

# 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: 4
- Budget: 1
- Contract Award: 5
- Slate of Officers: 1
- Submission of Application/Certification to meet Federal Requirement: 2

Total number of action items to be approved: 13

## **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, June 25, 2025**  
**9:30 am – 10:30 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 9:30 A.M.

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

**I. Introductions**

Approval of Minutes: February 12, 2025, April 09, 2025, and May 21, 2025 **5**

**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 **12**
- 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 **14**
- 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 **16**
- d) Approval of the recommendation for Nicole Miller 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 **18**
- e) Approval of the VWDB's Local Workforce Development Plan 2025-2028 and the Los Angeles Basin Regional Planning Unit's Regional Workforce Development Plan 2025-2028 and their submission to the California Workforce Development Board and the State of California Employment Development Department **21**

- f) Approval of the allocation of \$145,500 to City of Burbank's Job Connect to provide services in Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2025-2026 **23**
- g) Approval of contract amendment with Glendale Youth Alliance for the Student Training and Employment Program grant to extend the end date from June 30, 2025 to June 30, 2026 and increase funding by \$183,327 for an amended contract amount not to exceed \$601,341, to continue administration of work experience services **24**
- h) Approval of contract amendment with Glendale Community College's Professional Development Center for the Student Training and Employment grant to extend the end dates from June 30, 2025 to June 30, 2026, and increase funding in an amount of \$13,600 for a total contract amount of \$27,200 **27**
- i) Approval of the Verdugo Workforce Development Board's Preliminary Budget for Fiscal Year 2025-2026 **28**
- j) Approval to designate Glendale Youth Alliance as the board's youth provider for Fiscal Year 2025-2026 and to enter into contract with Glendale Youth Alliance for Fiscal Year 2025-2026 in an amount not to exceed \$703,428 in Workforce Innovation and Opportunity Act funding for Youth Services **30**
- k) Approval to accept anticipated preliminary funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2025-2026 for the Youth@Work program and to enter into contract with Glendale Youth Alliance to provide Youth Services **32**
- l) Approval to release the Verdugo Workforce Development Board's America's Job Centers of California Operator Application for July 1, 2025 – June 30, 2029 for public review and comment **34**
- m) Approval of Fiscal Year 2025-2026 Slate of Officers for the Verdugo Workforce Development Board **36**

### III. Director's Report and Presentation

- a) Federal Updates **37**
- b) Verdugo Jobs Center Program Report **42**
- c) One-Stop Operator Report **44**
- d) Youth Provider Report **46**
- e) 2024-2025 Financial Report **46**

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- f) Grants Matrix **48**
- g) Labor Market Information Report **49**

**V. Other Business and Announcements**

- a) List of current WDB board of directors/contact information **52**
- b) 2025 Full Board Meeting Calendar **53**

**Public comments****Adjourn**

**Next Full Board Meeting:** Wednesday, September 24, 2025

# 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 2<sup>nd</sup>: 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 California<sup>SM</sup> 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 **2<sup>nd</sup>:** 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 for November 12, 2025.
    - a. Two additional business members and two labor representative 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

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**FULL BOARD MEETING MINUTES**  
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**9:00 a.m. to 10:00 a.m.**

- 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

# VERDUGO WORKFORCE DEVELOPMENT BOARD

## FULL BOARD MEETING MINUTES

4/9/2025

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

**MEMBERS PRESENT:** Ara Aslanian, Sonya Kay Blake, Iskra Martinez, Stephanie O’Keefe, Michael Ritterbrown, Veronica Romero, Soua Vang, Terry Walker

**MEMBERS ABSENT:** Luiza Balyan, Jose Barba, Vicki Brannock, Onnig Bulanikian, Alexis Carter, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Steve Kaplan, Debbie Kukta, Pamela Marcello

**COMMUNITY & OTHER AGENCY REPRESENTATIVES:** Monica Casas, Eliza Dzhaneryan, Karine Grigoryan, Jamie Keyser, Kathleen McIntyre

**STAFF PRESENT:** Diana Montecino, Judith Velasco, Melissa Younesian

**CALL TO ORDER:** 9:08 am by Chair Ara Aslanian

### I. Introductions

- A. Chair Ara Aslanian welcomed the members of the board and attendees to the meeting. He also welcomed and introduced prospective board member Jamie Keyser Thomas from the Burbank Chamber of Commerce
- B. Due to the lack of quorum, Ms. Velasco announced that a full board meeting will be scheduled for Wednesday, May 21<sup>st</sup> at 9:00 am at the Verdugo Jobs Center (VJC).

### II. Minutes of February 12, 2025

- A. Postponed until next meeting due to the absence of quorum.

### III. Action Items

<b>MOTION FOR CONSENT ITEM A – C</b>	Postponed until next meeting due to the absence of quorum.
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### IV. Director’s Report

- A. Executive Director Judith Velasco presented an overview of VWDB activities and updates on the BioTC industry-valued credential.
  - 1. Among the many items that the VWDB administrative staff are tracking are the Workforce Innovation and Opportunity Act (WIOA) Reauthorization, and availability of workforce funds to assist communities affected by the wildfires.
    - a. The VWDB received funding to serve 17 individuals whose employment was impacted by the wildfires.
  - 2. Ms. Velasco solicited information from board members on how the tariffs are impacting their industry.
    - a. Discussion – What effects do you anticipate in your industry?
      - i. Mr. Aslanian stated that computer manufacturing mainly occurs in Asia. No shipments will be made to the US in the following weeks after the tariff announcement. The country is dependent on China with regards to equipment and as a result, national security may also be affected.
      - ii. Terry Walker responded that medical equipment costs will likely increase dramatically.



**VERDUGO WORKFORCE DEVELOPMENT BOARD**  
**FULL BOARD MEETING MINUTES**  
**4/9/2025**  
**9:00 a.m. to 10:00 a.m.**

- iii. Soua Vang shared that the City of Glendale's Economic Development is in the process of meeting with the top 20 businesses in Glendale. So far, the automobile dealerships have expressed deep concern, if tariffs are implemented, then layoffs may occur.
- b. Discussion – Is there an opportunity for people to come together to provide a webinar on the impacts and what actions can be taken?
  - i. Mr. Aslanian stated that tariffs are a short-term problem, and that Artificial Intelligence (AI) is a long-term problem.
    - Michael Ritterbrown responded that it would be best to educate and inform people on how AI can be used.
  - ii. Ms. Keyser shared that a concern is the mass exodus of the media and entertainment industry. Production companies are leaving the US for newer locations in London and other locations in the United Kingdom. The effects are trickling down to the local smaller businesses such as costumers and caterers.
    - Sonya Kay Blake added that The Valley Economic Alliance (Alliance) is attempting to make a coalition in and outside the entrainment industry to track the impact of this exodus. With regards to tariffs, the Alliance has reached out to banks with international economists that can help explain the impact of tariffs to the community.
    - Mr. Walker communicated that social media platforms are also affecting the entertainment industry. It's creating a diversion from the costs of studios with new content being created on these platforms.
    - Stephanie O'Keefe mentioned that she serves in a collation that has lobbied for the increase in the tax credits for the Entertainment Industry. People are unaware of middle-class jobs tied to the entertainment industry that are being affected. Additionally, health insurance for many unions is tied to the number of days and hours worked.
- B. Mr. Aslanian introduced prospective board member Kathy McIntyre from the California Manufacturing Technology Consulting (CMTC).

**V. Other Business and Announcements**

- A. Ms. Velasco announced that a Life Science Career Fair will be held on April 23<sup>rd</sup> at the VJC. The flyer will be disseminated to the board via email to share with others.
- B. A special VWDB meeting will be held in person at the VJC on Wednesday, May 21, 2025.

