VERDUGO WORKFORCE DEVELOPMENT BOARD

Burbank | Glendale | La Cañada Flintridge

AGENDA
Wednesday, August 26, 2026
9:30 am – 10:30 am

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

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, April 22, 2026, and June 24, 2026 **5**

II. Action Items

a) Approval to extend the Foundation for California Community Colleges contract from June 30, 2026 to June 30, 2027 to support paid Work Based Learning Opportunities for workforce programs **10**

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 2026-2027 **12**

c) 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 **13**

d) Approval of the recommendation for Myllex H. Guadamuz 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**

e) Approval to accept funding from Glendale Community College in the amount of $500,000 to implement the California Adult Education Program and enter into contract with Bloom Strategic Solutions LLC, Armenian Relief Society, RxResearch, and Professional Development Trainers for the period of July 1, 2026 through June 30, 2027 **19**

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f) Approval to Authorize the Release of a Request for Proposal soliciting a youth services provider for workforce services which utilizes Workforce Innovation and Opportunity Act Youth funding and other youth services competitively secured by the board for PY 2027-2028 **21**

g) Approval of the Budget for Fiscal Year 2026-2027 **23**

h) Approval of the authorization of sole source procurement for professional services from Bloom Strategic Solutions, LLC for the period of July 1, 2026 through June 30, 2029, with the option to extend through June 30, 2030 **25**

i) Approval to enter into contract with Bloom Strategic Solutions, LLC in an amount not to exceed $60,000 for the period of July 1, 2026 through June 30, 2027 to assist with workforce grants **27**

j) Approval of the authorization of sole source for Glendale Youth Alliance as the Board's youth services provider for the period of July 1, 2026 through June 30, 2027 **29**

k) Approval to enter into contract with Glendale Youth Alliance in an amount not to exceed $645,770 in Workforce Innovation and Opportunity Act funding for the period of July 1, 2026 through June 30, 2027 **32**

l) Approval to accept funding from the Los Angeles County Department of Economic Opportunity in the amount of $158,100 for the Youth@Work program and to enter into contract with Glendale Youth Alliance in an amount of $142,600 to provide Youth Services for the period of July 1, 2026 through June 30, 2027 **34**

m) Approval to enter into contract with David K. Shinder for the period of July 1, 2026 through June 30, 2027 in an amount not to exceed $20,000 to assist with special board activities **36**

n) Approval of Fiscal Year 2026-2027 Slate of Officers for the Verdugo Workforce Development Board **38**

III. Director's Report and Presentation

a) Federal Updates
b) Verdugo Jobs Center Program Report **39**
c) Youth Provider Report **43**
d) 2025-2026 Financial Report **45**

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e) Labor Market Information Report **47**
f) Grants Matrix **50**

V. Other Business and Announcements

a) List of current WDB board of directors/contact information **51**
b) 2026 Full Board Meeting Calendar **52**

Public comments

Adjourn

Next Full Board Meeting: September 23, 2026 in La Cañada Flintridge

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

VERDUGO WORKFORCE DEVELOPMENT BOARD
SPECIAL FULL BOARD MEETING MINUTES
8/26/2026
9:30 a.m. to 10:30 a.m.

MEMBERS PRESENT:	Sonya Kay Blake, Luiza Balyan, Jose Barba, Vicki Brannock, Alexis Carter, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Jamie Keyser, Debbie Kukta, Kathy McIntyre, Michael Ritterbrown, Veronica Romero, Terry Walker
MEMBERS ABSENT:	John Acosta, Ara Aslanian, Onnig Bulanikian, Steve Kaplan, Caroline Lett, Pamela Marcello, Iskra Martinez, Nicole Miller, Soua Vang
COMMUNITY & OTHER AGENCY REPRESENTATIVES:	Karine Grigoryan, Myllex Guadamuz, Stephanie O'Keefe
STAFF PRESENT:	Diana Montecino, Judith Velasco, Melissa Younesian
CALL TO ORDER:	9:33 am by Chair Nick Hacopian

I. Introductions

A. Chair Nick Hacopian welcomed the attendees to the special meeting held at the Verdugo Jobs Center.

II. Minutes of February 11, 2026, April 22, 2026, and June 24, 2026

A. Minutes presented and reviewed. **MOTION**: Sonya Kay Blake **2nd**: Debbkie Kukta Action: APPROVED

III. Action Items

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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 2026-2027**

C. **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**

D. **Approval of the recommendation for Myllex H. Guadamuz 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**

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F. **Approval to Authorize the Release of a Request for Proposal soliciting a youth services provider for workforce services which utilizes Workforce Innovation and Opportunity Act Youth funding and other youth services competitively secured by the board for PY 2027-2028**

G. **Approval of the Budget for Fiscal Year 2026-2027**
H. **Approval of the authorization of sole source procurement for professional services from Bloom Strategic Solutions, LLC for the period of July 1, 2026 through June 30, 2029, with the option to extend through June 30, 2030**

I. **Approval to enter into contract with Bloom Strategic Solutions, LLC in an amount not to exceed $60,000 for the period of July 1, 2026 through June 30, 2027 to assist with workforce grants**

J. **Approval of the authorization of sole source for Glendale Youth Alliance as the Board's youth services provider for the period of July 1, 2026 through June 30, 2027**

K. **Approval to enter into contract with Glendale Youth Alliance in an amount not to exceed $645,770 in Workforce Innovation and Opportunity Act funding for the period of July 1, 2026 through June 30, 2027**

L. **Approval to accept funding from the Los Angeles County Department of Economic Opportunity in the amount of $158,100 for the Youth@Work program and to enter into contract with Glendale Youth Alliance in an amount of $142,600 to provide Youth Services for the period of July 1, 2026 through June 30, 2027**

M. **Approval to enter into contract with David K. Shinder for the period of July 1, 2026 through June 30, 2027 in an amount not to exceed $20,000 to assist with special board activities**

N. **Approval of Fiscal Year 2026-2027 Slate of Officers for the Verdugo Workforce Development Board**

MOTION FOR CONSENT ITEMS A – N	**Motion:** Jose Barba	**2nd:** Marisol Espinoza

IV. Director's Report

A. Executive Director Judith Velasco extended her gratitude to Glendale Community College for hosting the VWDB at the Virtual Reality Lab.
B. Ms. Velasco acknowledged the outgoing board leadership, Chair Nick Hacopian, Private Vice Chair Marisol Espinoza, and Public Vice Chair Alexis Carter. The incoming board leadership for fiscal year (FY) 2026-2027 is: Chair Terry Walker, Private Vice Chair Sonya Kay Blake, and Public Vice Chair Michael Ritterbrown.
C. Ms. Velasco announced that the board retreat will be held on November 18 in Glendale.
D. Ms. Velasco provided federal updates.
E. Ms. Velasco shared that the state workforce board has created a partnership with Amazon Web Services to provide a potentially stackable credential endorsed by Amazon, the Secretary of Labor. Initially, slots will be available at no cost to the public. The concept is being presented to workforce boards for them to potentially fund the training at a later time.

V. Other Business and Announcements

A. The next VWDB will be held on Wednesday, September 23, 2026 at 9:30 am in La Cañada Flintridge.
B. Outgoing Nick Chair Hacopian discussed the lack of attendance at full board meetings. Incoming Chair Terry Walker emphasized that the lack of quorum impedes the VWDB administration from moving forward with implementing the programs. The VWDB discussed the meeting days and

time that would benefit the majority. At this time, the meeting date and time will remain the same, on Wednesdays at 9:30am.

II. Public Comments: None

III. Adjournment: 10:30 am