

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:

- Board Membership: 3

Total number of action items to be approved: 3

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, April 09, 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: February 12, 2025 **4**

II. Action Items

a) Approval of the recommendation for Jamie Keyser Thomas 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 **7**

b) Approval of the recommendation for Caroline Lett 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 **9**

c) Approval of the recommendation for Kathleen McIntyre 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 **11**

III. Director's Report and Presentation

a) Presentation **13**
b) Verdugo Jobs Center Program Report **18**
c) One-Stop Operator Report **20**
d) Youth Provider Report **22**
e) 2024-2025 Financial Report **24**
f) Grants Matrix **25**
g) Labor Market Information Report

V. Other Business and Announcements

- a) List of current WDB board of directors/contact information
- b) 2025 Full Board Meeting Calendar

28
29**Public comments****Adjourn****Next Full Board Meeting:** Wednesday, June 25, 2025

TEL 818.548.2053
TTY 818.548.3857
FAX 818.409.0496

1255 S. Central Avenue
Glendale, CA 91204

verdugoworks.com

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.
TTY (818) 548-3857. Auxiliary aids and services available upon request.

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

2/12/2025

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

MEMBERS PRESENT: Ara Aslanian, Sonya Kay Blake, Vicki Brannock, Alexis Carter, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Pamela Marcello, Iskra Martinez, Michael Ritterbrown, Veronica Romero, Soua Vang, Terry Walker

MEMBERS ABSENT: Greg Astorian, Luiza Balyan, Jose Barba, Onnig Bulanikian, Steve Kaplan, Debbie Kukta, Stephanie O'Keefe

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Monica Casas, Eliza Dzhaneryan, Karine Grigoryan

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

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

I. Introductions

- A. Chair Ara Aslanian welcomed the members of the board and attendees to meeting.
- B. Mr. Aslanian took a moment to acknowledge those affected by the wildfires and the people who lost their homes and jobs.

II. Minutes of September 25, 2025

- A. Minutes presented and reviewed. **MOTION:** Terry Walker **2nd:** Marisol Espinoza
Action: APPROVED

III. 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
- 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
- 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
- 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
- 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

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
2/12/2025
9:00 a.m. to 10:00 a.m.

- F. Approval to release the Verdugo Workforce Development Board's Local Workforce Development Plan 2025-2028 for public review and comment
- 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 CaliforniaSM Adult and Dislocated Worker Career Services Provider for the Verdugo Workforce Development Area for the period of July 1, 2025 – June 30, 2029
- 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
- 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

MOTION FOR CONSENT ITEM A – I

Motion: Mary Hamzoian **2nd:** Alexis Carter

Abstain: Vicki Brannock

IV. Director's Report

- A. Executive Director Judith Velasco provided an overview of VWDB activities and the required processes and certifications that need to be completed this program year to remain compliant with the Workforce Innovation and Opportunity Act (WIOA). Ms. Velasco also presented a brief summary of the Local Workforce Development Plan (Local Plan).
 - 1. Los Angeles County and Los Angeles City Workforce Development Boards will receive Workforce Innovation and Opportunity Act (WIOA) funds to assist workers who were impacted by the wildfires. The Verdugo Jobs Center (VJC) will co-enroll participants as needed.
 - 2. The VWDB can look forward to adding members to the Executive Committee (two business members and one education member). The next scheduled board retreat is for November 12, 2025.
 - a. Two additional business members and two labor representatives are needed to meet board composition requirements and remain in compliance with WIOA. Board members are encouraged to reach out to Ms. Velasco if they have any recommendations.
 - 3. This year the VWDB will need to procure an America's Job Center of California (AJCC) Operator, submit a Career Services Provider application and Board Recertification application, and release its Local Workforce Development Plan, all required processes under WIOA.
 - a. Ms. Velasco clarified that most of the data found in the Local Plan is from the 2023 US Census Bureau, which is self-reported data.
 - i. Mary Hamzoian stated that she can provide the actual numbers in the labor force for the City of Burbank since the numbers that appear in the Local Plan pertain to the residents only and does not include all people who work in Burbank regardless of

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
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- residency. VWDB staff member MaryAnn Pranke explained that the Labor Force as defined by Bureau of Labor Statistics and used by US Census, only refers to residents.
- ii. Sonya Kay Blake stated that it is interesting that the plan does not call for prior metric performances to demonstrate effectiveness. Ms. Velasco confirmed this information and stated that the VWDB must address specific questions as required by the California State Workforce Board.

