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: 2
- Budget: 1
- Contract Award: 2
- Contract Amendment: 1
- Sole Source Authorization: 1
- Request for Proposal: 1

Total number of action items to be approved: 8

KEY INFORMATION BEING PRESENTED

- Chair Nick Hacopian 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.

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1255 S. Central Avenue
Glendale, CA 91204

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AGENDA
Wednesday, June 24, 2026
9:30 am – 10:30 am

Meeting Location:
St. Joseph Medical Center
501 S. Buena Vista Street
Burbank, CA 91505
Meeting Room: Uribe Conference Room

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 and April 22, 2026 **4**

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 **7**

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 **9**

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 **10**

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 **13**

e) Approval of the Verdugo Workforce Development Board's Preliminary Budget for Fiscal Year 2026-2027 **16**

f) 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, **18**

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Armenian Relief Society, RxResearch, and Professional Development Trainers for the period of July 1, 2026 through June 30, 2027

g) Approval of the authorization of sole source for Glendale Youth Alliance as the Board's youth services provider and enter into contract with Glendale Youth Alliance for youth provider services for the period of July 1, 2026 through June 30, 2027 **20**

h) 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 **22**

III. Director's Report and Presentation

a) Federal Updates
b) Verdugo Jobs Center Program Report **24**
c) Youth Provider Report **28**
d) 2025-2026 Financial Report **30**
e) Labor Market Information Report **32**
f) Grants Matrix **35**

V. Other Business and Announcements

a) List of current WDB board of directors/contact information **36**
b) 2026 Full Board Meeting Calendar **37**

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
FULL BOARD MEETING MINUTES
2/11/2026
9:30 a.m. to 10:30 a.m.

MEMBERS PRESENT:	Ara Aslanian, Sonya Kay Blake, Vicki Brannock, Alexis Carter, Nick Hacopian, Debbie Kukta, Iskra Martinez, Kathy McIntyre, Nicole Miller, Michael Ritterbrown, Veronica Romero, Terry Walker
MEMBERS ABSENT:	Luiza Balyan, Jose Barba, Onnig Bulanikian, Marisol Espinoza, Steve Kaplan, Caroline Lett, Mary Hamzoian, Jamie Keyser, Pamela Marcello, Soua Vang
COMMUNITY & OTHER AGENCY REPRESENTATIVES:	Karine Grigoryan, Jesse Maldonado
STAFF PRESENT:	Diana Montecino, Judith Velasco, Melissa Younesian
CALL TO ORDER:	9:32 am by Chair Nick Hacopian

I. Introductions

A. Chair Nick Hacopian welcomed the attendees.

II. Minutes of September 24, 2025

A. Minutes presented and reviewed.

MOTION: Debbie Kukta **2nd**: Alexis Carter
Abstain: Ara Aslanian

Action: APPROVED

III. Action Items

A. Approval of the sole source authorization for consultant services for David K. Shinder for BioPharma III Grant for the period of December 1, 2025 through June 30, 2026 with the option of an extension through November 30, 2028

B. Approval to enter into contract with David K. Shinder for the period of December 1, 2025 through June 30, 2026 in an amount not to exceed $20,000 to provide consultant services for BioPharma III Grant

C. Approval to enter into contract with Biocom Institute California in an amount not to exceed $10,000 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 January 1, 2026 to June 30, 2026

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

E. 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

F. 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 ITEMS A – F	**Motion:** Ara Aslanian **2nd:** Terry Walker **Abstain for Item C :** Vicki Brannock

IV. Director's Report

A. Executive Director Judith Velasco announced that the Healthcare Job Fair was a great success with over 300 attendees and 20 participating employers.
   1. A key takeaway is that people enjoy job fairs if employers have open positions and are hiring.
   2. Board members provided positive feedback from attendees they had referred and suggested ideas for future events.

B. Ms. Velasco reported that next year's workforce formula funds are predicted to be at level funding and that there are no proposed legislation changes to the Workforce Innovation and Opportunity Act (WIOA).
   1. Some states are moving to consolidate into a single board, which ultimately appears to be a revenue-driven decision by the state.
   2. Apprenticeships continue to be a priority, but employers appear to prefer internships.

C. Ms. Velasco thanked the board members for their attendance at the November retreat.
   1. The board members expressed that the retreat was well executed and that the discussions had resulted in various ideas that the board can implement.

D. The following requests were made of the board members:
   1. Recommendations for a labor member nomination.
   2. Participation in implementing key takeaways from the board retreat.
   3. Information on how federal funds are impacting their respective industries.

V. Other Business and Announcements

A. The next VWDB will be held on Wednesday, April 22 at 9:30 am at Glendale Community College.

II. Public Comments: None

III. Adjournment: 10:22 am

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
4/22/2026
9:30 a.m. to 10:30 a.m.

MEMBERS PRESENT:	Jose Barba, Vicki Brannock, Alexis Carter, Nick Hacopian, Pamela Marcello, Michael Ritterbrown, Soua Vang
MEMBERS ABSENT:	John Acosta, Ara Aslanian, Luiza Balyan, Sonya Kay Blake, Onnig Bulanikian, Marisol Espinoza, Steve Kaplan, Debbie Kukta, Caroline Lett, Mary Hamzoian, Jamie Keyser, Iskra Martinez, Kathy McIntyre, Nicole Miller, Veronica Romero, Terry Walker
COMMUNITY & OTHER AGENCY REPRESENTATIVES:	Karine Grigoryan
STAFF PRESENT:	Diana Montecino, Judith Velasco, Melissa Younesian
CALL TO ORDER:	9:40 am by Chair Nick Hacopian

I. Introductions

A. Chair Nick Hacopian welcomed the attendees and thanked Michael Ritterbrown for hosting the first offsite meeting at Glendale Community College (GCC).

II. Minutes of February 11, 2026

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

III. Action Items

MOTION FOR CONSENT ITEMS A – C	Postponed until next meeting due to the absence of quorum.