**VI. Public Comments:** None

**VII. Adjournment:** 9:55 am

# **VERDUGO WORKFORCE DEVELOPMENT BOARD**

## **FULL BOARD MEETING MINUTES**

**5/21/2025**

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

### **MEMBERS PRESENT:**

Luiza Balyan, Jose Barba, Sonya Kay Blake, Alexis Carter, Marisol Espinoza, Nick Hacopian, Pamela Marcello, Stephanie O’Keefe, Soua Vang,

### **MEMBERS ABSENT:**

Ara Aslanian, Vicki Brannock, Onnig Bulanikian, Iskra Martinez, Mary Hamzoian, Steve Kaplan, Debbie Kukta, Michael Ritterbrown, Veronica Romero, Terry Walker

### **COMMUNITY & OTHER AGENCY REPRESENTATIVES:**

Eliza Dzhaneryan, Karine Grigoryan, Caroline Lett, Jesse Maldonado

### **STAFF PRESENT:**

Diana Montecino, MaryAnn Pranke Judith Velasco, Melissa Younesian

### **CALL TO ORDER:**

9:14 am by Vice Chair Marisol Espinoza

### **I. Introductions**

A. Vice Chair Marisol welcomed and introduced Caroline Lett from Warner Bros. Discovery.

### **II. Minutes of February 12, 2025 and April 09, 2025**

A. Postponed until next meeting due to the absence of quorum.

### **III. Action Items**

<b>MOTION FOR CONSENT ITEM A – F</b>	Postponed until next meeting due to the absence of quorum.
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### **IV. Director’s Report**

- A. Executive Director Judith Velasco introduced Esther Jennings, a client of the Verdugo Jobs Center (VJC), who was laid off from the Jet Propulsion Laboratory (JPL). Ms. Jennings provided a summary of her work experience and her experience with the services the VJC provided her.
  - 1. Nick Hacopian requested information on where the assisted JPL clients transition into.
  - 2. The VWDB congratulated Ms. Jennings on her accomplishments
  - 3. Ms. Velasco stated that moving forward, client success stories will be highlighted to share the impact of workforce dollars.
- B. Ms. Velasco provided brief updates on the Federal and State budgets, as well as a summary on the Executive Order: Preparing Americans for High-Paying Skilled Trade Jobs of the Future.
  - 1. Ms. Velasco emphasized that the VWDB’s budget is primarily funded by federal grants.
  - 2. Due to the Department of Government Efficiency’s (DOGE) requirements, the Department of Labor has changed how funds are accessed. Additional documentation is required, and the response time has increased which will delay the access to the funds.
  - 3. Discussion: Ms. Velasco shared that she will be reaching out to board members to request letters of support that highlight the innovative projects in the region. Meetings will also be scheduled with board members to gather information on Apprenticeships: Existing Models and New Opportunities.
    - a. Pamela Marcello shared that she recently joined the California Community Colleges Aviation Alliance, which is comprised of schools that have aviation courses.
      - i. There is a vast need of pilots in the next 5 years because when COVID happened, the airlines provided older pilots an early retirement package. Many pilots retired but those positions have not been filled, resulting in the shortage of pilots today.

**VERDUGO WORKFORCE DEVELOPMENT BOARD**

**FULL BOARD MEETING MINUTES**

**5/21/2025**

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

- b. Alexis Carter suggested that she can connect with the Division of Apprenticeship Standards to have them provide a brief presentation on apprenticeship programs.
- c. Jose Barba shared that there is a current apprenticeship opportunity that has a deadline of July 11, 2025. The information will be emailed out to the board members.

**V. Other Business and Announcements**

- A. Ms. Velasco announced that the Full Board meeting times has been changed from 9:00 am to 9:30 am and the Executive Committee will expand with the addition of three more members.
- B. The next VWDB meeting will be held in-person at the VJC on Wednesday, June 25, 2025 at 9:30 am.

**VI. Public Comments:** None

**VII. Adjournment:** 10:05 am



**Executive Committee Meeting Date: Wednesday, May 21, 2025**  
**VWDB Meeting Date: Wednesday, June 25, 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.



**Executive Committee Meeting Date: Wednesday, May 21, 2025**  
**VWDB Meeting Date: Wednesday, June 25, 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





**Executive Committee Meeting Date: Wednesday, May 21, 2025**  
**VWDB Meeting Date: Wednesday, June 25, 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 CMTC (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



**Executive Committee Meeting Date: Wednesday, May 21, 2025**

**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval of the recommendation for Nicole Miller 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. Nicole Miller, President of the International Alliance of Theatrical Stage Employees (I.A.T.S.E) Local B-192, is recommended for appointment to the Board under the Labor category. This appointment will assist the VWDB in meeting the WIOA requirement of having a minimum of twenty percent of labor representation on the board.

The I.A.T.S.E. B-192 is a labor union that represents the majority of the non-management employees at Universal Studios Hollywood, the Retail Employees at Universal-owned CityWalk venues, the Ushers at the Hollywood Pantages Theatre, the Tour Guides at Dodger Stadium, and the Tour Guides at the Dolby Theatre. Ms. Miller has been a proud I.A.T.S.E. B-193 member for over 23 years.

Ms. Miller has extensive experience in participating in collective bargaining of private-sector agreements and serves as a member of the I.A.T.S.E. District 2, which represents 45,000 members across 49 local unions in Arizona, California, Nevada and Hawaii. Ms. Miller's extensive experience serving the labor members, makes her an excellent nominee to the VWDB. Additionally, Ms. Miller's appointment will allow the VWDB to maintain strong representation of workers in the key industries such as Entertainment, Hospitality, Retail and Sports, an integral component of the Verdugo's regional economy.

If the VWDB approves the recommendation for Ms. Miller'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. Miller to the VWDB.

**NICOLE A. MILLER**  
M.Ed.

**EXPERIENCE**

*Local B-192, IATSE*  
*4111 W. Alameda Ave., Suite 510*  
*Burbank, CA 91505*

*November 2014 to Present*

- Positions held: President, Secretary/Treasurer, Shop Steward, IATSE District 2 Executive Board Member, and IATSE Women's Committee District 2 Coordinator
- Duties:
  - Presiding over all Executive Board and Membership meetings
  - Participating in collective bargaining of private-sector agreements
  - Speaking publicly at conventions and events
  - Assisting with organizing new members into the Local
  - Fostering solidarity with other Unions and other IATSE Locals and communicating with the IATSE International, District 2, and labor federations and councils
  - Acting as delegate for conventions and conferences
  - Appointing, overseeing, and coaching Shop Stewards
  - Overseeing administrative tasks and delegating various tasks to committee Chairs
  - Responding to members' concerns and communicating with members
  - Maintaining proper records of all communications and bills of the Local
  - Acting as Chair for District 2 committee assignment and coordinating District 2 outreach
  - Drafting and editing minutes

*Santa Monica College*

*August 2013 to Present*

- Position: Adjunct Instructor, English
- Duties: All responsibilities required of a part-time college English professor, including
  - Creating curriculum, planning lessons, and selecting textbooks
  - Grading and assessing student work

*Universal Studios*  
*100 Universal City Plaza*  
*Universal City, CA 91608*  
*(818) 622-3709*

*March 2000 to Present*

- Positions held: VIP Studio Guide, Orientation Leader, and Tram Dispatcher
- Duties:
  - Conducting guided tours through the studio
  - Maintaining an extensive knowledge of the film and television industry
  - Organizing, facilitating, and executing the orientations for new hires
  - Training new hires in speaking and memorization skills

**EDUCATION**

*University of California, Los Angeles  
Los Angeles, CA 90095*

*Graduation Date: June 2010*

- Degree received: Master of Education w/English Emphasis
- Grade Point Average: 4.0
- Honors: Strong Pass on Master's Inquiry Project

*University of Washington  
Seattle, WA 98195*

*Graduation Date: June 1998*

- Degree received: Bachelor of Arts in Dramatic Arts
- Honors: Annual Dean's List

**SKILLS/COMPETENCY**

*Computer Literacy:*

- Word, Excel, Zoom, Adobe, and PowerPoint

*Foreign Language:*

- French: Tutored up to third-year level; mastered four years of study



Executive Committee Meeting Date: Wednesday, May 21, 2025  
VWDB Meeting Date: Wednesday, June 25, 2025

### RECOMMENDED MOTION

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

**Approval of the VWDB's Local Workforce Development Plan 2025-2028 and the Los Angeles Basin Regional Planning Unit's Regional Workforce Development Plan 2025-2028 and their submission to the California Workforce Development Board and the State of California Employment Development Department**

**Type of Motion: Federal Requirement – Local and Regional Plans**

### OVERVIEW:

The Workforce Innovation and Opportunity Act (WIOA) requires that regional and 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 Plan*

The primary purpose of the board's local plan is to facilitate access to workforce services at the local level. The public will access and experience this regional workforce framework through the local service delivery system of the America's Job Center of California (AJCC). The local AJCC for the Verdugo Consortium is the Verdugo Jobs Center (VJC).

