

EXECUTIVE COMMITTEE AGENDA
Wednesday, March 11, 2026
9:30 am

Virtual Meeting Location:
Microsoft Teams

[Join the meeting now](#)

Meeting ID: 297 154 090 999 48

Passcode: EF3vo2rD

Dial in by phone: [+1 323-886-7427,,344482956#](tel:+13238867427344482956)

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

- | | | |
|-------------|--|-----------|
| I. | Introductions | |
| | Approval of Minutes: February 11, 2026 | 2 |
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| | a) Verdugo Jobs Center Program Report | 4 |
| III. | Action Items | |
| | a) Approval of the recommendation for Stephanie O'Keefe 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 | 8 |
| IV. | Other Business and Announcements | |
| | 2026 Calendar | 11 |
| | Public comments | |
| | Adjourn | |

Next Executive Committee Meeting: Wednesday, April 22, 2026

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
2/11/2026
9:00 a.m. to 9:30 a.m.**

COMMITTEE MEMBERS PRESENT: Ara Aslanian, Alexis Carter, Nick Hacopian, Michael Ritterbrown, Terry Walker

COMMITTEE MEMBERS ABSENT: Marisol Espinoza

STAFF PRESENT: Diana Montecino, Judith Velasco, Melissa Younesian

CALL TO ORDER: 9:05 am by Chair Nick Hacopian

I. Introductions

A. Chair Nick Hacopian welcomed the Executive Committee.

II. Minutes of December 3, 2025

A. Quorum confirmed.

B. Minutes presented and reviewed.

MOTION: Alexis Carter 2nd: Ara Aslanian
ACTION: APPROVED

III. Action Items

- A. Approval of the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners

- B. Approval to use Workforce Innovation and Opportunity Act (WIOA) funds for rental payments as specified in the lease amendment between the City of Glendale and the property owner, Babak B. Golbahar for the Verdugo Jobs Center facility located at 1255 South Central Avenue, Glendale, CA 91204 for an 18-month period, April 1, 2026 to September 30, 2027

- C. Approval of the recommendation for John Acosta to be appointed to the Verdugo Workforce Development Board, in compliance with State and Federal requirements under the Workforce Innovation and Opportunity Act of 2014

MOTION FOR CONSENT ITEM A – C

Motion: Ara Aslanian 2nd: Alexis Carter

IV. Director’s Report

- A. Ms. Velasco reported that Stephanie O’Keefe, President of AFM, did not seek reelection for her seat, but has accepted a position with a private business and has a desire to remain on the board under the business category.
 - 1. The Executive Committee agreed with her business nomination. The VWDB will still have presence of a representative from AFM Local 47, John Acosta, Vice President.
- B. Ms. Velasco stated that a labor member is still required to fulfill board membership requirements.
- C. Ms. Velasco shared that the staff is in the process of reducing maintenance and operations costs due to the decrease in competitive grants and as such the City was able to negotiate keeping the existing lease terms at the same rate for 18 months.
- D. Ms. Velasco announced the April meeting will be held at Glendale Community College. Terry Walker volunteered to host a meeting at Providence Hospital and Ara Aslanian will work with staff to secure the Community Center of La Cañada Flintridge for a meeting as well.
- E. Ms. Velasco reported that an application to become a High Performing Board will be submitted. There is an incentive award of about \$5,000 for professional development. The deadline is March 2, 2026.

V. Other Businesses and Announcements

VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
2/11/2026
9:00 a.m. to 9:30 a.m.

A. The next Executive Meeting will be held on Wednesday, March 11 at 9:30 am.

VI. Public Comments: None

VII. Adjournment: 9:19 am

Program Report for PY 25-26

Reporting Period: 7/1/2025 – 1/31/2026

Services

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

Self-Service Activities

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

Staff-Assisted Activities

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

	Plan	Actual
Total number of visitors – Verdugo Jobs Center	-	3,822
Total self-service participants	-	3,822
Total staff-assisted participants	1,300	328
Total participants receiving training services ~	80	83