IV. Director's Report

A. Executive Director Judith Velasco shared that this is the first offsite meeting of the year. After the conclusion of the director's report, Mr. Ritterbrown will provide a tour of the college.
   1. Pamela Marcello mentioned the aviation program. Mr. Ritterbrown specified that the college has a Pilot Training Program and Flight Attendant and Travel Career Program. The college has received funds from the state to upgrade its equipment and stimulator capacity with the goal of training commercial pilots.

B. Ms. Velasco reported that there is an acting Secretary of Labor and that new workforce legislation has been introduced.

C. Mr. Ritterbrown provided background on the campus and the exciting programs the GCC is developing. His focus has been on developing industry partnerships and providing students with real-life experience to enter the workforce.

V. Other Business and Announcements

A. The next VWDB will be held on Wednesday, June 24, 2026 at 9:30 am at Providence Saint Joseph Medical Center in Burbank.

II. Public Comments: None

III. Adjournment: 10:20 am

Executive Committee Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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

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

Type of Motion: Extend Contract with Existing Vendor

OVERVIEW:
In prior fiscal years, the Verdugo Workforce Develop Board (VWDB) approved entering into a contract with the Foundation for California Community Colleges (FCCC) to administer the payroll associated with paid work-based learning activities for the board's Additional Assistance, National Dislocated Worker, California Adult Education Program (CAEP), and Workforce Innovation and Opportunity Act (WIOA) grants. The FCCC provides the payroll service that processes the participants' timesheets, and generates the electronic payments to them.

The WIOA grant programs have included a paid work-based learning component for adult participants called Transitional Jobs (TJ). Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent and provide an opportunity to develop important workplace skills in a work setting.

Due to the diverse barriers to employment that participants face, the need has increased to provide more paid work-based learning opportunities for participants to gain hands-on experience to successfully transition into permanent employment opportunities.

As the provider of payroll services, FCCC is the employer of record for participants and assumes liability including workers' compensation, performs all necessary human resource functions, and ensures participants are compensated for their work at the employer sites while they complete their assigned hours. They are also responsible for generating paychecks directly to the participants during the transitional jobs period. These jobs can be in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment including but not limited to those who are chronically unemployed or who have an inconsistent work history.

Under the Code of Federal Regulations, General Procurement Standards (2 CFR §200.318(e)), procurement arrangements using strategic sourcing is permitted to ensure efficiency and foster greater cost savings of a procurement process. This regulation allows a workforce board to use a vendor that has already been competitively procured by another workforce board. In previous years, the California Workforce Association (CWA) procured and approved FCCC as a qualifying vendor, which allowed the VWDB to enter into contract with FCCC. Currently, several workforce boards have successfully procured FCCC payroll services. As such, the VWDB is able to adopt the

procurement process of one of these boards to enter into contract with FCCC, as allowed under federal regulation.

On September 24, 2025, the board approved awarding FCCC a new contract for fiscal year 2025-2026 in an amount not to exceed $50,000 using the existing procurement by another workforce board.

Staff is working on enrolling a new cohort of early childhood education (ECE) students who will start their transitional job training in May and will finish by December 31, 2026. In order to continue serving the clients and not have a stop in service, it is recommended for the board to approve extending the current contract with FCCC from June 30, 2026 to June 30, 2027. The contract amount remains unchanged.

FISCAL IMPACT:
The allocation for FCCC for Fiscal Year 2025-2026 is $50,000 for various workforce programs such as WIOA Adult, Dislocated Worker, and Helping Justice-Involved Reenter Employment Initiative (HIRED), as well as any other grant funded program where the need is identified for paid workforce-based learning activities.

Approval of the motion will extend the current contract from June 30, 2026 to June 30, 2027. This will allow for the completion of all grant programs and TJ hours.

Executive Committee Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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

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

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 facing significant layoffs, as well as providing recruitment services. The staff from Job Connect attend Burbank specific outreach events, such as 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 and to make services available to the residents of Burbank.

FISCAL IMPACT:
The VWDB is requesting approval to allocate an amount not to exceed $145,500 to the City of Burbank's Job Connect, utilizing WIOA funds from the Adult, Dislocated Worker, and Rapid Response categories.

The allocation for Fiscal Year 2026-2027 will be at the following levels:
WIOA Adult for $80,000; WIOA Dislocated Worker for $50,000; and WIOA Rapid Response for $15,500.

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 Executive Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

RECOMMENDED MOTION
It is recommended that the Verdugo Workforce Development Board 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. Currently, she is a Music Industry Consultant and Administrator providing specialized services in her field of expertise. With over four decades of experience as a professional musician, music educator, and music business professional, Ms. O'Keefe brings a sharp focus to trouble shooting, production, and project management to her clients. 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 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
Biography

Stephanie O'Keefe is an independent music industry consultant. With over four decades of experience as a professional musician, music educator, and music business professional, Ms. O'Keefe brings a sharp focus to trouble shooting, production, and project management.

Originally, from Chicago, and educated at the University of Illinois, 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.

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, 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, a student ensemble that workshopped and premiered over fifty works by student composers.

In the late 1990's, Ms. O'Keefe's strong interest in business led her to become involved in the production and administration of 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.

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 and served as a trustee on 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.

Ms. O'Keefe served two terms at Local 47, leaving office in January 2026, at which time she was bestowed the title of President Emeritus.

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VWDB Executive Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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

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

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.

The board currently has one vacant labor seat. Mr. Myllex H. Guadamuz, Program Coordinator at the Apprenticeship Readiness Fund, has been recommended to fill this seat. The Apprenticeship Readiness Fund works directly with the affiliated unions of the Los Angeles/Orange Counties Building and Construction Trades Council, alongside workforce development programs and signatory employers, to create clear pathways for individuals to enter the skilled trades. This appointment will assist the VWDB in meeting the WIOA requirement of having a minimum of twenty percent of labor representation on the board.

With over eight years of experience in workforce development and program coordination, Mr. Guadamuz has dedicated his career to helping others discover new opportunities in the skilled trades. He has successfully guided over 800 people into careers as new, local, and first-period apprentices, with a special focus on underrepresented groups within the trades. Mr. Guadamuz collaborates with community colleges, community-based organizations, K-12, and school districts to build a career pathway.