V. Other Business and Announcements

- A. The next VWDB meeting will be held in person on Wednesday, April 9, 2025.

VI. Public Comments: None

VII. Adjournment: 9:55 am



VWDB Meeting Date: Wednesday, April 9, 2025

RECOMMENDED MOTION

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

Approval of the recommendation for Jamie Keyser Thomas 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

Type of Motion: New Board Member Appointment

OVERVIEW:

The Workforce Innovation and Opportunity Act of 2014 (WIOA) and policy established by the State of California Workforce Development Board (CWDB) require that local workforce development boards (local boards) under WIOA meet certain membership requirements as specified in the law. These requirements include representatives from the business, labor, and education communities as well as other community leaders.

In order to comply with state and federal requirements for local board membership, the Verdugo Workforce Development Board (VWDB) must ensure it meets all membership criteria. As board seats are vacated due to retirement, change in employment or position, or other changes, the VWDB will recruit potential candidates to fill those vacancies.

In accordance with the nominations process as well as the requirements for membership, Ms. Jamie Keyser Thomas, Chief Executive Officer of the Burbank Chamber of Commerce, is recommended for appointment to the Board under the Business category. This appointment will assist the VWDB in meeting the WIOA requirement of having a business member majority on the board.

The Burbank Chamber of Commerce represents nearly 1,000 member businesses in the City of Burbank. Their mission is “to be the leading public policy advocate for business; to promote economic growth; to be a strategic partner in initiatives that enhance and preserve the quality of life in the Burbank community; and to provide valued services to our members.”

Ms. Keyser Thomas has revitalized the economic recovery for small business in Burbank by focusing on new branding, developing new programs, mixers and events with a focus on bringing the business community together. Prior to joining the Burbank Chamber of Commerce as CEO, Ms. Keyser Thomas was with The Walt Disney Company for 30 years and spent close to 20 years in the Corporate Social Responsibility space focused on Los Angeles Community Engagement and the Disney VoluntEARS. Her extensive experience serving the business community, makes her an excellent nominee to the VWDB.

If the VWDB approves the recommendation for Ms. Keyser Thomas’ appointment, the nomination will be submitted to an approved body, consisting of city council members from the three Verdugo Consortium represented cities: Burbank, Glendale and La Cañada Flintridge, for ratification.

FISCAL IMPACT:

There is no fiscal impact associated with the appointment of Ms. Keyser Thomas to the VWDB.

Jamie Keyser Thomas Bio

Jamie Keyser Thomas LOVES Burbank and giving back to the community. In 2020 during the pandemic, her career path changed, and she became the CEO of the Burbank Chamber of Commerce. In her new role, the first order of business was a focus on economic recovery for small business. The Chamber has added new branding, a state-of-the-art website, exciting new programs, mixers and events with a focus on bringing the business community together, and a renewed partnership with the city for an even better Burbank!

Before she landed at the Chamber, she was with The Walt Disney Company for 30 years and spent close to 20 years in the Corporate Social Responsibility space focused on Los Angeles Community Engagement and the Disney VoluntEARS. Through her work at Disney, she had the privilege of building relationships with local nonprofit organizations. In that role she has worked with a significant number of nonprofits in Burbank.

Jamie's early leadership skills came from the Business Management program at Pepperdine Graziadio School of Business Management. She graduated from Leadership Burbank in 2005 and the Southern California Leadership Network in 2010. She currently serves on a handful of local boards including Leadership Burbank, United Chambers of Commerce, Burbank Hospitality Association, Downtown Burbank PBID and most recently The Valley Economic Alliance. She's also a proud member of Burbank Noon Rotary and Zonta Club of Burbank and a part of the Burbank Nonprofit Coalition. She was named 2014 Woman of the Year by Zonta Club of Burbank, 2016 Congressional District Woman of the Year by Congressman Adam Schiff, 2016 Women Achievers Award Recipient, 2017 BTAC Top Award for Citizenship with her husband Mike Thomas, and the 2022 Mary Alice O'Connor Vision Award by Family Service Agency.

She was born at Providence Saint Joseph Medical Center, attended Horace Mann Elementary School, John Muir Middle School and Burbank High School, and Burbank is truly in her blood. She has been happily married to Mike Thomas for 14 years and they live a great life together with their 2 dogs. She spends her down time with her amazing family and friends and makes travel and adventure a top priority. She is a 2014 cancer survivor and has never lost her zest for life. She is a true-blue Dodger fan, loves to laugh, enjoys live music, has a passion for beautiful hats, and giving back to the community through service.



