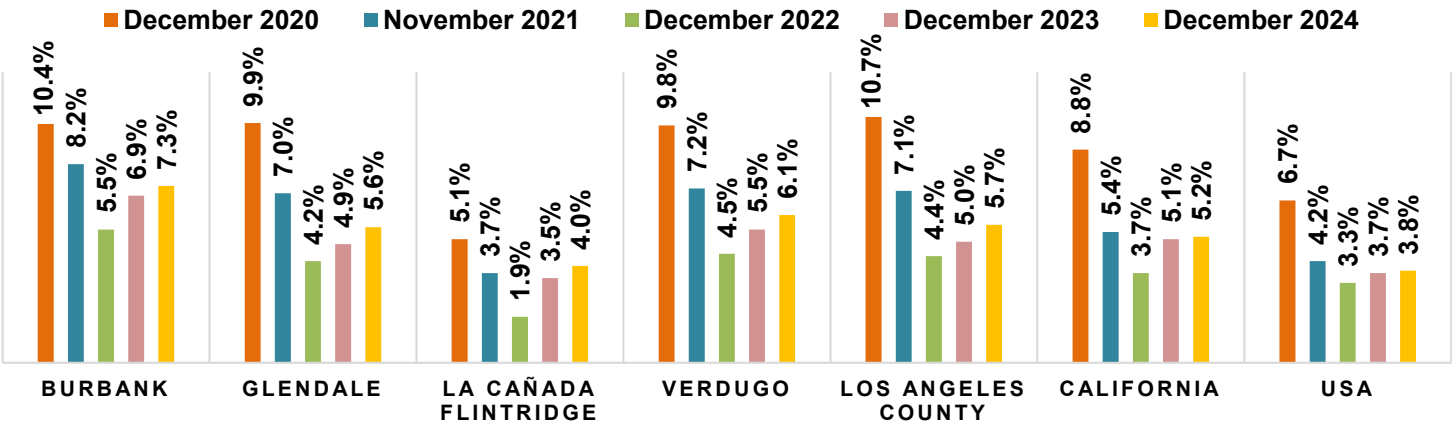
ANNUAL UNEMPLOYMENT RATES BY CITY



Unemployment Rates Comparison	
Verdugo:	6.1%
LA County:	5.7%
California:	5.2%
USA:	3.8%

UNEMPLOYMENT RATES COMPARISON

The unemployment rate increased in the Verdugo Region and LA County.