If the VWDB approves the recommendation for Mr. Guadamuz to 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 Mr. Guadamuz to the VWDB.

MYLLEX H. GUADAMUZ

Profile

Dedicated workforce development professional with nearly a decade of experience driving economic mobility through the skilled trades. Since 2017, Myllex has specialized in the end-to-end coordination of apprenticeship programs, including three years of high-impact work with the LA/OC Building Trades Council Apprenticeship Readiness Fund.

Experience

Program Coordinator | LA/OC BCTC Apprenticeship Readiness Fund March 2023 - Present
Los Angeles, CA

- Successfully transitioned over 800 individuals into apprenticeships, with a steadfast commitment to increasing representation for underserved populations in the Los Angeles and Orange County labor markets.
- Directs the end-to-end oversight of pre-apprenticeship training cohorts, ensuring alignment with MC3 curriculum standards and regional grant requirements.
- Acts as the primary liaison between job-ready candidates and trade unions, strategically matching participant skill sets with the specific labor demands of active Project Labor Agreements (PLAs).
- Partners with contractors and developers to meet mandatory local hiring goals, providing a vetted pipeline of residents to satisfy project-specific workforce mandates.

Workforce Development Coordinator | PCL Construction November 2017 – February 2023
Glendale, CA

- Established and maintained high-level working relationships with union trade partners and project leadership to resolve labor-related challenges and streamline site operations.
- Led outreach initiatives and K-12 involvement programs to build a long-term talent pipeline and strengthen the firm's presence within local project communities.
- Acted as the primary liaison between clients, community partners, and project teams to synchronize workforce development goals with construction timelines and milestones.
- Monitored project labor activities to ensure all subcontractors and site teams remained compliant with federal, state, and client-specific workforce regulations.

Field Technicial/ Cable Installer | Quintron Systems November 2014 - November 2017
Duarte, CA

- Managed the installation and maintenance of complex telecommunication networks, including VoIP, CCTV, and alarm systems, for commercial and municipal clients.
- Performed expert troubleshooting and repairs on high-bandwidth wireless adapters and office equipment to minimize network downtime and ensure operational continuity.
- Provided on-site technical support and training to end-users, translating complex system functions into actionable instructions for non-technical staff.

Outreach Coordinator | Diane Castaño Sallee & Associates April 2006 – July 2014
Duarte, CA

- Identified and maintained a robust network of community partners and referral resources, facilitating seamless communication between local citizens and state authorities.
- Executed targeted outreach plans to support local business growth, focusing on connecting underrepresented entrepreneurs with necessary city and state resources.
- Delivered compelling presentations to City of Los Angeles departments and diverse stakeholder groups to drive community-wide adoption of local development initiatives.

Field Technician | Advanced Cabling November 2004 – May 2007
Duarte, CA

- Conducted various construction-adjacent duties to facilitate the integration of new technologies into existing building infrastructures.
- Executed the physical layer installation of telecommunication systems, ensuring all cabling and hardware met rigorous industry safety and performance standards.
- Performed routine system audits and repairs to ensure long-term reliability of internet and security networks for a diverse portfolio of clients.

Core Competencies

Inter-Agency Collaboration	Stakeholder Management	MC3 Curriculum Implementation
Employer Engagement	PLA/PSA Compliance	Coaching and Mentoring
Non-Profit Compliance	Program Coordination	Public Speaking

Education

Cal State Dominguez Hills August 2020 - August 2021

Franklin High School September 2001 - June 2004

VWDB Executive Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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 2026-2027

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 15, 2026, 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 (WSIN) 25-32 for WIOA Adult, Dislocated Worker and Youth formula funds. WIOA allocations for Rapid Response and Lay Off Aversion are still pending, along with Los Angeles County allocations for the Youth@Work program.

Board staff is requesting approval of a preliminary budget for FY 2026-2027 totaling $7,424,357.

FISCAL IMPACT:
The preliminary budget for FY 2026-2027 totals **$7,424,357** based on the following revenue:

1) EDD funds for WIOA Adult, Dislocated Worker, and Youth WSIN 25-32
2) Estimated amounts for Carry-Over funds from FY 2025-2026
3) 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 FY 2026-2027 PRELIMINARY BUDGET

	FUNDING SOURCES	FY: 26-27 Preliminary Budget	Estimated Carryover	Grand Total
WIOA FORMULA	ADULT	$ 1,273,576	$ 845,000	$ 2,118,576
	DISLOCATED WORKER	$ 1,467,238	$ 680,000	$ 2,147,238
	YOUTH	$ 1,195,871	$ 345,000	$ 1,540,871
	RAPID RESPONSE	$ 135,467	$ -	$ 135,467
	LAYOFF AVERSION	$ 51,205	$ -	$ 51,205
	TOTAL WIOA FORMULA	**$ 4,123,357**	**$ 1,870,000**	**$ 5,993,357**
SPECIAL GRANTS	ADDITIONAL ASSISTANCE-JPL 2.0	$ 500,000	$ -	$ 500,000
	TOTAL SPECIAL GRANTS - WIOA	**$ 500,000**	**$ -**	**$ 500,000**
NON WIOA	SSA-EMPLOYMENT NETWORK	$ 40,000	$ -	$ 40,000
	HIRE LA[1]	$ -	$ 56,000	$ 56,000
	TOTAL NON-WIOA	**$ 40,000**	**$ 56,000**	**$ 96,000**
STATE	CAEP - GLENDALE COMMUNITY COLLEGE	$ 500,000	$ -	$ 500,000
	TOTAL STATE	**$ 500,000**	**$ -**	**$ 500,000**
LOCAL	BROAD FOUNDATION[2]	$ -	$ 335,000	$ 335,000
	TOTAL LOCAL	**$ -**	**$ 335,000**	**$ 335,000**
	PRELIMINARY TOTALS	**$ 5,163,357**	**$ 2,261,000**	**$ 7,424,357**

1. Hire LA: $135,000 fund - 04/01/25 to 3/31/27

2. Broad Foundation: $600,000 fund - 10/17/23 to 1/29/27

Executive Committee Meeting Date: June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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

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

Type of Motion: Acceptance and Award of Grant funds

OVERVIEW:
Since 2015 the Verdugo Workforce Development Board (VWDB) has had a contract with Glendale Community College (GCC) to assist in the implementation of the California Adult Education Program (CAEP). Starting with Fiscal Year (FY) 2015-2016, the VWDB has received an annual allocation of $500,000 to assist in the implementation of the CAEP and its annual and three-year plan goals.