VWDB Meeting Date: Wednesday, April 9, 2025

RECOMMENDED MOTION

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

Approval of the recommendation for Caroline Lett 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

Type of Motion: New Board Member Appointment

OVERVIEW:

The Workforce Innovation and Opportunity Act of 2014 (WIOA) and policy established by the State of California Workforce Development Board (CWDB) require that local workforce development boards (local boards) under WIOA meet certain membership requirements as specified in the law. These requirements include representatives from the business, labor, and education communities as well as other community leaders.

In order to comply with state and federal requirements for local board membership, the Verdugo Workforce Development Board (VWDB) must ensure it meets all membership criteria. As board seats are vacated due to retirement, change in employment or position, or other changes, the VWDB will recruit potential candidates to fill those vacancies.

In accordance with the nominations process as well as the requirements for membership, Ms. Caroline Lett, Executive Director, Business Development, Marketing & Special Events for Warner Bros. Studios, is recommended for appointment to the Board under the Business category. This appointment will assist the VWDB in meeting the WIOA requirement of having a business member majority on the board.

Warner Bros. Discovery is a leading global media and entertainment company that creates and distributes content and brands across television, film and streaming.

In her role, Ms. Lett helps to cultivate emerging business opportunities while developing and executing creative strategies to engage the Studios' target audiences globally. A seasoned event producer, Ms. Lett directs all internal and external engagements and initiatives for Warner Bros. Studios Burbank as well as the proposed Warner Bros. Studios Nevada project. A strong advocate for lifelong career learning and professional development, she also oversees daily operations for Burbank Studios' CrewHQ, the multi-purpose skills training and community center on the Burbank Lot.

If the VWDB approves the recommendation for Ms. Lett's appointment, the nomination will be submitted to an approved body, consisting of city council members from the three Verdugo Consortium represented cities: Burbank, Glendale and La Cañada Flintridge, for ratification.

FISCAL IMPACT:

There is no fiscal impact associated with the appointment of Ms. Lett to the VWDB.

CAROLINE LETT

Executive Director, Business Development, Marketing & Special Events

PROFILE

Caroline Lett serves as Executive Director, Business Development, Marketing & Special Events for Warner Bros. Studios. In this role, she helps to cultivate emerging business opportunities while developing and executing creative strategies to engage the Studios' target audiences globally.

A seasoned event producer, Caroline directs all internal and external engagements and initiatives for Warner Bros. Studios Burbank as well as the proposed Warner Bros. Studios Nevada project. A strong advocate for lifelong career learning and professional development, she also oversees daily operations for Burbank Studios' CrewHQ, the multi-purpose skills training and community center on the Burbank Lot.

WORK EXPERIENCE

Warner Bros. Discovery

- **Executive Director, Business Development, Marketing & Special Events**
July 2024–Present
- **Director, Special Events**
December 2021–Present

University of Southern California

- **Executive Event Producer**
January 2017–December 2021
- **Director of Campaign Events**
January 2014–January 2017

Warner Bros. Entertainment

- **Marketing & Event Administrator**
November 2011–January 2014
- **Event Coordinator**
July 2009–November 2011

HONORS & AWARDS

2018 BizBash Style Awards Winner – Best Event
Entertainment Act
USC Village Gala
October 2018

The 2017 BizBash Rising Star Recipient
BizBash
March 2017

Special Events Advisory Board
Special Events Magazine
August 2015

"25 Young Event Pros to Watch"
Special Events Magazine
July 2015



VWDB Meeting Date: Wednesday, April 9, 2025

RECOMMENDED MOTION

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

Approval of the recommendation for Kathleen McIntyre 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

Type of Motion: New Board Member Appointment

OVERVIEW:

The Workforce Innovation and Opportunity Act of 2014 (WIOA) and policy established by the State of California Workforce Development Board (CWDB) require that local workforce development boards (local boards) under WIOA meet certain membership requirements as specified in the law. These requirements include representatives from the business, labor, and education communities as well as other community leaders.

In order to comply with state and federal requirements for local board membership, the Verdugo Workforce Development Board (VWDB) must ensure it meets all membership criteria. As board seats are vacated due to retirement, change in employment or position, or other changes, the VWDB will recruit potential candidates to fill those vacancies.

In accordance with the nominations process as well as the requirements for membership, Ms. Kathleen McIntyre, Senior Client Advisor/Senior Business Development Manager at California Manufacturing Technology Consulting (CMTC), is recommended for appointment to the Board under the Business category. This appointment will assist the VWDB in meeting the WIOA requirement of having a business member majority on the board.