Overall, the Verdugo Workforce Development Board's (VWDB) Local Plan is a profile of the Verdugo Region's tri-city community, economic landscape and an analysis of the challenges and barriers that residents face when trying to find gainful employment. The Plan also describes the VWDB and VJC's services, and its coordination with partners. *The Board's Local Plan was written to address specific questions from the State as opposed to a traditional strategic plan.*

On February 12, 2025, the Executive Committee approved the release of the Local Plan 2025-2028 for public comment in accordance with the federal regulations (WIOA §107 and §108). The required 30-day public comment period ended on March 15, 2025; no comments were submitted for the VWDB's Local Plan.

#### *Regional Plan*

In California, regional plans required by WIOA must be in alignment with the California Workforce Development Board (CWDB) State Plan. This State Plan provides the primary guidance for aligning educational and training provider services with regional industry sector needs in California's fourteen (14) WIOA Regional Planning Units (RPU). The Los Angeles Basin Regional Planning Unit (LABRPU) is one of the 14 RPUs consisting of the seven Local Workforce Boards in Los Angeles County which includes the Verdugo Workforce Development Board (VWDB). For our region, the South Bay Workforce Development Board is the lead Regional Coordinator responsible for the submission of the Los Angeles Basin Regional Plan. This plan is currently in the public comment period and similar to the local plan it addresses specific questions as opposed to a strategic plan for the region. The VWDB provided South Bay with information regarding our sector strategies in pre-apprenticeships and our BioTC initiative.



The Local and Regional Plans must both be submitted by June 30, 2025. Therefore, to meet the WIOA and CWDB's requirements, the VWDB must approve the Board's Local Plan and Los Angeles Basin Regional Plan prior to submission to the CWDB and the State of California Employment Development Department (EDD). Both the Local and Regional Plans require VWDB chairperson signature, but Local Plan must also be approved by the Chief Local Elected Official (CLEO) at a City of Glendale Council meeting. Additional time is allowed to submit a signed plan after the submission dates.

**FISCAL IMPACT:**

There is no fiscal impact to approving the Local and Regional Plans for submission to the CWDB and EDD.



**Executive Committee Meeting Date: Wednesday, May 21, 2025**  
**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

<p><b>Approval of the allocation of \$145,500 to City of Burbank's Job Connect to provide services in Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2025-2026</b></p>
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**Type of Motion: Award of Grant Funds**

**OVERVIEW:**

Job Connect at the City of Burbank's Public Library currently serves as the affiliate site in Burbank to the Verdugo Jobs Center (VJC) under the Workforce Innovation and Opportunity Act (WIOA). Job Connect provides employment self-services from all Burbank Public Library locations with a primary location at the Burbank Central Library located at 110 N. Glenoaks Blvd, Burbank, 91502. For more intensive or training services, Job Connect staff refers individuals to the VJC for assistance. Job Connect also assists Burbank based businesses that are closing and/or face significant layoffs, as well as providing recruitment services. The staff from Job Connect attend Burbank specific outreach events including chamber events to ensure the community is aware of our workforce services in the community. The funding to support Job Connect services is subsidized annually from the Verdugo Workforce Development Board (VWDB).

The VWDB works closely with Job Connect staff to implement workforce programs as well as program changes as needed to ensure compliance with WIOA.

**FISCAL IMPACT:**

The VWDB is requesting an approval for an allocation amount not to exceed \$145,500 to the City of Burbank's Job Connect, from the Workforce Innovation and Opportunity Act (WIOA) funds in Adult, Dislocated Worker, and Rapid Response categories.

The allocation for Fiscal Year 2025-2026 will be at the following levels:

WIOA Adult for \$50,000; WIOA Dislocated Worker for \$50,000 and WIOA Rapid Response for \$45,500.

Job Connect allows the board to have a presence in one of our three cities that comprise the Verdugo Consortium and provides valuable workforce services to the residents of Burbank. All their workforce services are listed on their website: <https://burbanklibrary.org/jobconnect>.





**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval of contract amendment with Glendale Youth Alliance for the Student Training and Employment Program grant to extend the end date from June 30, 2025 to June 30, 2026 and increase funding by \$183,327 for an amended contract amount not to exceed \$601,341, to continue administration of work experience services**

**Type of Motion: Contract Amendment**

**OVERVIEW:**

On July 6, 2022, the Verdugo Workforce Development Board (VWDB) approved the acceptance of Student Training and Employment Program (STEP) funds of \$450,000 a year from the Department of Rehabilitation (DOR) for up to three years, for a maximum amount of \$1.35 million, 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.

The initial start date was Fiscal Year (FY) 2022-2023, however, due to delays in finalizing the contract with DOR, the start date was changed to July 1, 2023, with a new end date of June 30, 2026. This is a three-year cumulative grant with DOR in which unspent funds can be carried over if needed until the grant ends.

On April 13, 2022, the VWDB approved the sole source procurement and contract award to Glendale Youth Alliance (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 as deemed necessary. Given the federal changes occurring at this moment, staff recommends that any procurement is placed on hold pending federal guidance and continuing with the additional year extension of sole source for FY 2025-2026. The VWDB reserves the right to initiate a competitive procurement process or explore other options based on federal funds at any time before June 30, 2026. The VWDB also reserves the right to reduce the contract award, not award a contract or cancel a contract in the event that federal fund allocations are removed, decreased or in the event of under enrollment, poor performance, or non-compliance within the contract period.

On April 26, 2023, the VWDB awarded its youth provider, GYA, a FY 2023-2024 contract to administer the work experience component of STEP which includes case management and processing of work experience payroll.

Due to decreased referrals for STEP during the first year (FY 2023-2024), GYA requested a contract extension of their 2023-2024 contract and requested to carry over any unspent funding from their FY 2023-2024 STEP contract. On April 10, 2024, the VWDB approved the first contract extension.





In March 2025, GYA requested a second contract extension to extend the contract date and carry over unspent funds into FY 2025-2026. This second request for a contract extension extends the contract until June 30, 2026 and carries over the unspent funds from FY 2024-2025 into FY 2025-2026 for an amended contract amount not to exceed \$601,341 to serve up to a total of 240 STEP-DOR participants over the three-year grant period. Of the \$601,341, GYA has already spent \$384,287; therefore, they will spend the remaining balance of the grant funds in FY 2025-2026.

In the event that any changes occur to the STEP-DOR grant, the GYA contract term and award amount may change to reflect these changes.

**FISCAL IMPACT:**

GYA will continue to administer the work experience component of the STEP-DOR program for FY 2025-2026, which is the last year of the three-year grant. This contract amendment has a new end date of June 30, 2026, for an overall 3-year contract amount not to exceed of \$601,341 for staffing, operational expenses, processing payroll and stipend distribution to the youth in the program. This amount incorporates three program years of funding: \$206,941 for FY 2023-2024, \$211,073 for FY 2024-2025, and \$183,327 for FY 2025-2026.