The VWDB will continue providing services in FY 2026-2027 through a new $500,000 contract effective July 1, 2026 through June 30, 2027. Specific objectives that must be addressed in FY 2026-2027 include continuing paid work experience for CAEP students, providing job placement assistance, expanding adult education and career pathways for vulnerable populations, and collaborating with GCC staff to improve tracking and reporting of program outcomes.

Since 2018, the VWDB has entered into contracts with service providers to assist in meeting contractual goals, as requested by the funding source, GCC. In order to continue CAEP services, contracts with the designated service providers will continue for the new fiscal year, July 1, 2026 through June 30, 2027:

Bloom Strategic Solutions, LLC (Bloom): Bloom will assist in partner coordination and business outreach to expand the paid internship/externship opportunities for students enrolled in adult education. The contract allocation amount for Bloom will not exceed $20,000.

Armenian Relief Society (ARS): ARS will provide an ESL Citizenship workshop focusing on acculturation, a workshop on digital literacy and another focusing on work readiness. The course will be offered to immigrants, asylees and refugees to assist in meeting the CAEP goal of increasing access to adult education to these populations. ARS will offer these three workshops, for a minimum of 10 students, in each workshop. Given the amount of funding, this service is usually covered under the City of Glendale's internal fiscal process and not a formal contract. The estimated amount will not exceed $5,000.

RxResearch: RxResearch will provide payroll services for up to 18 work experience participants that are graduates of career pathways related to BioScience, including healthcare occupations. The contract amount is estimated at $100,000.

Professional Development Trainers: The VWDB will select trainers to provide any mandated training and other professional development that may be needed for staff, faculty and partners.

Trainers will be selected based on GCC recommendations; however, the total contract(s) amount estimated is $10,000.

Final contract amounts for vendors will be based on service needs and in consultation with Glendale Community College.

FISCAL IMPACT:
The VWDB will continue providing CAEP services in FY 2026-2027 with a new contractual agreement for $500,000 with Glendale Community College that begins July 1, 2026 and ends June 30, 2027. Specific objectives that will be addressed in FY 2026-2027 will be accomplished through the contractual agreements with these service providers for a total of contracts not to exceed $135,000. The estimated balance of $365,000 will be dedicated to staff salaries and other operating expenses (i.e. website fees) needed to complete the CAEP grant deliverables.

VWDB Executive Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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

Approval of the authorization of sole source for Glendale Youth Alliance as the Board's youth services provider and enter into contract with Glendale Youth Alliance for youth provider services for the period of July 1, 2026 through June 30, 2027

Type of Motion: Sole Source Funding Authorization

Background and Procurement History:
In 2017, the Verdugo Workforce Development Board (VWDB) conducted a competitive procurement process for youth provider services, selecting the Glendale Youth Alliance (GYA) as the successful bidder. This procurement was valid for three Fiscal Years (FY), 2017-2018 through 2019-2020, with a provision for two-year extension, at the Board's discretion.

Due to the COVID-19 pandemic and subsequent state shutdown orders, the VWDB authorized a second contract extension on June 2, 2021, covering the period from July 1, 2021, through June 30, 2022. Concurrently, because pandemic-related disruptions made a compliant, open competitive bidding process unfeasible, the Board approved staff to transition to a sole source procurement method due to the expected continuation of the pandemic, which made it extremely difficult to hold a competitive procurement process that met all open and competitive bid requirements.

State and federal regulations allow for noncompetitive procurement under specific circumstances [WSD 17-08; 2 CFR 200.320(c)(3)]. The VWDB utilized the *public exigency or emergency* exception, as the COVID-19 pandemic constituted an emergency that precluded delays from a standard competitive solicitation. This sole source authorization from the VWDB on June 2, 2021, was approved for three years (July 1, 2022, to June 30, 2025), with an additional one-year extension through June 30, 2026.

Overview:
The current sole source authorization for GYA as the VWDB's youth service provider will expire on June 30, 2026. To prevent severe disruption of services for high-risk youth, VWDB staff consulted with the State of California, Employment Development Department (EDD) regarding a sole source authorization for GYA for the upcoming fiscal year. Therefore, staff recommends approval of a sole source authorization of GYA for fiscal year 2026-2027, with no option for extension.

To maintain compliance and operational continuity, the VWDB will enter into a final, one-year agreement with GYA for FY 2026–2027 as the Workforce Innovation and Opportunity Act (WIOA) youth services provider. During this final transition year, Board staff will complete an accelerated, open, and competitive Request for Proposal (RFP) process for FY 2027-2028 youth services provider, which will primarily be for WIOA Youth programs.

Justification for Immediate Public Exigency
WIOA Youth Services target highly vulnerable populations, including out-of-school youth, homeless youth, foster care youth, and justice-involved youth. A lapse in these specialized services on July 1, 2026, would create an immediate public exigency by:

- **Halting Active Workforce Development:** Abruptly stopping work-based learning and skills training for at least **248** currently enrolled participants has adverse effects. For justice-involved and foster youth, this sudden loss of structure has the ability to increase the risk of recidivism and homelessness, transferring a potential financial and operational burden onto local entity such as emergency services, law enforcement, and city safety nets.
- **Triggering Acute Housing and Financial Local Crises:** Disrupting critical supportive services, crisis interventions, and basic needs stipends for this vulnerable youth populations can lead to immediate housing instability, food insecurity, and severe financial distress for current low-income youth participants and their families in our Verdugo region.
- **Terminating Essential Mental Health Services:** Eradicating active mental health referrals, mental health counseling connections, and career counseling leaves at risk youth entirely disconnected from vital behavioral health networks during moments of personal crisis.
- **Jeopardizing Federal Compliance and Performance Metrics:** Without a youth provider in place on July 1st, local youth performance outcomes for the program year will be negatively impacted as well as the access to the 14 comprehensive WIOA youth program elements will be delayed to participants who need it the most.
- **Preventing Local Employer Partnerships:** Preventing the delivery of critical youth services in the Verdugo Region forces the immediate termination of active employer agreements, compromise public-private trust, and disrupts local businesses reliant on subsidized work-experience participants which has a proven history of leading to unsubsidized entered employment.