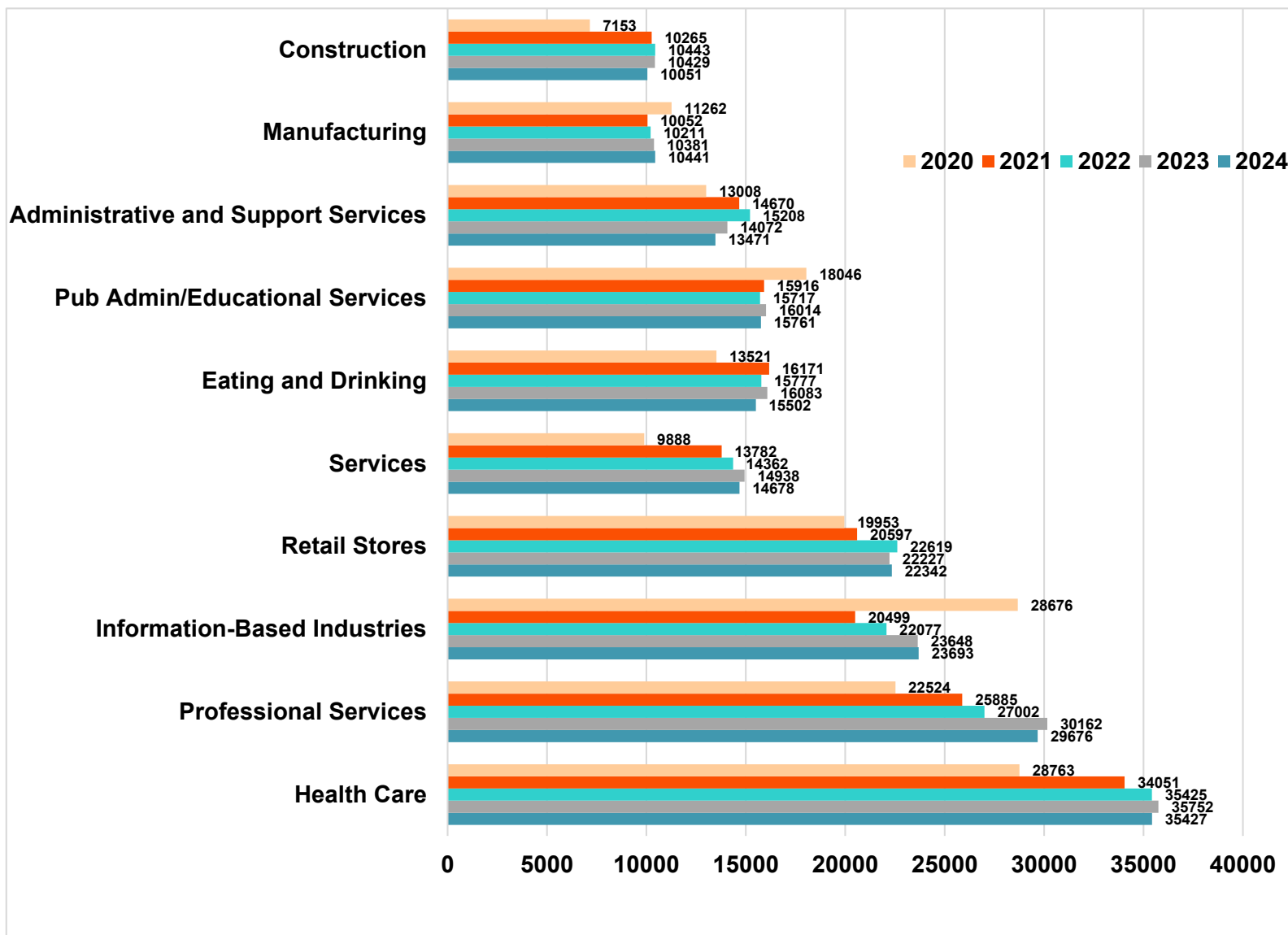


VERDUGO REGION LABOR FORCE (RESIDENTS)



Labor force numbers are based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of December 2024 is 169,300.

TOP 10 INDUSTRY SECTORS FOR EMPLOYMENT- VERDUGO CONSORTIUM



Number of employments in the Verdugo Consortium is determined by their industry sector when selecting the North American Industry Classification System (NAICS) code when businesses register with Dun & Bradstreet.

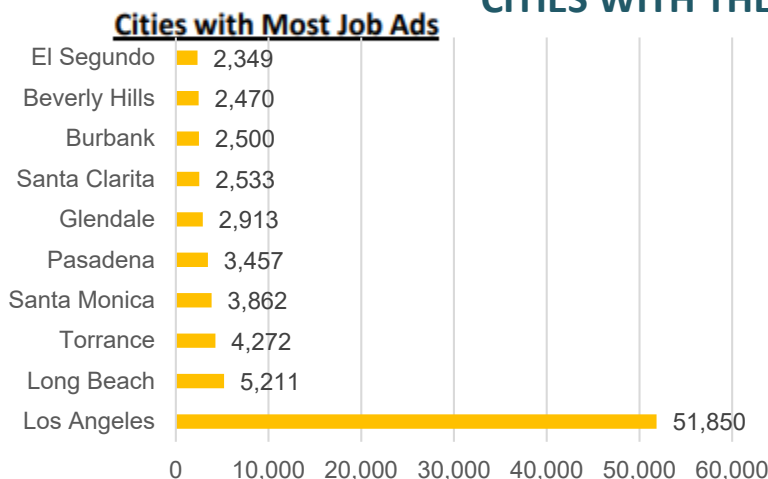
The Information sector includes publishing, broadcasting and social media; however, Information Technology falls under Professional Services. Services includes repair and maintenance as well as personal services such as housekeeping and laundry. Administrative and Support Services include office, employment, travel, and security services.

Since 2024, overall employment in the top ten industry sectors has increased by almost 2 percent. The trend for Construction and Administrative and Support Services shows an average of 5% decrease compared to 2023. Health Care employment is also slightly down compared to last year. Employment in Information Based Industries continues to rise but is still below the 2020 levels. These trends will likely continue given both the market demands as well as the impact of the current economic landscape.