Fiscal Year	Contract Amount
2023-2024	\$206,941
2024-2025	\$211,073
2025-2026	\$183,327
Total	\$601,341



1255 South Central Avenue ★ Glendale, California 91204 ★ 818-937-8052 ★ Fax 818-937-8070

March 7, 2025

Mrs. Judith Velasco  
Verdugo Workforce Development Board  
1255 S. Central Avenue  
Glendale CA 91204

Dear Mrs. Velasco,

The Glendale Youth Alliance (GYA) respectfully requests an extension for the STEP 2024-25 contract, seeking an additional six months to effectively close out the grant—extending the current deadline from June 30, 2025, to December 31, 2025.

Over the past two years, GYA has made significant strides in expanding its network of partnerships, engaging dozens of new organizations serving youth with disabilities. We have also reestablished valuable connections with previous partners who now have new staff members. As a result, GYA currently has 60 youth enrolled in the 2024-25 program, which is in line with our target of 80 youth. We are confident that we will meet this enrollment goal by June 30, 2025. However, additional time may be necessary to support the remaining 20 youth expected to enroll in the coming months, ensuring they complete their work experience hours.

While we anticipate that the majority of the funding will be expended by June 30, 2025, we request an extension to ensure all enrolled youth have sufficient time to complete their allocated work experience hours.

We appreciate your consideration of this extension request and look forward to your support in providing the necessary time to fully complete the objectives of the STEP 2024-25 program.

Should you have any questions or would like additional information, please contact me at (818) 548-2790.

Sincerely,

Karine Grigoryan  
Executive Director

[www.glendaleyouthalliance.org](http://www.glendaleyouthalliance.org)

A Partnership between Government, Education, Business & Community ★ Providing Employment Opportunities for Youth

A California Nonprofit Corporation ★ Tax ID# 95-4453585

Executive Board	Ani Keshishian, Chair PDC of GCC	Dr. Ilin Magran, Vice Chair La Verne University	Capt. Rafael Quintero, Treasurer Glendale Police Department	Narine Petrosyan, Secretary Pogosian Tax Planning Inc.	Dr. Vahe Perroomian, Past Chair GCC Board of Trustees
	Christopher Anway LA County	Caroline Craun Ellis Family Stores	Dr. Armina Gharpetian PCC Adjunct, Dentist	Lt. Mark Hess Glendale Police Dept.	Aylin Isayan City of Glendale
Board of Directors	Rob Mikhitarian Glendale Adult Health Day Care	Art Resendez California Bank & Trust	Jeanett C. Resendez Community Member	Brielle Salazar Citi Community Capital	Lusine Yarian Glendale Fire Dept.



**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval of contract amendment with Glendale Community College's Professional Development Center for the Student Training and Employment grant to extend the end dates from June 30, 2025 to June 30, 2026, and increase funding in an amount of \$13,600 for a total contract amount of \$27,200**

**Type of Motion: Contract Amendment**

**OVERVIEW:**

On July 6, 2022, the Verdugo Workforce Development Board (VWDB) approved the acceptance of Student Training and Employment Program (STEP) funds of \$450,000 a year from Department of Rehabilitation (DOR) for up to three years, for a maximum amount of \$1.35 million, 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. The initial start date was Fiscal Year (FY) 2022-2023, however, due to delays in the contract review with DOR, the start date was pushed to July 1, 2023 with an end date of June 30, 2026.

On April 26, 2023, the VWDB awarded Glendale Community College's Professional Development Center (PDC) a contract to administer the required workplace readiness training to 80 STEP youth for FY 2024-2025 in the amount of \$13,600.

The STEP grant will end on June 30, 2026 as such, the contract with PDC will be extended to June 30, 2026. For FY 2024-2025, PDC provided training to 80 students. An additional \$13,600 will be awarded to PDC in FY 2025-2026 for a total contract amount not to exceed \$27,200 to provide up to 20 hours of training required in the program for up to an additional 80 students.

Per STEP grant requirements, all participants are required to complete up to 20 hours of workplace readiness training, topics include but are not limited to communication skills, interview preparation, and customer service.

In the event that any changes occur to the STEP-DOR grant, the PDC contract term and award amount may change to reflect these changes.

**FISCAL IMPACT:**

The additional funds of \$13,600 awarded to PDC for FY 2025-2026 will result in a total contract amount not to exceed \$27,200. PDC will provide approximately 80 students who have never participated in a work-based training program up to 20 hours of training. Training topics include but not limited to the following: understanding employer expectations, how to search and apply for jobs, how to attain permanent employment, and training on "soft" skills necessary for employment retention.



**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval of the Verdugo Workforce Development Board's Preliminary Budget for Fiscal Year 2025-2026**

**Type of Motion: Acceptance of Workforce Preliminary Budget**

**OVERVIEW:**

Each year the staff of the Verdugo Workforce Development Board (VWDB) require approval of the VWDB annual budget prior to the start of the new fiscal year. Often, because of delays in notice from the U.S. Department of Labor, State of California, Los Angeles County, and other agencies, the VWDB's funding allocations are projected and the VWDB approves a preliminary budget for the staff to start activities in the upcoming fiscal year (FY).

On May 28, 2025, the VWDB received Workforce Innovation and Opportunity Act (WIOA) allocations from the State of California, Employment Development Department (EDD) via the Workforce Services Information Notice 24-45 for WIOA Adult, Dislocated Worker and Youth formula funds. WIOA allocations for Rapid Response and Lay Off Aversion are still pending. Also pending is funding from Los Angeles County for the Youth@Work program.

The EDD funding notice was issued for planning and budgeting purposes only because the State has yet to receive the federal Notice of Award (NOA) for any of the WIOA funding streams. As such, the VWDB is requesting the approval of a preliminary budget for FY 2025-2026 for planning purposes. Additionally, projected federal funding changes may impact fiscal projections for 2025-2026 and as such the budget will be adjusted to reflect any changes to the WIOA formula funds.

**FISCAL IMPACT:**

The State of California EDD released its funding allocation for WIOA Adult, Dislocated Worker and Youth. Therefore, the VWDB staff is presenting a budget for FY 2025-2026 totaling **\$6,800,302** based on: 1) EDD funds for WIOA Adult, Dislocated Worker, and Youth; 2) Projections for Rapid Response and Layoff Aversion; 3) Estimated amounts for Carry-Over funds from FY 2024-2025; 4) Projections for the Los Angeles County Youth@Work Program; 5) Other Competitively Secured Employment, Training, and Education-Related Funding administered by the VWDB for which revenues are anticipated and/or VWDB already has budget authority.

**VWDB 2025-2026 PRELIMINARY BUDGET**

	FUNDING SOURCES	FY: 25-26 Preliminary Budget
<b>WIOA FORMULA</b>	ADULT	\$ 1,400,270
	DISLOCATED WORKER	\$ 1,183,852
	YOUTH	\$ 1,302,645
	RAPID RESPONSE -Estimate	\$ 107,053
	LAYOFF AVERSION-Estimate	\$ 31,482
	<b>TOTAL WIOA FORMULA</b>	<b>\$ 4,025,302</b>
<b>SPECIAL GRANTS</b>	BIOSCIENCE 3.0 FY25-26	\$ 850,000
	ADDITIONAL ASSISTANCE-JPL7	\$ 175,000
	<b>TOTAL SPECIAL GRANTS - WIOA</b>	<b>\$ 1,025,000.00</b>
<b>NON-WIOA</b>	STEP DOR	\$ 450,000
	SSA-EMPLOYMENT NETWORK	\$ 40,000
	HIRE LA	\$ 135,000
	<b>TOTAL NON-WIOA</b>	<b>\$ 625,000</b>
<b>STATE</b>	GLENDAL COLLEGE - CAEP- Estimate	\$ 500,000
	<b>TOTAL STATE</b>	<b>\$ 500,000</b>
<b>LOCAL</b>	LA COUNTY YOUTH-Estimate	\$ 425,000
	BROAD FOUNDATION	\$ 200,000
	<b>TOTAL LOCAL</b>	<b>\$ 625,000</b>
	<b>PRELIMINARY TOTALS</b>	<b>\$ 6,800,302</b>



**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval to designate Glendale Youth Alliance as the board's youth provider for Fiscal Year 2025-2026 and to enter into contract with Glendale Youth Alliance for Fiscal Year 2025-2026 in an amount not to exceed \$703,428 in Workforce Innovation and Opportunity Act funding for Youth Services**

**Type of Motion: Approval for Youth Services Designation and Award of Grant Funds**

**OVERVIEW:**

The Workforce Innovation and Opportunity Act (WIOA) Section 129 authorizes the use of WIOA funds for youth employment and training activities that will provide eligible youth assistance in achieving employment and academic success. Allowable workforce activities include: opportunities for training; continued supportive services; incentives for recognition and achievement; and opportunities for leadership, development, decision making, citizenship, and community service. WIOA Section 129 also 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. Federal legislation may impact the design of the WIOA-Youth program. Given the rapid changes occurring at the federal level, all funding is subject to change and as such WIOA youth funding may change in Fiscal Year (FY) 2025-2026. Therefore, the award allocation of WIOA Youth funds to Glendale Youth Alliance (GYA) for FY 2025-2026 is based on information received by the State, which if changes occur, will impact the FY 2025-2026 contract terms.