For these reasons, it is recommended that a final year contract with GYA be executed under a sole source authorization while the Board initiates an accelerated RFP process as expeditiously as possible, with no further contract extensions intended.

Fiscal Impact:
Approval of this final year sole source authorization for FY 2026–2027 enables the VWDB to contract with GYA using WIOA and other applicable local, state, and federal funding streams.

Funding associated with this sole source authorization is strictly limited to the period from **July 1, 2026, through June 30, 2027**.

There is no impact on the VWDB' s budget, as an accelerated competitive procurement process will be completed in FY 2026-2027.

Executive Committee Meeting Date: Wednesday, June 24, 2026
VWDB Meeting Date: Wednesday, June 24, 2026

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

Approval to Authorize the Release of a Request for Proposal soliciting 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

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

OVERVIEW:
Board staff is requesting that the Verdugo Workforce Development Board (VWDB) approve the release of a Request for Proposal (RFP) for youth services for the contract period of July 1, 2027 through June 30, 2028. At the board's discretion, the contract may be renewed for a maximum of two additional program years through June 30, 2030, contingent upon satisfactory performance, funding availability and other criteria. If additional youth funding sources become available, this procurement can guide the award of those funds.

The previous procurement for youth services was conducted for the 2017-2018 Fiscal Year, with Glendale Youth Alliance selected as the provider. Due to the pandemic and other factors, the RFP process was postponed to avoid disruptions and further delays in the delivery of services to the community.

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

The RFP will have information, not limited to but including:
1. Summary of general requirements such as purpose of request, funding limits, submission deadline, contracting policies, program design and requirements, and timeline.
2. Proposal format and evaluation criteria.
3. Proposal instructions and forms.

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

The City anticipates contract(s) resulting from this RFP will commence on July 1, 2027, and will cover one program year through June 30, 2028. Funding for this RFP will be primarily from WIOA – Youth; however, if additional youth grants are competitively secured, this procurement may also be used to award those funds. Since grant award amounts may vary, the RFP will include estimates based on prior year funding awards. Overall, awards are contingent upon the availability of grant funding.

The goal is to expedite the procurement process as reflected in the estimated timeline for the RFP process:

PROCESS & ESTIMATED TIMELINE (SUBJECT TO CHANGE)

DATE	DESCRIPTION
August 2026	Public notice begins. RFP released via the Board's website: www.verdugoworks.com/publicnotice
September 2026	Date to RSVP for Optional Bidders Conference via the Board's website.
October 2026	Optional Bidders Conference
November 2026	Deadline for Submission of Questions on RFP
January 2027	Deadline for Proposal
February 2027	Proposals reviewed by VWDB internal
March 2027	8:30 – 11:30 a.m. Proposer's Interviews An entity representative should be available during this time to attend the interview. Interview time will be set up with Proposer.
April 2027	Board Approval of recommended proposal
April-May 2027	30-day appeal period
June 2027	Tentative Date for Awarding Contract

OUTREACH

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

FISCAL IMPACT:

The outcome of the RFP will guide the administration of youth programs. The primary funding source for the RFP will be the WIOA Youth Programs which is the WIOA In School Youth (ISY) and Out of School Youth (OSY) programs.

The current funding levels for FY 25-26 are listed below:

Eligible Youth	Estimated Percentage	Amount	Number of Youth to be Served	Number of Work Experience Hours
In-School Youth	**25%**	**$175,857**	**24**	**180**
Out-of-School Youth	**75%**	**$521,571**	**60**	**200**
Total	**100%**	**$703,428**	**84**	

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

Program Report for PY 25-26

Reporting Period: 7/1/2025 – 5/31/2026

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	-	6,008
Total self-service participants	-	6,008
Total staff-assisted participants	1,300	473
Total participants receiving training services ~	80	151

~ 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	23
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	54
Caltech JPL Additional Assistance Program that provides training and job search assistance to Caltech dislocated employees. Grant Dates: 3/1/2026 – 6/30/2027	50	0
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	22
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	14

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 3 Adult Performance	Goal	Actual	% Achieved
Adult Employment 2nd Quarter After Exit	68%	68.7%	101%
Adult Employment 4th Quarter After Exit	67%	79%	117.9%
Adult School Credential Obtained	75%	92.8%	123.7%
Adult Median Earning 2nd Quarter After Exit	$7,750	$8,057	104%
Adult Measurable Skill Gains	75%	48.1%	64.1%

PY 2025-2026 Quarter 3 Dislocated Worker Performance	Goal	Actual	% Achieved
DW Employment 2nd Quarter After Exit	72%	88.0%	63.6%
DW Employment 4th Quarter After Exit	72%	93.1%	129.3%
DW School Credential Obtained	78%	100%	128.2%
DW Median Earning 2nd Quarter After Exit	$9,500	$26,796	282.1%
DW Measurable Skill Gains	79%	62%	78.5%

PY 2025-2026 Quarter 3 Youth Performance	Goal	Actual	% Achieved
Youth Employment 2nd Quarter After Exit	72%	73.9%	102.6%
Youth Employment 4th Quarter After Exit	75%	60.8%	81.1%
Youth School Credential Obtained	67%	100%	149.3%
Youth Median Earning 2nd Quarter After Exit	$4,500	$3,216	71.5%
Youth Measurable Skill Gains	68%	25%	36.8%

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. *Contract with Glendale Community College*	22
Employment Network: Pre-and post-employment services for up to 5 years for clients with disabilities. *Contract with Social Security Department*	28 (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**
Caregivers	April 23, 2026	10
Dignity Memorial	April 14, 2026	10
Healthcare Job Fair	February 10, 2026	330
Tech Job Fair	September 4, 2025	385
Number of New Businesses Outreached: 80		

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	**190**	

GLENDALE COMPANIES

Business Name	WARN Received Date	Lay Off Date	Industry Type	# Laying Off	Types of Positions
Son's Work Accurate Dial & Name Plate	1/30/2026	2/1/2026	Retail	20	Various
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	**542**	

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	190
Glendale	4	542
La Cañada Flintridge	1	543
TOTAL	**8**	**1275**

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's Youth Provider: Glendale Youth Alliance
2025-26 Contract Report (July 1, 2025 – June 30, 2026)

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

LA County Youth@Work Program

Participants in this program receive up to 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.