The CMTC is a private non-profit organization that provides technical assistance, workforce development, and consulting services to small and medium-sized manufacturers throughout the state of California. Their mission is “to serve as a trusted advisor providing solutions that increase the productivity and competitiveness of California’s manufacturers.”

Ms. McIntyre has a 45-year career in manufacturing management and consulting with emphasis on continuous improvement and processes. She has provided general consulting services to over 500 small and medium sized manufacturing businesses, including Lean, Quality, ERP systems, Supply Chain, Marketing, Soft skills training and Cyber Security. Ms. McIntyre’s extensive experience of knowledge of the manufacturing industry makes her an excellent nominee to the VWDB.

If the VWDB approves the recommendation for Ms. McIntyre’s appointment, the nomination will be submitted to an approved body, consisting of city council members from the three Verdugo Consortium represented cities: Burbank, Glendale and La Cañada Flintridge, for ratification.

FISCAL IMPACT:

There is no fiscal impact associated with the appointment of Ms. McIntyre to the VWDB.

Kathleen McIntyre

Kathleen's 45-year career is in manufacturing management and consulting with emphasis on continuous improvement and processes across a number of disparate industries. She has focused experience in Operations/ Lean Management, Engineering Design and Manufacture, Global Strategic Planning/Marketing & Sales, within the successful small, medium and Fortune 100 manufacturing concerns. She is passionate to create new processes to create efficiencies and increased profits. Kathy understands the frustrations, and sacrifice involved in running a small business; and has lead companies to successful entrepreneurial growth. She has worked in most manufacturing industries including Bio/Med, Process control, Aerospace /Defense, entertainment, semiconductor, electronics, machining, food process, apparel/ home fashion, consumer goods, etc. Project management has included ERP systems, Lean / Re-engineering projects, Product Design, Global Planning, Marketing & Sales and Quality systems.

Since joining CMTA (2012) Kathy has provided a general consulting services to over 500 small and medium sized businesses, including Lean, Quality, ERP systems, Supply Chain, Marketing, Soft skills training and Cyber Security. In the COVID 19 pandemic Kathy has supported clients with guidance, supply chain and CARES ACT related issues.

Skills and Capabilities

- Project Management
- Financial /Cost Analysis
- Systems Selection and Implementation
- Six Sigma
- Mergers & Acquisitions
- Workforce / Succession
- Marketing and Sales Management
- Lean Manufacturing
- International Business
- Supply Chain Management
- Strategic Planning and Flexible Budgeting
- TCO and Design for Manufacture
- Facility Selection / Relocations
- KPIs and Dashboards
- Cybersecurity assessments

Experience

- Implemented Lean Manufacturing in many facilities
- Increased Sales 300%
- "Lights out Factory Automation" Project Manager that resulted in scrap reduction of \$10M per annum
- Managed Inventory reduced Obsolescence \$7M
- Common piece parts reduced costs / inventory 50%
- Design for manufacture – reduced design time 80%
- Served as Director Engineering, Director Global Marketing & Sales, Factory Operations Manager, International Controller, Director Strategic Planning & Analysis, Project Manager, Senior Cost Analyst and Small / Medium Business Consultant

Education

- B.S, Villanova University
- Graduate Studies – Operations Management Drexel University
- Owner of businesses manufacturing and consulting

Credentials

- Awards - Honeywell Awards, Mayor, Philanthropy, State Assembly, DEI, etc
- Trained Six Sigma Greenbelt
- Junior Achievement Advisor
- Chairperson Special Olympics
- Innovation Engineering Innovation Management Systems. NIST

Program Report for PY 24-25

Reporting Period: 7/1/2024 – 2/28/2025

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	-	6,276
Total self-service participants	-	6,276
Total staff-assisted participants	1,300	359
Total participants receiving training services ~	80	118

~ 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	10
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	16

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 2 Adult Performance	Goal	Actual	% Achieved
Adult Employment 2nd Quarter After Exit	68%	64.1%	94.3%
Adult Employment 4th Quarter After Exit	67%	73.0%	109.0%
Adult School Credential Obtained	75%	94.0%	125.3%
Adult Median Earning 2nd Quarter After Exit	\$7,750	\$8,764	113.1%
Adult Measurable Skill Gains	75%	46.3%	61.7%

