



CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint City Council Housing Authority Successor Agency Oversight Board

May 08, 2018

AGENDA ITEM

Report: Regarding acceptance of 2017-18 Summer Youth Employment funds from Los Angeles County to the Verdugo Workforce Development Board; and award of funds to the Glendale Youth Alliance (GYA), as approved and recommended by the Verdugo Workforce Development Board.

1. Motion to approve:

- Acceptance of 2017-18 Youth Employment funds from the Los Angeles County Workforce Development, Aging and Community Services Department, in the amount of \$82,000, to enable the Verdugo Workforce Development Board to distribute \$76,600 of those funds to the Glendale Youth Alliance (GYA), which will provide summer youth employment services.
- Award of \$76,600 in 2017-18 Youth Employment funds from the Los Angeles County Workforce Development, Aging and Community Services Department, to the Glendale Youth Alliance (GYA), as recommended and approved by the Verdugo Workforce Development Board; and
- Authorize the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.

2. Resolution of Appropriation to appropriate \$82,000 from the Los Angeles Workforce Development, Aging and Community Services Summer Youth Employment Funds to the Verdugo Workforce Development Board.

COUNCIL ACTION

Public Hearing Ordinance Consent Calendar Action Item Report Only

Approved for 5/8/18 calendar

ADMINISTRATIVE ACTION

Submitted by:
Onnig Bulanikian, Community Services and Parks Director

Signature

Prepared by:
Judith Velasco, Workforce Development Administrator

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Michael J. Garcia, City Attorney

for

Robert P. Elliot, Director of Finance

RECOMMENDATION

It is respectfully recommended that the City Council approve the following:

Motion to approve:

- 1) Acceptance of 2017-18 Youth Employment funds from the Los Angeles County Workforce Development, Aging and Community Services Department, in the amount of \$82,000, to enable the Verdugo Workforce Development Board to distribute \$76,600 of those funds to the Glendale Youth Alliance (GYA), which will provide summer youth employment services.
- 2) Award of \$76,600 in 2017-18 Youth Employment funds from the Los Angeles County Workforce Development, Aging and Community Services Department, to the Glendale Youth Alliance (GYA), as recommended and approved by the Verdugo Workforce Development Board; and
- 3) Authorize the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.

Resolution of Appropriation to appropriate \$82,000 from the Los Angeles Workforce Development, Aging and Community Services Summer Youth Employment Funds to the Verdugo Workforce Development Board.

BACKGROUND/ANALYSIS

The Verdugo Consortium is a Joint Powers Agreement (JPA) comprised of the Cities of Glendale, Burbank, and La Cañada Flintridge. The Verdugo Workforce Development Board (VWDB) is the planning and policy body for the Consortium. Its purpose is to provide employment and training programs within the three cities and to allocate and award all WIOA funds toward its goals. Through the JPA, the City of Glendale is given responsibility for the administration of all Consortium activities, including acting as the recipient of all Workforce Innovation and Opportunity Act funds. As the administrative entity for the Verdugo Consortium, the City of Glendale and the Glendale City Council must give final approval of all funding awards recommended by the VWDB.

The Glendale Youth Alliance has been operating year round youth employment programs including summer employment programs since 1994. They have been operating WIOA youth employment programs since 2000 and have served over 10,000 youth in the past 25 years.

For the 2017-18 program year, the VWDB received an additional \$82,000 of funding from Los Angeles County. The Board has recommended the majority of these funds to GYA, specifically an additional \$76,600 to serve an additional 36 youth. The remaining \$5,400 will be used by the Verdugo Workforce Development Board to cover staff salaries. For PY 17-18 GYA will receive a total of \$303,550 in L.A. County summer funding to provide summer youth employment services with an overall total of \$393,550 in funding for summer employment in PY 17-18.

Program Name	Minimum Number of Youth	Approximate Hours of Work Experience per Youth
L.A. County Summer Youth	143	120

FISCAL IMPACT

All of this funding is grant funded, and there is no local match required.

\$82,000 in additional funding should be appropriated as follows:

		FROM	TO
Los Angeles County Workforce Development, Aging and Community Services Summer Youth Employment Funds	31756-206-000-0000-G618810	\$ 82,000	
Staff Salaries, Verdugo Workforce Development Board	41100-206-861-0000-G618810		\$ 5,400
Direct Assistance, Glendale Youth Alliance	43112-206-862-0000-G618810		\$76,600

The total award to Glendale Youth Alliance is as follows:

Contract with GYA for Youth on CalWorks (LA County)	\$153,200	43112-206-862-1114-G618810
Contract with GYA for Other Underserved Youth (LA County)	\$73,750	43112-206-862-1115-G618810
Contract with GYA for Foster Youth (LA County)	\$26,200	43112-206-862-1116-G618810
Contract with GYA for Youth on Probation (LA County)	\$50,400	43112-206-862-1117-G618810
Contract with GYA for Career Pathways Trust	\$90,000	43112-206-862-0000-G615815
Total for GYA (LA County Funding & Career Pathways)	\$393,550	

The staffing costs to support this item are also funded by the City's FY 2017-18 LA County grant funds and CA Career Pathways Trust funds, and consistent with the proposed FY 2017-18 Workforce Development budget approved by the City Council as part of the City budget process.