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 160 hrs. of WEX
$326,618	84 Youth Participants	86 Youth Participants	50 Youth

WIOA – In School Youth Program (ISY)

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

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 180 hrs. of WEX
$175,857	24 youth participants	27 youth participants	19 youth

WIOA- Out of School Youth Program (OSY)

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

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 200 hrs. of WEX
$ 527,571	60 Youth Participants	65 Youth Participants	37 youth

Student Training & Employment Program (STEP)

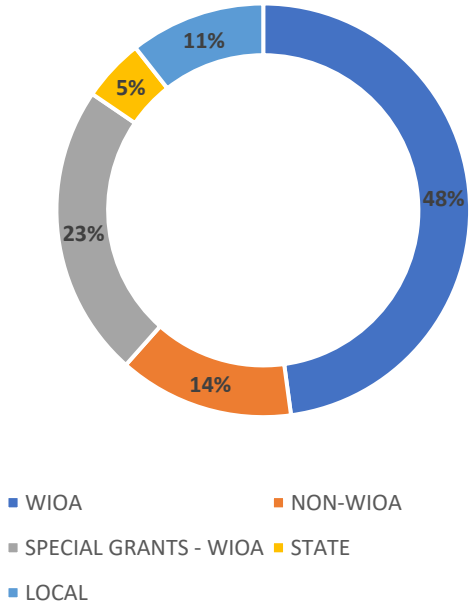
The STEP Program provides job preparation training and paid work experience to students with disabilities ages 16-21. Youth are placed at worksites based on their individual interests and aptitudes to work up to 120 hours. Students receive 20 hours of training provided by the Professional Development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

Contract Amount	Enrollment Goal	Actual Enrollments	Outcomes - Completed 120 hrs. of WEX
2024-25 $211,073	80 Youth Participants	80 youth participants	52 youth
2025-26 $212,000	80 Youth Participants	83 youth participants	32 youth

FINANCIAL REPORT

FY 2025 – 2026 Q4

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 3.0
- Prison to Employment
- RERP
- Hire LA
- High Performing Boards
- JPL – Additional Assistance

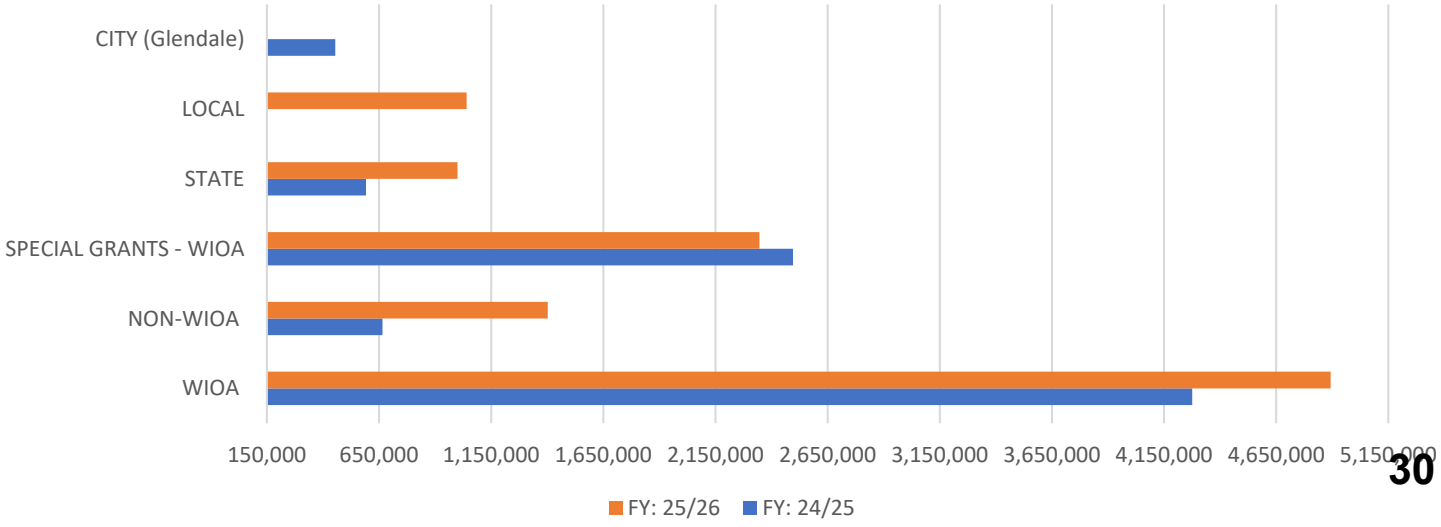
STATE

- California Adult Education Program (CAEP)