PY 2024-2025 Quarter 2 Dislocated Worker Performance	Goal	Actual	% Achieved
DW Employment 2nd Quarter After Exit	72%	72.9%	101.3%
DW Employment 4th Quarter After Exit	72%	58.3%	81.0%
DW School Credential Obtained	78%	100.0%	128.2%
DW Median Earning 2nd Quarter After Exit	\$9,500	\$9,505	100.1%
DW Measurable Skill Gains	79%	50.0%	63.3%

PY 2024-2025 Quarter 2 Youth Performance	Goal	Actual	% Achieved
Youth Employment 2nd Quarter After Exit	72%	45.8%	63.6%
Youth Employment 4th Quarter After Exit	75%	38.3%	51.1%
Youth School Credential Obtained	67%	40.0%	59.7%
Youth Median Earning 2nd Quarter After Exit	\$4,500	\$4,243	94.3%
Youth Measurable Skill Gains	68%	64%	93.5%

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>	20
Employment Network: Pre-and post-employment services for up to 5 years for clients with disabilities. <i>Contract with Social Security Department</i>	34 (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>	12

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
Life Science Career Expo	April 23, 2025	TBD
Tech Job Fair	September 18, 2024	420
Securitas	August 6, 2024	10
Number of New Businesses Outreached: 170		

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
Entertainment Partners	3/1/2025	5/2/2025	Administrative and Support	72	Various
Party City	2/21/2025		Retail		Unknown
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	787
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GLENDALE COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Jo Ann Fabrics	2/11/2025		Retail	15	Various
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	100
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LA CAÑADA FLINTRIDGE COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Big Lots	2/5/2025		Retail	Unknown	Various
Jo Ann Fabrics	2/11/2025		Retail	Unknown	Various
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
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OVERVIEW

City	# of Businesses Laying Off	# of Affected Employees
Burbank	8	787
Glendale	4	100
La Cañada Flintridge	3	903
TOTAL	15	1790

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
Disney	200	Entertainment	ABC News and Disney Entertainment Network Division. Merging digital and social operations.
Forever 21	350	Retail	
Workday	1,750	HR Management Software	
Sonos	200	Electronics	Making home speaker systems. Must restructure following mismanagement and financial losses
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	
Estimated Total	4,730		

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 three (3) quarterly partner meetings for the FY 2024-2025. The meetings took place on September 5, 2024, December 4, 2024, and March 5, 2025. The last quarterly meeting for the 2025 FY is scheduled for 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 Recertification. 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 projects with recruiting employers for the events and sharing the event information with 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 and submitted all of the required reports on September 27, 2024; monitor only had minimal suggestions on the EO tagline.
- VJC staff were trained on EO process procedures on November 12, 2024.
- EO onsite monitoring was conducted on November 15, 2024.
- One-Stop Operator reviewed ETA TEGL 06-24 focusing on prevention of workplace violence for LGBTQ employees. During EO form update, to implement newly recommend language, it was noted that DOL removed TEGL 06-24 from their website, therefore this item is postponed.
- One-Stop Operator attended “Effective Outreach and Recruitment of Underserved Populations training” on January 16, 2025

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	105 Youth Participants	65 Youth

WIOA – In School Youth Program (ISY)

The Workforce Innovation & Opportunity Act 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	24 youth participants	9 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	46 Youth Participants	23 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.

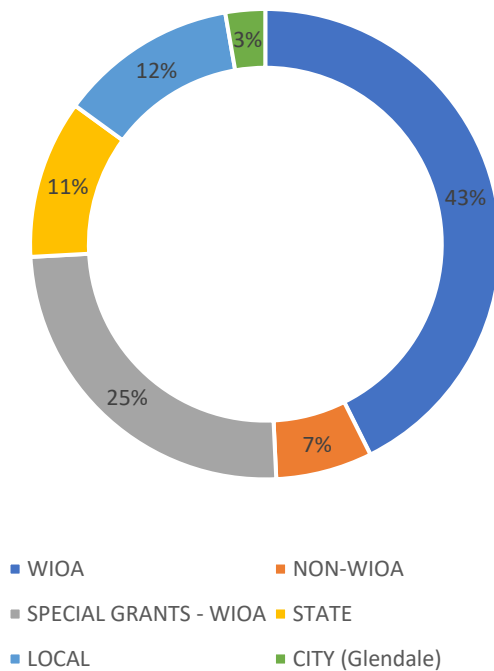
Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 120 hrs. of WEX
<u>2023-24</u> \$206,942	80 Youth Participants	83 youth participants	60 youth
<u>2024-25</u> \$211,073	80 Youth Participants	54 youth participants	25 youth