On April 13, 2022, the 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 as deemed necessary. Given the federal changes occurring at this moment, staff recommends that any procurement is placed on hold pending federal guidance and continuing with the additional year extension of sole source for FY 2025-2026. The VWDB reserves the right to initiate a competitive procurement process or explore other options based on federal funds at any time before June 30, 2026. The VWDB also reserves the right to reduce the contract award, not award a contract or cancel a contract in the event that federal fund allocations are removed, decreased or in the event of under enrollment, poor performance, or non-compliance within the contract period.

Therefore, for FY 2025-2026 the WIOA youth contract award to GYA is to provide the youth services as allowed by WIOA. The contract is effective July 1, 2025 – June 30, 2026, to implement WIOA Youth programs, ISY and OSY programs. The VWDB will monitor federal guidance as it pertains to changes to federal workforce funds and requirements.



Contracts with GYA for FY 2025-2026 for both WIOA – ISY and OSY will include language acknowledging potential program changes that may occur due to federal funding. Unlike previous fiscal years, funding may change at any time, affecting contracts tied to federal funds.

**FISCAL IMPACT:**

The award of \$703,428 of WIOA Youth funds granted to GYA will allow the implementation of youth employment services for FY 2025-2026.

The VWDB staff further recommends that funding be allocated in the proportions listed in the chart below, which outlines the percentage of ISY and OSY participants to be served, and the respective percentages of Burbank, Glendale and La Cañada Flintridge enrollments.

<b>Eligible Youth</b>	<b>Estimated Percentage</b>	<b>Amount</b>	<b>Number of Youth to be Served</b>	<b>Number of Work Experience Hours</b>
<b>In-School Youth</b>	<b>25%</b>	<b>\$175,857</b>	<b>24</b>	<b>180</b>
Glendale Youth	61%	\$107,273	15	
Burbank Youth	38%	\$66,826	8	
La Cañada Flintridge	1%	\$1,758	1	
<b>Out-of-School Youth</b>	<b>75%</b>	<b>\$527,571</b>	<b>65</b>	<b>200</b>
Glendale Youth	61%	\$321,818	40	
Burbank Youth	38%	\$200,477	24	
La Cañada Flintridge	1%	\$5,276	1	
<b>Total</b>	<b>100%</b>	<b>\$703,428</b>	<b>89</b>	





**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval to accept anticipated preliminary funds from the Los Angeles County Department of Economic Opportunity for Fiscal Year 2025-2026 for the Youth@Work program and to enter into contract with Glendale Youth Alliance to provide Youth Services**

**Type of Motion: Preliminary Acceptance and Award of 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 region who are English Language Learners, Foster Youth, Homeless Youth, and Youth on Parole without the restrictions of income.

We have not received a formal notification from Los Angeles County of the Verdugo Workforce Development Board's (VWDB) funding allocation of Youth@Work funds for Fiscal Year (FY) 2025-2026. Given the time sensitivity of the summer program implementation, we recommend proceeding with a contract award to Glendale Youth Alliance (GYA) as soon as the VWDB receives official notification of the grant amount. After receiving official notice, the awarded amount to GYA will be presented to the board.

On April 13, 2022, the 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 as deemed necessary. Given the federal changes occurring at this moment, staff recommends that any procurement is placed on hold pending federal guidance and continuing with the additional year extension of sole source for FY 2025-2026. The VWDB reserves the right to initiate a competitive procurement process or explore other options based on federal funds at any time before June 30, 2026. The VWDB also reserves the right to reduce the contract award, not award a contract or cancel a contract in the event that federal fund allocations are removed, decreased or in the event of under enrollment, poor performance, or non-compliance within the contract period.

Therefore, it is recommended that as the VWDB's youth provider, GYA is awarded the Youth@Work funding. Since the VWDB has not received its 2025-2026 funding allocation, the contract award amount will depend on the grant notification from Los Angeles County.





**FISCAL IMPACT:**

The VWDB has not received its funding allocation for the Youth@Work Program for FY 2025-2026. Therefore, once the VWDB receives the Los Angeles County award for the Youth@Work Program it will enter into contract with GYA to serve youth ages 14-24 with 160 hours of work experience and personal enrichment training, requiring the program have a Career Pathway focus. As the VWDB's designated youth contractor, the GYA will be provided with the majority of youth program funding to operate the Los Angeles County Youth@Work program for FY 2025-2026. The funding to GYA is subject to change upon the VWDB's receipt of its Youth@Work award letter. The awarded amount will be presented to the VWDB in a future meeting.



**Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval to release the Verdugo Workforce Development Board's America's Job Centers of California Operator Application for July 1, 2025 – June 30, 2029 for public review and comment**

**Type of Motion: Federal Requirement – AJCC Operator**

**OVERVIEW:**

The America's Job Centers of California (AJCC) Operator role is responsible for coordinating service delivery among all AJCC partners and service providers within the Local Workforce Development Area (Local Area). Pursuant to the Code of Federal Regulation [20 CFR 678.620(a)], at a minimum, the One-Stop Operator must coordinate the service delivery of required partners and service providers. The role of the AJCC Operator may include the following:

- Coordinating the service delivery of required AJCC partners and service providers.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding.
- Reporting to Local Boards on operations, performance, and continuous improvement recommendations.
- Implementing policies established by Local Boards in regard to the MOU partnerships.
- Adhering to all applicable federal and state guidance.

The Workforce Innovation and Opportunity Act (WIOA) requires that States use a competitive process to designate a One-Stop Operator for its system, at least once every four years, or a local workforce board may request and be granted by the state, the option to become its own One-Stop Operator and provide its own service (WIOA Sec. 121 (d)(2)(A)). In California, a local workforce board can submit an application to the State of California Workforce Development Board (CWDB) to act in the role as the AJCC Operator, as required under the State's Workforce Services Directive (EDD WSD 22-13). Once the application is reviewed and accepted, the CWDB, on behalf of the Governor of California, can designate the workforce board as the AJCC Operator for the local workforce development system. The CWDB is accepting Workforce Board applications for the AJCC Operator in 2025. Workforce Boards will not have another opportunity to submit an application until 2029.

On January 15, 2025, the Verdugo Workforce Development Board (VWDB) released a request for proposal (RFP) for One-Stop Operator Services. The Operator RFP process released in January 2025, resulted in only one successful bid submission, which does not constitute a competitive bid process.

Due to the singular bidder, the VWDB staff sought direction from the CWDB and the City of Glendale's Legal Department. Upon their recommendations it was suggested that the Board submit an application to become the AJCC Operator for the period of July 1, 2025 to June 30, 2029. Given the smaller size of our board, representing only 3 cities, as well as an RFP which resulted in one applicant, the VWDB has sufficient justification to deliver AJCC Operator services in-house. The VWDB's situation is not unique to the State in which one bid has led multiple boards this program year to submit applications to be their own Operator.