LOCAL

- Los Angeles County
  - Youth@Work
  - Wildfires
- Broad Foundation

Annual Comparison



Cost Category by Grant Source

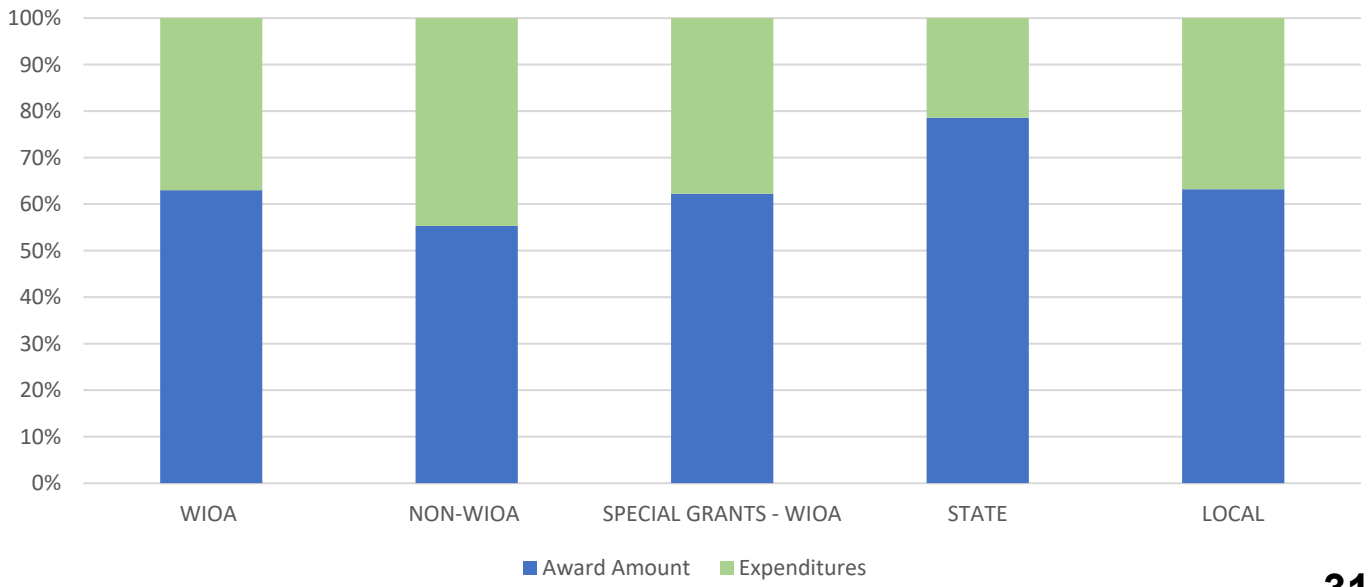
	Total Budget By Grant				Total Expenditure By Grant		
	Total Funds by Grant Source	Staffing (Admin, Program, M&O)	Direct Assist.	Contracts	Expenditure - Staffing (Admin, Program, M&O)	Expenditure - Direct Assist.	Expenditure - Contracts
WIOA	$ 4,892,838	$ 3,026,758	$ 920,461	$ 945,620	$ 1,541,180	$ 611,134	$ 723,311
NON-WIOA	$ 1,402,000	$ 177,282	$ 588,461	$ 636,257	$ 53,015	$ 483,370	$ 596,407
SPECIAL GRANTS – WIOA	$ 2,346,051	$ 1,143,912	$ 606,374	$ 595,766	$ 873,375	$ 264,127	$ 285,163
STATE	$ 500,000	$ 388,703	$ 4,591	$ 105,000	$ 128,966	$ 1,492	$ 5,989
LOCAL	$ 938,847	$ 312,161	$ 60,069	$ 711,617	$ 225,699	$ 14,187	$ 391,064
Total	**$ 10,079,736**	**$ 5,048,815**	**$2,179,955**	**$ 2,994,260**	**$ 2,822,234**	**$ 1,374,309**	**$ 2,001,933**