FINANCIAL REPORT

FY 2024 – 2025 Q3

Funding by Grant Source

Funding By Grant Source



Workforce Innovation and Opportunity Act (WIOA)

- Adult
- Dislocated Worker
- Youth
- Rapid Response
- 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)

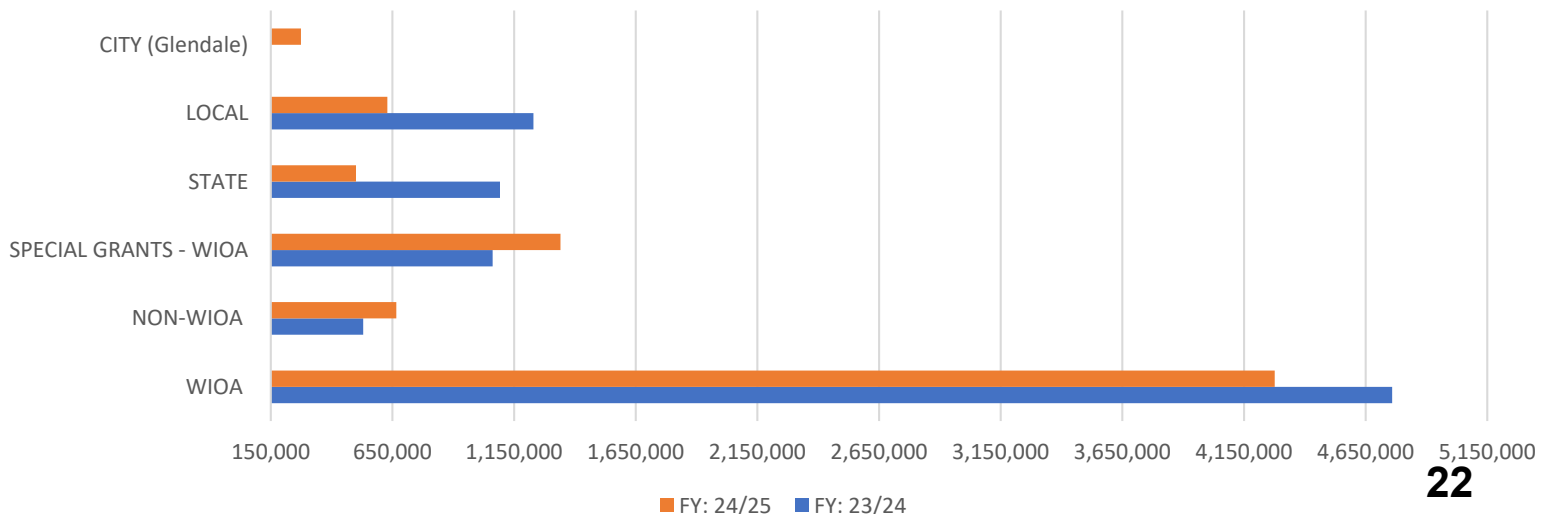
LOCAL

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

CITY (GLENDALE)

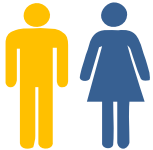
- Measure S (LIFERAP)

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	\$ 4,275,964	\$ 2,116,730	\$ 911,107	\$ 1,400,627	\$ 1,256,811	\$ 346,290	\$ 260,887
NON-WIOA	\$ 665,573	\$ 136,626	\$ 304,274	\$ 224,673	\$ 7,410	\$ 132,470	\$ 174,132
SPECIAL GRANTS – WIOA	\$ 2,496,052	\$ 1,272,558	\$ 137,842	\$ 910,596	\$ 628,771	\$ 69,369	\$ 423,605
STATE	\$ 1,092,000	\$ 454,853	\$ 6,297	\$ 630,850	\$ 90,026	\$ 348	\$ 143,938
LOCAL	\$ 1,228,699	\$ 227,823	\$ 103,377	\$ 897,499	\$ 51,034	\$ -	\$ 303,632
CITY (Glendale)	\$ 273,737	\$ 31,090	\$ -	\$ 242,647	\$ 16,592	\$ -	\$ 209,397
Total	\$ 10,032,024	\$ 4,239,680	\$1,462,897	\$ 4,306,891	\$ 2,050,644	\$ 548,477	\$ 1,515,592