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

Participants

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

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

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

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

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

Specialized WIOA Programs	Plan	Actual
Prison to Employment (P2E) Program that provides job search assistance and placement for justice involved individuals. Grant Dates: 4/4/2023 – 12/31/2026	13	22
Regional Equity & Recovery Partnerships (RERP) Program that provides stipend to students enrolled in BioTC training. Grant Dates: 4/20/2023 – 10/31/2025	43	50
Caltech Additional Assistance Program that provides training and job search assistance to Caltech dislocated employees. Grant Dates: 3/1/2024 – 3/31/2026	30	53
Helping Justice-Involved Reenter Employment (HIRE) Program increases employment opportunities and job mobility for formerly incarcerated and justice-involved individuals. Grant Dates: 4/1/2024 – 3/31/2027	15	18
Los Angeles County – Wildfires Assistance (LAWF) Program provides job search assistance, training and supportive services to those who have been laid off due to the LA Wildfires. Grant Date: 7/1/2025 – 6/30/2026	17	5

Performance for Program Year 2025-2026 (July 1, 2025 – June 30, 2026)

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 2025-2026 Quarter 2 Adult Performance	Goal	Actual	% Achieved
Adult Employment 2nd Quarter After Exit	68%	63.20%	92.94%
Adult Employment 4th Quarter After Exit	67%	74.10%	110.60%
Adult School Credential Obtained	75%	92%	122.27%
Adult Median Earning 2nd Quarter After Exit	\$7,750	\$6,847	88.35%
Adult Measurable Skill Gains	75%	66.70%	88.93%

PY 2025-2026 Quarter 2 Dislocated Worker Performance	Goal	Actual	% Achieved
DW Employment 2nd Quarter After Exit	72%	45.80%	63.61%
DW Employment 4th Quarter After Exit	72%	75.00%	104.17%
DW School Credential Obtained	78%	90.00%	115.38%
DW Median Earning 2nd Quarter After Exit	\$9,500	\$28,875	303.95%
DW Measurable Skill Gains	79%	45.10%	57.09%

PY 2025-2026 Quarter 2 Youth Performance	Goal	Actual	% Achieved
Youth Employment 2nd Quarter After Exit	72%	60.00%	83.33%
Youth Employment 4th Quarter After Exit	75%	72%	96.00%
Youth School Credential Obtained	67%	44.40%	66.27%
Youth Median Earning 2nd Quarter After Exit	\$4,500	\$1,794	39.87%
Youth Measurable Skill Gains	68%	69.80%	102.65%

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 25-26 Number of Participants
California Adult Education Program (CAEP): Job placement services to connect English Language Learner clients to Adult Education. <i>Contract with Glendale Community College</i>	10
Employment Network: Pre-and post-employment services for up to 5 years for clients with disabilities. <i>Contract with Social Security Department</i>	26 (cumulative)

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

Business Services		
Job Fairs	Date	# Attended
Healthcare Job Fair	February 10, 2026	330
Tech Job Fair	September 4, 2025	385
Number of New Businesses Outreached: 57		

Rapid Response Data 07/01/25 - 06/30/26

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
Avelo Airlines	11/17/2025	11/15/2025	Airline	23	Flight Attendant; Aircraft Maintenance; Customer Service Reps;
Science of Skincare	10/22/2025	12/30/2025	Cosmetics, Beauty Supplies	63	Assembly, Maintenance, Clerical, Production
Warner Bros.	7/31/2025	10/4/2025	Entertainment	52	Various
TOTAL				138	

GLENDALE COMPANIES					
Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Adventist Health Systems/West	8/27/2025	10/6/2025	Healthcare	25	Various
Children's Hospital Los Angeles	8/27/2025	10/28/2025	Healthcare	439	Various
Adventist Health Systems/West	8/15/2025	10/6/2025	Healthcare	58	Various
TOTAL				522	

LA CANADA FLINTRIDGE COMPANIES					
Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Jet Propulsion Laboratory (JPL)	10/14/2025			543	Various
TOTAL				543	

OVERVIEW

City	# of Businesses Laying Off	# of Affected Employees
Burbank	3	138
Glendale	3	522
La Cañada Flintridge	1	543
TOTAL	7	1203

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
Pinterest	780	Data	Pivoting to AI
Amazon	14,000	Retail/E-commerce	Offering voluntary buyouts due to AI
YouTube	Unknown	Media	Due to AI
Target	Unknown	Retail	Corporate Positions
Kroger	1,000	Grocery Stores	All Corporate Employees are being laid off
Microsoft	17,874	Software	Gamind and Xbox division
Estimated Total	33,654		

VWDB Executive Meeting Date: Wednesday, March 11, 2026

RECOMMENDED MOTION

It is recommended that the Verdugo Workforce Development Board's Executive Committee take the following action:

Approval of the recommendation for Stephanie O'Keefe 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: 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 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.