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



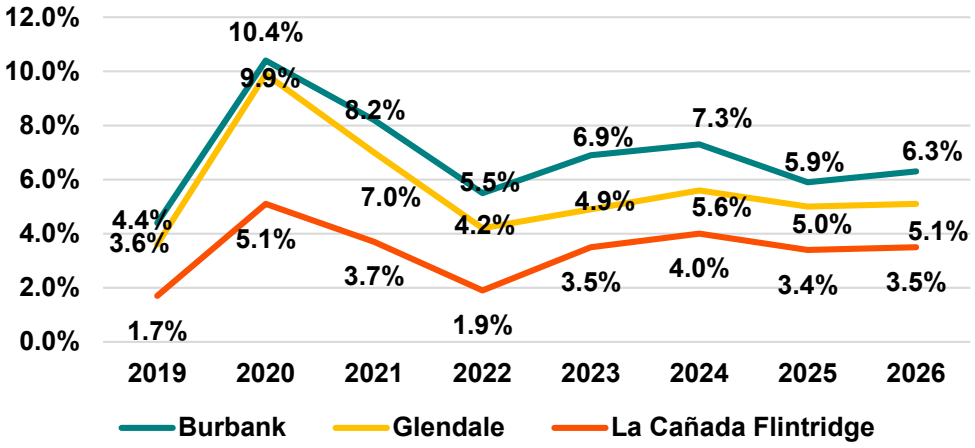
Verdugo Workforce Development Board

Labor Market Report: Verdugo Region

April 2026
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

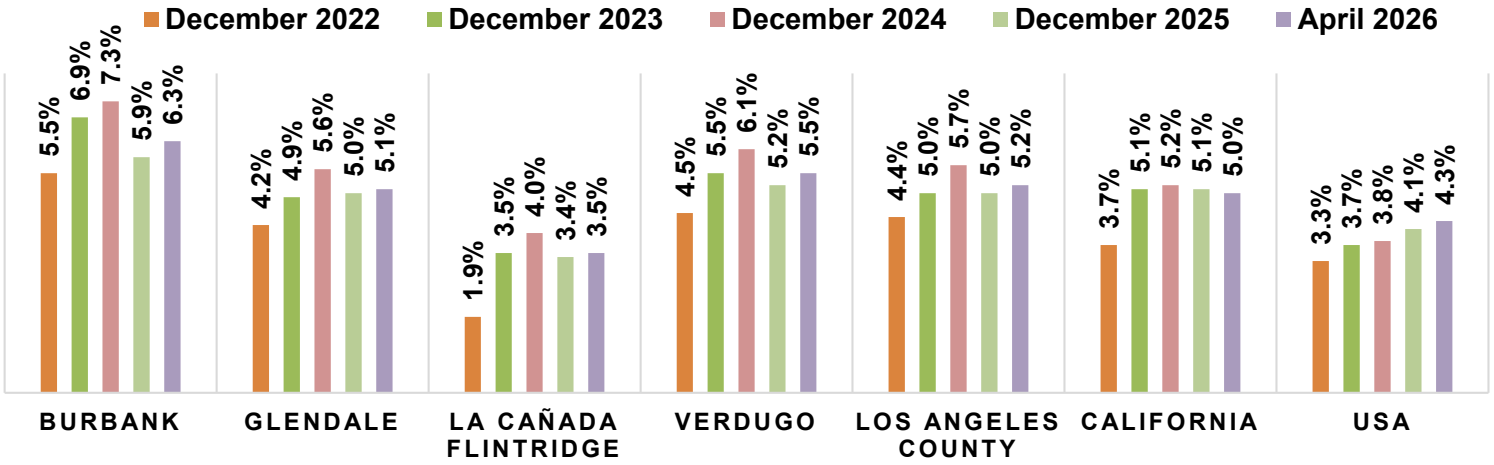


Unemployment Rates Comparison

Verdugo:	5.5%
LA County:	5.2%
California:	5.0%
USA:	4.3%

UNEMPLOYMENT RATES COMPARISON

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



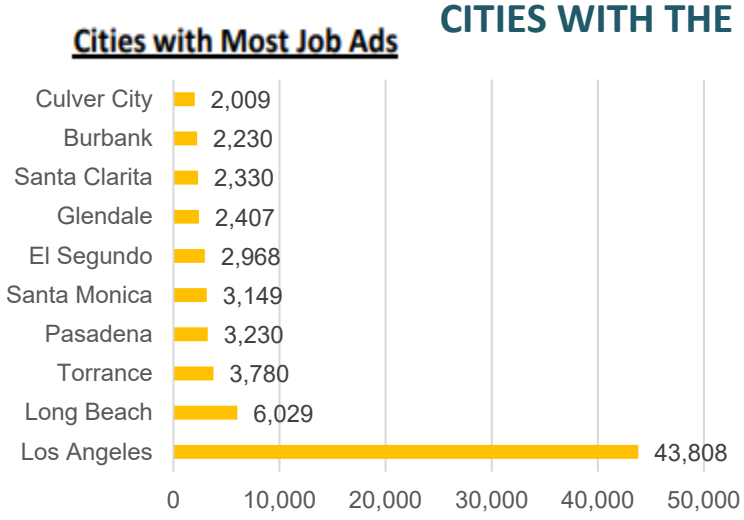
VERDUGO REGION LABOR FORCE (RESIDENTS)

La Cañada Flintridge	Burbank	Glendale	Verdugo Region
8,800	56,300	94,600	159,700

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 2026 is 159,700.

Source: Employment Development Department Labor Market Information Division
Reporting Period: April 2026

CITIES WITH THE MOST JOB ADS



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

TOP OCCUPATIONS IN JOB ADS – VERDUGO AREA

OCCUPATION	# OF JOB ADS
1. Registered Nurses	314
2. Retail Salespersons	252
3. First-Line Supervisors of Retail Sales Workers	143
4. Home Health and Personal Care Aides	129
5. Customer Service Representatives	105
6. Fast Food and Counter Workers	102
7. General and Operations Managers	94
8. Sales Representatives, Wholesale and Manufacturing	88
9. Heavy and Tractor-Trailer Truck Drivers	85
10. Medical and Health Services Managers	84

The total number of job ads for the Top 10 Occupations increased from 1,219 in January 2026 to 1,396 in April 2026 .

TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA

The Walt Disney Company	Providence Health & Services	Adventist HealthCare	Allied Universal	Warner Bros. Discovery
255 Ads (36%)	138 Ads (-3%)	124 Ads (51%)	82 Ads NEW	59 Ads (-26%)

*Increase/Decrease from January 2026 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
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	Employment and Training Pathways Program 2025-2026	12/8/2025	$ 2,000,000	Opportunity Youth, Veterans, English Learners	Enrollment in high-demand training, transitioning to employment, focus on apprenticeships, healthcare and bioscience.	Not Awarded	24 Months
2	State of CA Employment Development Department	25 Percent Additional Assistance	1/26/2026	$ 500,000	Dislocated workers from Jet Propulsion Lab (JPL)	Provide career transition services, supportive services and assist with job search to new employers, occupations and industry sectors as needed.	Awarded	18 Months
3	State of CA Employment Development Department	Regional Coordination	3/23/2026	$ 300,000	BioScience Community College Participants	Regional Grant with SELACO and Foothill Board for $1 million; Verdugo would receive $300,000 to continue its BioTC Infinitive and serve 30 participants.	Not Awarded	18-24 Months

Verdugo Workforce Development Board Roster

First Name	Last Name	Organization	Email Address
John	**Acosta**	AFM Local 47	john.acosta@afm47.org
Ara	**Aslanian**	Inverselogic, Inc.	ara@inverselogic.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
Jamie	**Keyser**	Burbank Chamber of Commerce	jkeyser@burbankchamber.org
Debbie	**Kukta**	KO Properties, Inc.	debbie@ko-properties.com
Caroline	**Lett**	Warner Bros. Discovery	caroline.lett@wbd.com
Pamela	**Marcello**	Hollywood Burbank Airport	PMarcello@bur.org
Iskra	**Martinez**	Department of Rehabilitation	iskra.martinez@dor.ca.gov
Kathy	**McIntyre**	CMTC/Roadmap 4 Innovation	kmcintyre@roadmap4innovation.com
Nicole	**Miller**	IATSE Local B-192	nicolemiller@b192iatse.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

2026 Full Board Meeting Schedule

Wednesday, February 11, 2026	9:30am	Full WDB Meeting Location: **Verdugo Jobs Center**
Wednesday, April 22, 2026	9:30am	Full WDB Meeting Location: **Glendale Community College**
Wednesday, June 24, 2026	9:30am	Full WDB Meeting Location: **Providence Saint Joseph Medical Center**
Wednesday, September 23, 2026	9:30am	Full WDB Meeting Location: **Community Center of La Cañada**
Wednesday, November 18, 2026	9am -Noon	Board Retreat Location: **To be determined**