Staffing

Administrative Cost
Staff Salaries
Maintenance and Operations



Direct Assistance

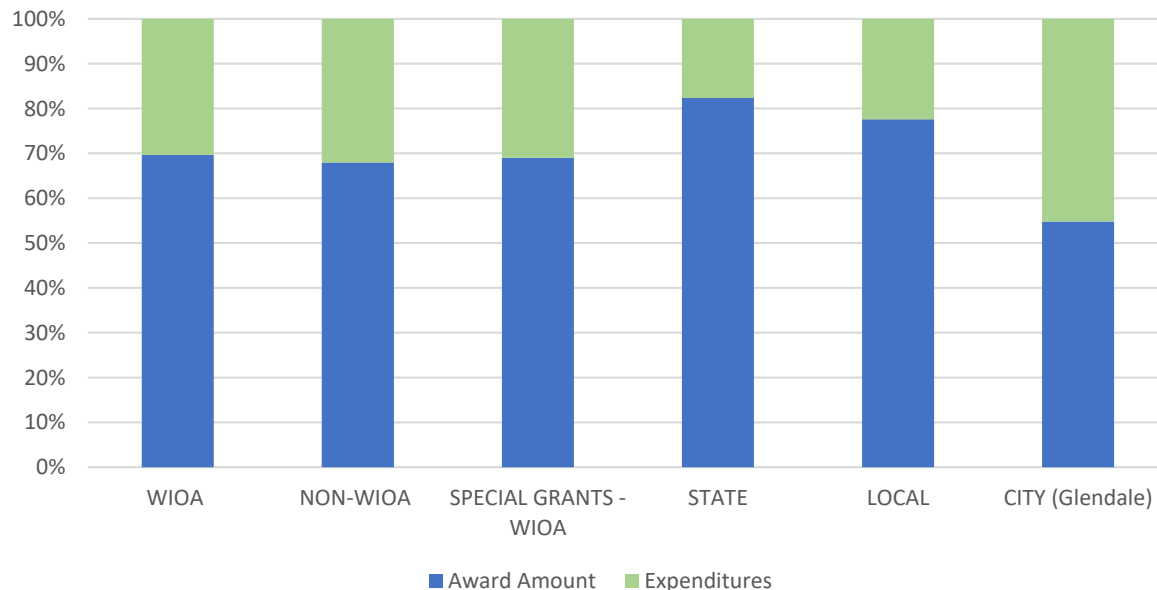
Funds spent directly on customers such as training, work experience, supportive services



Contracts

Professional Services Agreements such as Youth Provider, Communications, Legal

Revenue / Expenditure



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

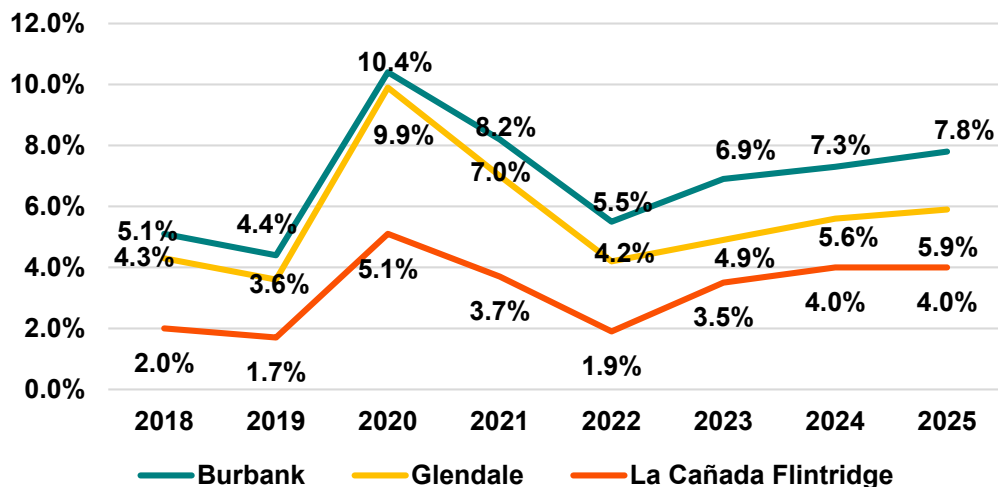
#	Funding Source	Grant	Target or Due Date	Amount	Target Customer	Grant Information	Grant Status	Grant Period
1	State of CA Employment Development Department	Emergency 25 Percent Additional Assistance	4/2/2024	\$ 350,000	Dislocated workers from JPL and related companies	Outreach, recruitment, transition 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.	Awarded	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.	Not Awarded	24 Months