Prior to the implementation of WIOA, the VWDB provided its own Operator services directly, coordinating partners and executing Memoranda of Understanding (MOU) to formalize partnerships. The VWDB was also



responsible for managing and maintaining the partnerships, coordinating professional development and ensuring that the workforce develop system continuously improved. The procurement of the Operator began once the requirements under WIOA were implemented.

The VWDB currently takes an active role in Operator services by reviewing and editing documents, such as the Partners MOU, required in this role. We also track the monthly infrastructure cost of the co-located partners on behalf of the current operator and share it with the operator for their records. Not only does the VWDB already assume some of the Operator responsibility, but also, it currently provides similar services as an intermediary for projects such as BioTC and is the coordinator of the California Adult Education Program (CAEP) which operates under GlendaleLEARNs. Both of these projects require that the VWDB coordinate partnerships, maintain relationships with all key partners, coordinate and execute MOU's, assist with tracking and reporting of performance, and coordinate professional development, among other duties similar to the One-Stop Operator. Therefore, the VWDB is poised to assume the role of the Operator.

To provide adequate opportunity for public comment, local boards are required to provide a 30-day period for comment on the VWDB's AJCC Operator application. The VWDB's application will be 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 June 27, 2025 to July 27, 2025, to meet the 30-day comment period. All comments will be documented and submitted to the CWDB to ensure that all stakeholder input are included in the VWDB's application.

Given the short timeframe to submit the application, VWDB staff will likely incorporate additional information to the application before it is released for the public comment period and will also address any public comments in the application accordingly before it is submitted to the CWDB. The final copy of the VWDB's AJCC Operator application will be shared with the VWDB members.

#### **FISCAL IMPACT:**

There is no fiscal impact to approving the release of the VWDB's application for AJCC Operator for the Verdugo Consortium for a 30-day public comment period from June 27, 2025 to July 27, 2025. Previously the VWDB has awarded the One-Stop Operator contract to the Glendale Youth Alliance for an annual amount of \$50,000. After public comments are received and included in the application, approval from the Chief Local Elected Official will occur at a scheduled City of Glendale Council meeting.



**VWDB Meeting Date: Wednesday, June 25, 2025**

**RECOMMENDED MOTION**

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

**Approval of Fiscal Year 2025-2026 Slate of Officers for the Verdugo Workforce Development Board**

**Type of Motion: Board Officers**

**OVERVIEW:**

Nominations have been received for a proposed Fiscal Year (FY) 2025-2026 slate of Verdugo Workforce Development Board (VWDB) Officers.

The recommended slate of Officers for FY 2025-2026 is as follows:

Chairperson – Nick Hacopian, Glen West Management

Vice Chairperson, Private Sector – Marisol Espinoza, Southern California Gas Company

Vice Chairperson, Public Sector – Alexis Carter, Employment Development Department

The VWDB Chair must be a representative of business from the private sector, according to the Workforce Innovation and Opportunity Act (WIOA). The VWDB Vice-Chairs must each represent the public sector and private sector under the Board's bylaws.

## Program Report for PY 24-25

Reporting Period: 7/1/2024 – 4/30/2025

### 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
<b>Total number of visitors – Verdugo Jobs Center</b>	-	7,654
<b>Total self-service participants</b>	-	7,654
<b>Total staff-assisted participants</b>	1,300	436
<b>Total participants receiving training services ~</b>	80	156

~ 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
<b>Prison to Employment (P2E)</b> Program that provides job search assistance and placement for justice involved individuals. Grant Dates: 7/1/2023 – 6/30/2026	13	12
<b>Regional Equity &amp; Recovery Partnerships (RERP)</b> Program that provides stipend to students enrolled in BioTC training. Grant Dates: 4/20/2023 – 10/31/2025	43	43
<b>Caltech Additional Assistance</b> Program that provides training and job search assistance to Caltech dislocated employees. Grant Dates: 3/1/2024 – 3/30/2025	30	18

### **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 3 Adult Performance	Goal	Actual	% Achieved
Adult Employment 2nd Quarter After Exit	68%	59.5%	87.5%
Adult Employment 4th Quarter After Exit	67%	67.4%	100.6%
Adult School Credential Obtained	75%	96.3%	128.4%
Adult Median Earning 2nd Quarter After Exit	\$7,750	\$6,548	84.5%
Adult Measurable Skill Gains	75%	36.5%	48.7%

PY 2024-2025 Quarter 3 Dislocated Worker Performance	Goal	Actual	% Achieved
DW Employment 2nd Quarter After Exit	72%	72.2%	100.3%
DW Employment 4th Quarter After Exit	72%	78.6%	109.2%
DW School Credential Obtained	78%	100.0%	128.2%
DW Median Earning 2nd Quarter After Exit	\$9,500	\$13,799	145.3%
DW Measurable Skill Gains	79%	44.4%	56.2%

PY 2024-2025 Quarter 3 Youth Performance	Goal	Actual	% Achieved
Youth Employment 2nd Quarter After Exit	72%	60.0%	83.3%
Youth Employment 4th Quarter After Exit	75%	72.9%	97.2%
Youth School Credential Obtained	67%	87.1%	130.0%
Youth Median Earning 2nd Quarter After Exit	\$4,500	\$2,256	50.1%
Youth Measurable Skill Gains	68%	69.7%	102.5%

### 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
<b>California Adult Education Program (CAEP):</b> Job placement services to connect English Language Learner clients to Adult Education. <i>Contract with Glendale Community College</i>	21
<b>Employment Network:</b> Pre-and post-employment services for up to 5 years for clients with disabilities. <i>Contract with Social Security Department</i>	32 (cumulative)
<b>Regional Immediate Intervention Services for Employment (RIISE):</b> Work experience for 13 participants experiencing homelessness. <i>Contract with the County of LA's Measure H Funds</i>	15

### 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
Life Science Career Expo	April 23, 2025	200
Healthcare Job Fair	January 28, 2025	300
Tech Job Fair	September 18, 2024	420
Securitas	August 6, 2024	10
Number of New Businesses Outreached: 196		



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

### GLENDALE COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Glendale Unified School District		8/1/2025	Educational Services	22	Psychologists; secondary teacher; classified employees, Multi-Media library techs
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				122	

### LA CAÑADA FLINTRIDGE COMPANIES

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

### OVERVIEW

City	# of Businesses Laying Off	# of Affected Employees
Burbank	8	787



Glendale	4	122
La Cañada Flintridge	3	903
<b>TOTAL</b>	<b>15</b>	<b>1812</b>

### 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
Valero Energy	400	Oil Refinery	Shutting down its 170,000 barrels-per-day oil refinery
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
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
<b>Estimated Total</b>	<b>5,130</b>		

## 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 four (4) quarterly partner meetings for the FY 2024-2025. The meetings took place on September 5, 2024, December 4, 2024, 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 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 three 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) for FY 24-25. 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 20 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.

<b>Contract Amount</b>	<b>Enrollment Goal</b>	<b>Actual Enrollments</b>	<b>Outcomes - Completed 160 hrs. of WEX</b>
\$429,571	121 Youth Participants	116 Youth Participants	72 Youth

\*Nine slots are allocated for Probation youth that must be referred to our agency. Thus far, no referrals have been received.

### **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.

<b>Contract Amount</b>	<b>Enrollment Goal</b>	<b>Actual Enrollments</b>	<b>Outcomes - Completed 180 hrs. of WEX</b>
\$155,838	23 youth participants	26 youth participants	20 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.

<b>Contract Amount</b>	<b>Enrollment Goal</b>	<b>Actual Enrollments</b>	<b>Outcomes - Completed 200 hrs. of WEX</b>
\$ 467,515	57 Youth Participants	60 Youth Participants	31 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.