Ms. Stephanie O'Keefe did not seek reelection as President of the American Federation of Musicians (AFM), Local 47. As such, she vacated a labor seat with the VWDB, a position she held from 2021 – 2026. However, in January 2026, Ms. O'Keefe accepted the position of Chief Operating Officer of Grand Songbook Media, a firm that produces live musical events, recordings, commercials, and films. Ms. O'Keefe has expressed interest in remaining on the board, as a business representative. Her nomination ensures that the VWDB continues to maintain a 51% business majority on the VWDB as required by WIOA.

Given her 5 years of experience and engagement on the VWDB, it is recommended that Ms. O'Keefe continue being on the VWDB in this new category. She was the first female elected president to AFM. She is an accomplished professional French hornist and a strong advocate for musicians and the overall entertainment industry. During her 5 years of service to Local 47, Ms. O'Keefe, as chief negotiator, negotiated well over 100 collective bargaining agreements. She was elected a vice president of the Los Angeles County Federation of Labor, served as a trustee on both the American Federation of Musicians Pension Fund, and a co-chair of the Local 47 Musicians Health and Welfare Fund

If the VWDB approves the recommendation for Ms. O'Keefe's appointment, the nomination will

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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. O’Keefe to the VWDB.

Stephanie O’Keefe
Chief Operating Officer, Grand Songbook Media
Biography

Originally from Chicago, and educated at the University of Illinois, Stephanie O’Keefe has over four decades of experience as a professional musician, music educator, and music business professional.

Ms. O’Keefe began her career in Las Vegas, where, as a French hornist, she performed in every major showroom for artists such as Frank Sinatra, Tony Bennett, Sammy Davis Jr., Dolly Parton, Bernadette Peters, Olivia Newton-John, Luciano Pavarotti, and The Carpenters. A highlight was a concert of Aaron Copland’s music, conducted by Copland, himself.

Since 1987, Ms. O’Keefe has made Los Angeles her home. She has performed and recorded with the Los Angeles Philharmonic, Johnny Mathis, Neil Diamond, Lady Gaga, Avenged Sevenfold, Snow Patrol, Barry Manilow, James Taylor, Tony Bennett, Justin Timberlake, Blake Shelton, Glen Frey, the Grammy nominated Kim Richmond Concert Jazz Orchestra, and the video games, World of Warcraft and Legends of Zelda. Ms. O’Keefe has also recorded the scores for numerous commercials, films, and television shows.

From 2011 to 2021, Ms. O’Keefe joined the faculty at Occidental College, where she served as the instructor of horn and chamber music. During her tenure at Occidental, in addition to instructing her private horn students, she created and led OxyNewMusic, an ensemble that workshopped and premiered over fifty works by student composers, performed by Occidental students.

In the late 1990’s, Ms. O’Keefe’s strong interest in business led her to become involved in administration and she began hiring musicians for all types of musical services, including recordings, commercials, television shows, films, and live performances.

In December 2020, Ms. O’Keefe was elected the President of the American Federation of Musicians Local 47, the first woman in the Local’s 124-year history to be elected to that position. Ms. O’Keefe served two terms, leaving office in January 2026, at which time she was bestowed the title of President Emeritus.

During her 5 years of service to Local 47, Ms. O’Keefe, as chief negotiator, negotiated well over 100 collective bargaining agreements. She was elected a vice president of the Los Angeles County Federation of Labor, served as a trustee on both the American Federation of Musicians Pension Fund, and a co-chair of the Local 47 Musicians Health and Welfare Fund. Ms. O’Keefe served on the Western Council of the Entertainment Community Fund, the Advisory Board for the Verdugo Workforce Development Board, and represented the American Federation of Musicians on the board of the Entertainment Union Coalition.

In January 2026, Ms. O’Keefe accepted the position of Chief Operating Officer of Grand Songbook Media, a Beverly Hills based firm that produces live musical events, recordings, commercials, and films.



Verdugo Workforce Development Board 2026 Meeting Schedule

No January Meeting

February 11, 2026	9:00 9:30	Executive Board Full Board
March 11, 2026	9:30	Executive Board <i>Foundation</i>
April 22, 2026	9:00 9:30	Executive Board Full Board

No May Meeting

June 24, 2026	9:00 9:30	Executive Board Full Board
July 22, 2026	9:30	Executive Board <i>Foundation</i>

No August Meeting

September 23, 2026	9:00 9:30	Executive Full Board
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No October Meeting

November 18, 2026	9:00-Noon	Retreat
December 2, 2026	9:30	Executive Board <i>Foundation</i>