Verdugo Workforce Development Board Labor Market Report: Verdugo Region

December 2024
Quarterly Issue

CITIES WITH THE MOST JOB ADS



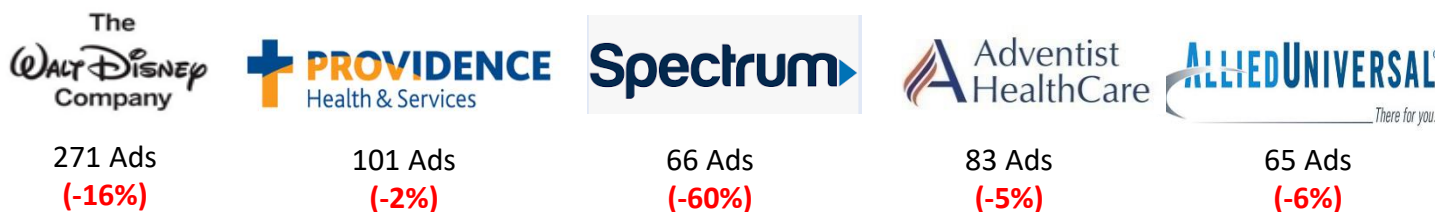
Help Wanted Online from The Conference Board and WANTED Technologies report the top ten cities in the Los Angeles County with the most job ads. Consistently, Burbank and Glendale are reported amongst these top ten cities with the number of job ads posted for the reporting month. This indicates the economic vibrancy of the businesses in the Verdugo community relative to the other cities located in the region.

TOP OCCUPATIONS IN JOB ADS – VERDUGO AREA

OCCUPATION	# OF JOB ADS
1. Retail Salespersons	310
2. Registered Nurses	214
3. First-Line Supervisors of Retail Sales Workers	148
4. Fast Food and Counter Workers	112
5. Home Health and Personal Care Aides	110
6. Security Guards	93
7. Customer Service Representatives	93
8. General and Operations Managers	83
9. Lawyers	83
10. Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	74

The total number of job ads for the Top 10 Occupations decreased by 9% from 1,454 in September 2024 to 1,320 in December 2024.

TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA



*Increase/Decrease from September 2024 Verdugo LMI report.

DEFINITIONS

Labor force: Persons classified as employed or unemployed.

Employed persons: Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.

Unemployed persons: Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Unemployment rate: The unemployment rate represents the number unemployed as a percent of the labor force.

Verdugo Workforce Development Board Roster

First Name	Last Name	Organization	Email Address
Ara	Aslanian	Inversellogic, Inc.	ara@inversellogic.com
Greg	Astorian	ReMax Tri-City Realty	gregastorian@gmail.com
Luiza	Balyan	Pacific Clinics Head Start	Lbalyan@pacificclinics.org
Jose	Barba	I.U.O.E. Local 501	jbarba@local501.org
Sonya Kay	Blake	The Valley Economic Alliance	sblake@economicalliance.org
Vicki	Brannock	Biocom California Institute	vbrannock@biocom.org
Onnig	Bulanikian	City of Glendale, Comm. Services & Parks	obulanikian@glendaleca.gov
Alexis	Carter	Employment Development Department	alexis.carter@edd.ca.gov
Marisol	Espinoza	Southern California Gas Company	mespinoza2@semptrautilities.com
Nicholas (Nick)	Hacopian	Glen West Management Co	nick@glenwest.com
Mary	Hamzoian	City of Burbank, Economic Development	mhamzoian@burbankca.gov
Steve	Kaplan	The Animation Guild, Local 839 IATSE	steve.kaplan@tag839.org
Debbie	Kukta	KO Properties, Inc.	debbie@ko-properties.com
Pamela	Marcello	Hollywood Burbank Airport	PMarcello@bur.org
Iskra	Martinez	Department of Rehabilitation	iskra.martinez@dor.ca.gov
Stephanie	O'Keefe	AFM Local 47	stephanie.okeefe@afm47.org
Michael	Ritterbrown	Glendale Community College	michaelr@glendale.edu
Veronica	Romero	PacFed Benefits Administrators	veronica.romero@pacfed.com
Soua	Vang	City of Glendale, Economic Development	SVang@Glendaleca.gov
Terry	Walker	Providence Saint Joseph Medical Center	Terry.X.Walker@Providence.org



Verdugo Workforce Development Board

2025 Full Board Meeting Schedule

Location: Verdugo Jobs Center, 1255 South Central Avenue, Glendale 91204

Wednesday, February 12, 2025	9:00am	Full WDB Meeting
Wednesday, April 9, 2025	9:00am	Full WDB Meeting
Wednesday, June 25, 2025	9:00am	Full WDB Meeting
Wednesday, September 24, 2025	9:00am	Full WDB Meeting
*Wednesday, November 12, 2025	9:00am	Full WDB Meeting

*Scheduled Board Retreat