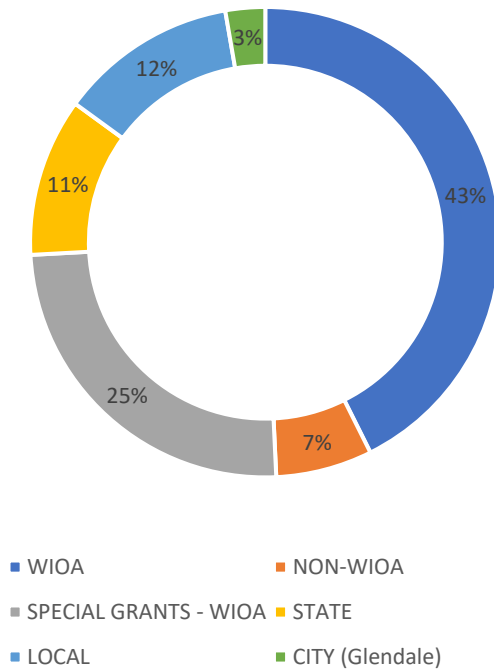
<b>Contract Amount</b>	<b>Enrollment Goal</b>	<b>Actual Enrollments</b>	<b>Outcomes - Completed 120 hrs. of WEX</b>
<u>2023-24</u> \$206,942	80 Youth Participants	83 youth participants	60 youth
<u>2024-25</u> \$211,073	80 Youth Participants	79 youth participants	34 youth

# FINANCIAL REPORT

FY 2024 – 2025 Q4

## 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 2.0 and 3.0
- 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)

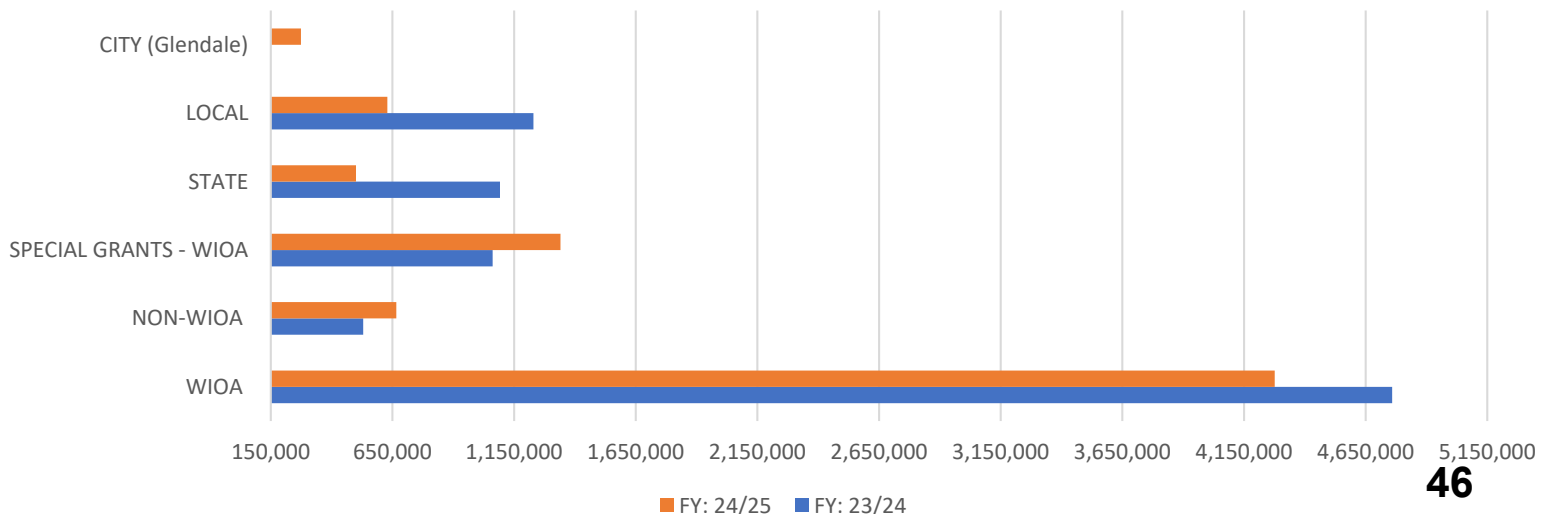
### LOCAL

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

### CITY (GLENDALE)

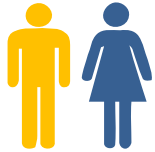
- Measure S (LIFERAP)

## 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	\$ 2,318,230	\$ 763,607	\$ 1,194,127	\$ 1,701,825	\$ 496,831	\$ 430,763
NON-WIOA	\$ 665,573	\$ 136,626	\$ 304,274	\$ 224,673	\$ 8,956	\$ 167,989	\$ 174,132
SPECIAL GRANTS – WIOA	\$ 2,496,052	\$ 1,329,013	\$ 256,387	\$ 910,596	\$ 670,128	\$ 98,468	\$ 448,081
STATE	\$ 1,092,000	\$ 443,203	\$ 9,297	\$ 639,500	\$ 153,808	\$ 348	\$ 159,235
LOCAL	\$ 1,228,699	\$ 227,823	\$ 103,377	\$ 897,499	\$ 94,318	\$ -	\$ 401,786
CITY (Glendale)	\$ 263,263	\$ 20,616	\$ -	\$ 242,647	\$ 20,616	\$ -	\$ 210,282
<b>Total</b>	<b>\$ 10,021,550</b>	<b>\$ 4,475,511</b>	<b>\$1,436,943</b>	<b>\$ 4,109,041</b>	<b>\$ 2,649,650</b>	<b>\$ 763,636</b>	<b>\$ 1,824,279</b>



### Staffing

Administrative Cost  
Staff Salaries  
Maintenance and Operations



### Direct Assistance

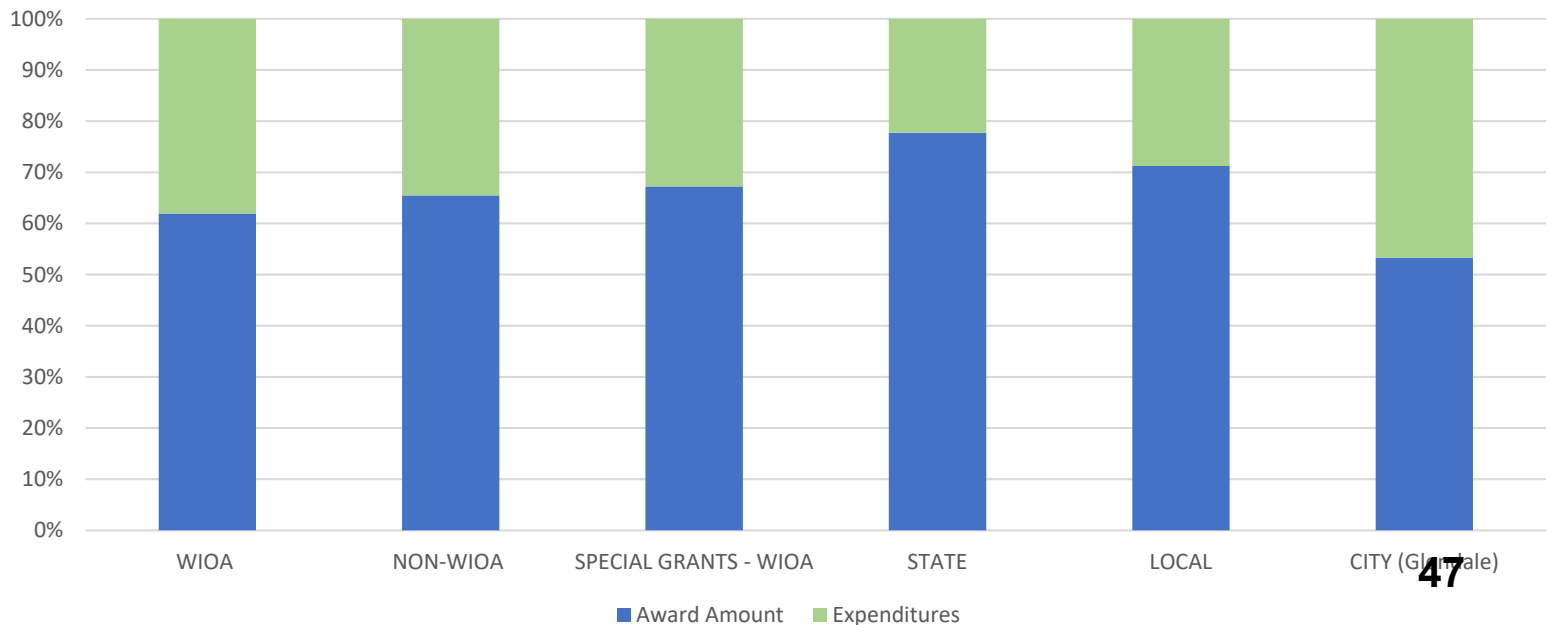
Funds spent directly on customers such as training, work experience, supportive services