Verdugo Workforce Development Board Labor Market Report: Verdugo Region

January 2025
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

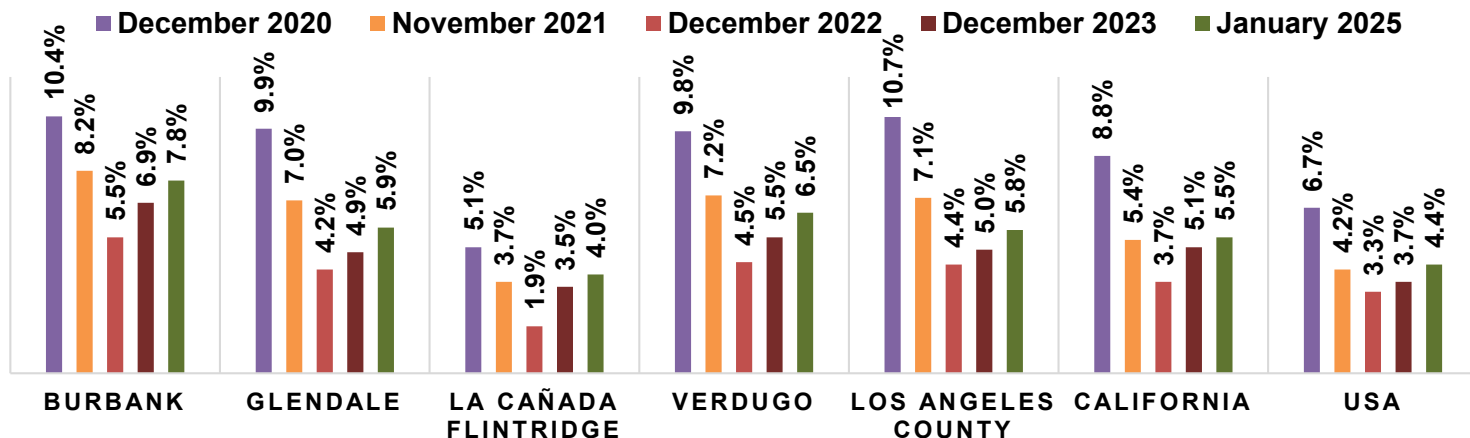


Unemployment Rates Comparison

Verdugo:	6.5%
LA County:	5.8%
California:	5.5%
USA:	4.4%

UNEMPLOYMENT RATES COMPARISON

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



VERDUGO REGION LABOR FORCE (RESIDENTS)



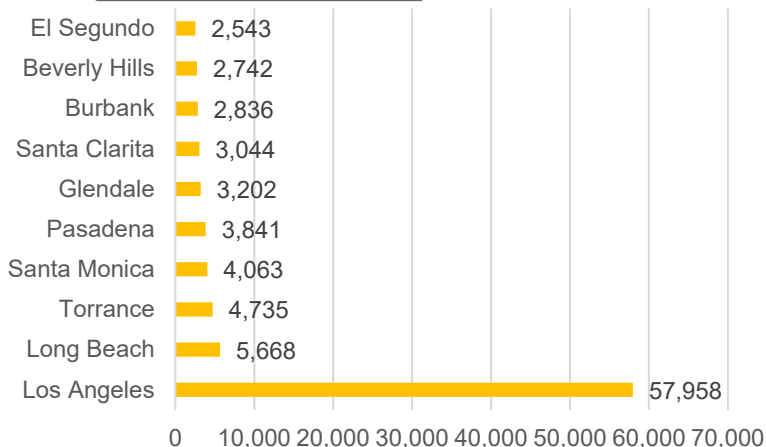
Labor force numbers are based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of January 2025 is 164,300.

Verdugo Workforce Development Board Labor Market Report: Verdugo Region

January 2025
Quarterly Issue

CITIES WITH THE MOST JOB ADS

Cities with 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. Registered Nurses	304
2. Retail Salespersons	256
3. Fast Food and Counter Workers	141
4. Security Guards	130
5. First-Line Supervisors of Retail Sales Workers	123
6. Home Health and Personal Care Aides	122
7. Customer Service Representatives	100
8. Lawyers	96
9. General and Operations Managers	88
10. Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	83

The total number of job ads for the Top 10 Occupations increased by 9% from 1,320 in December 2024 to 1,443 in January 2025.

TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA



307 Ads
(13%)



98 Ads
(-2%)



104 Ads
(57%)



98 Ads
(18%)



89 Ads
(37%)

*Increase/Decrease from December 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@semprautilities.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