### Contracts

Professional Services Agreements such as Youth Provider, Communications, Legal

## Revenue / Expenditure





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

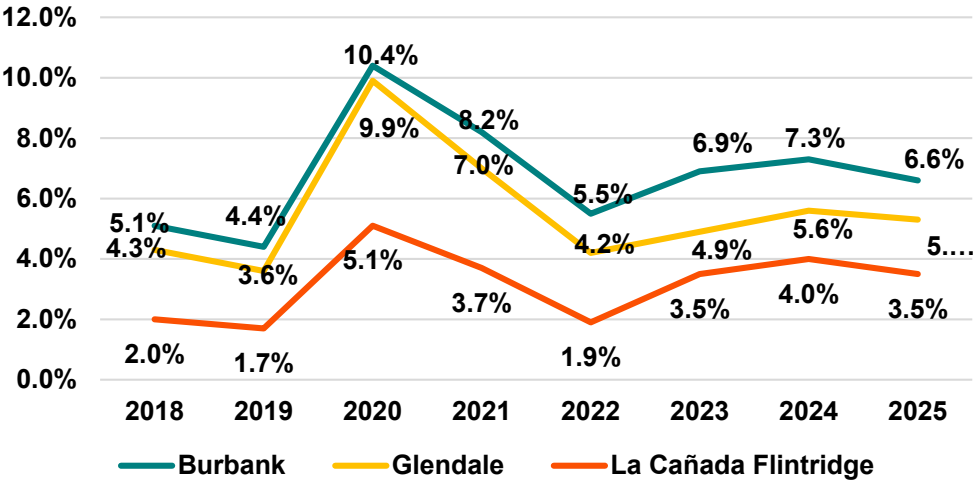
#	Funding Source	Grant	Target or Due Date	Amount	Target Customer	Grant Information	Grant Status	Grant Period
1	State of CA Employment Development Department	Emergency 25 Percent Additional Assistance	4/2/2024	\$ 350,000	Dislocated workers from JPL and related companies	Outreach, recruitment, transition 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

April 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.

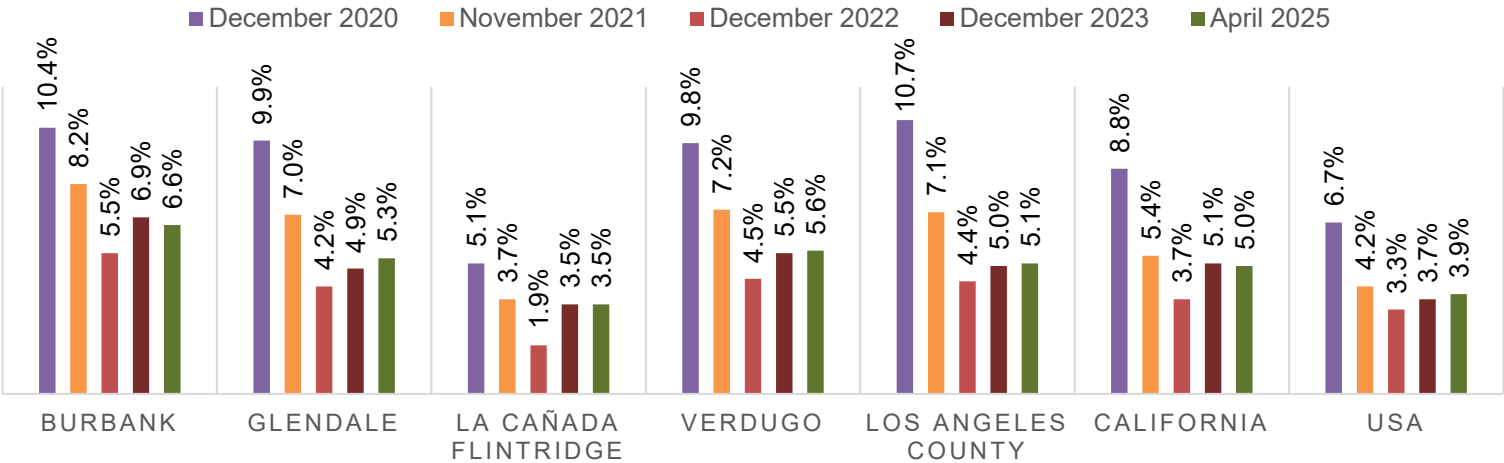
## ANNUAL UNEMPLOYMENT RATES BY CITY



Unemployment Rates Comparison	
Verdugo:	5.6%
LA County:	5.1%
California:	5.0%
USA:	3.9%

## UNEMPLOYMENT RATES COMPARISON

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



## VERDUGO REGION LABOR FORCE (RESIDENTS)

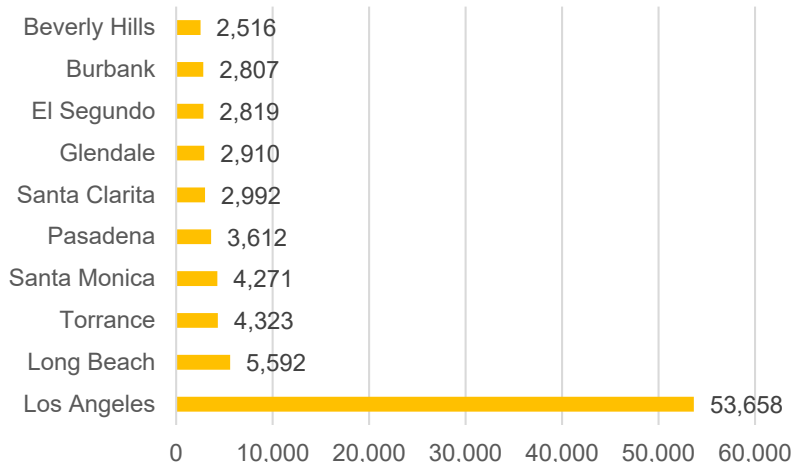


Labor force numbers are based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of April 2025 is 162,900.

# Verdugo Workforce Development Board Labor Market Report: Verdugo Region

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## 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	296
2. Retail Salespersons	271
3. Customer Service Representatives	128
4. Fast Food and Counter Workers	126
5. First-Line Supervisors of Retail Sales Workers	125
6. Home Health and Personal Care Aides	118
7. Lawyers	93
8. Sales Representatives, Wholesale and Manufacturing	91
9. Medical and Health Services Managers	88
10. Security Guards	82

The total number of job ads for the Top 10 Occupations remained the same from 1,418 in March 2025 to 1,418 in April 2025.

## TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA



339 Ads  
(-16%)



126 Ads  
(-4%)



103 Ads  
(-25%)



100 Ads  
(3%)



64 Ads  
(-22%)

\*Increase/Decrease from March 2025 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
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	<b>Full WDB Meeting</b>
Wednesday, April 9, 2025	9:00am	<b>Full WDB Meeting</b>
Wednesday, May 21, 2025	9:00am	<b>Special Full WDB Meeting</b>
Wednesday, June 25, 2025	9:00am	<b>Full WDB Meeting</b>
Wednesday, September 24, 2025	9:00am	<b>Full WDB Meeting</b>
Wednesday, November 12, 2025	9:00am	<b>Full WDB Meeting</b>