ALTERNATIVES

Alternative 1: The City Council may consider any other alternative not proposed by staff.

There are no other alternatives because the funding to GYA was competitively procured as the Verdugo Board's youth provider.

CAMPAIGN DISCLOSURE

N/A

EXHIBITS

Exhibit 1: Minutes of the meeting of the Verdugo Workforce Development Board, January 31, 2018

M O T I O N

Moved by Council Member _____, seconded by Council Member _____, that the Council of the City of Glendale hereby:

1. Accepts 2017-18 Youth Employment funds from the Los Angeles County Workforce Development, Aging and Community Services Department, in the amount of \$82,000, to enable the Verdugo Workforce Development Board to distribute \$76,600 of those funds to the Glendale Youth Alliance (GYA) which will provide summer youth employment services, as more fully outlined in the May 8, 2018 staff report by the Director of Community Services and Parks;
2. Approves the award of \$76,600 in 2017-18 Youth Employment funds to the GYA, as recommended and approved by the Verdugo Workforce Development Board; and
3. Authorizes the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement the funding.

Vote as Follows:


Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM



Michael R. Grant
Principal Assistant City Attorney

Date: 5-3-18

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RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE
MAKING AN APPROPRIATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of \$82,000 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
31756-206-000	CalWork Youth - County, WIOA Fund,	\$82,000	
41100-206-861-0000-G618810	Salaries, WIOA Fund, WIA Administration, LA County Summer Youth FY 17-18		\$5,400
43112-206-862-0000-G618810	Direct Assistance, WIOA Fund, WIA Verdugo Jobs Center, LA County Summer Youth FY 17-18		\$76,600

To appropriate 2017-18 Summer Youth Employment funds from Los Angeles County

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this _____ day of _____, 2018.

Mayor

ATTEST:

City Clerk



CITY OF GLENDALE

DATE 5/1/18

APPROVED AS TO FINANCIAL
PROVISION FOR \$ 82,000

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

mk

Robert Elliot

Director of Finance

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. _____ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2018, and that the same was adopted by the following vote:

Ayes:
Noes:
Absent:
Abstain:

APPROVED AS TO FORM

Michael R. Grant

Michael R. Grant
Principal Assistant City Attorney

City Clerk

Date: 5-3-18

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EXHIBIT I

VWDB Executive Committee January 31, 2018

Approval of Acceptance of Additional Funds from Los Angeles County for Youth Employment Services and to Award the Funding to Glendale Youth Alliance to Provide Services for the Program Year 2017-2018

RECOMMENDED MOTION

The Executive Committee of the Verdugo Workforce Development Board (VWDB) approves the acceptance of additional funding of \$82,000 from Los Angeles County to provide youth employment services and awards \$76,600 to Glendale Youth Alliance (GYA) to provide services in Program Year (PY) 2017-2018

BACKGROUND

Every year the County of Los Angeles, Workforce Development, Aging & Community Services Department seeks to provide funding to the six workforce development boards in the Los Angeles County region to provide a summer youth employment program as well as year round funding for their respective board regions, particularly if the other boards do not receive state Workforce Innovation and Opportunity Act (WIOA) funding or federal Department of Labor Funding for summer youth employment.

STATUS

For PY 17-18, Los Angeles County awarded an additional \$82,000 to the VWDB to serve an estimated 35 youth ages 14-24 with 120 hours work experience and personal enrichment training, including connecting the youth to local libraries. As the VWDB's designated youth contractor, the GYA will be provided with the vast majority of funding, \$76,600 to operate the Los Angeles County Youth Jobs Program (LACYJ).

CONCLUSION

Approval of this action item, will allow the VWDB to provide valuable employment services to the youth in our cities through the generous allocation from Los Angeles County for the 2017-18 program year.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
1/31/2018
8:00 a.m. to 8:30 a.m.**

MEMBERS PRESENT: Nicholas Hacopian, Debbie Kukta, James Darcey, Russell Tanakaya, Gavin Koon, Ara Aslanian, Marisol Espinoza

MEMBERS ABSENT: George Palazzo, Cesar Valladares

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** Olabisi Oweyo, Employment Development Department

STAFF PRESENT: Judith Velasco, MaryAnn Pranke, Joylene Wagner, Diana Antonio

CALL TO ORDER: 7:59 am at the VJC

I. Introductions

- A. Chair Nick Hacopian announced that the review and approval of the minutes will occur once the appropriate number of members (6) is present to achieve quorum.

II. Director's Report

- A. Director Judith Velasco deferred the majority of the Director's report to the Full Board meeting.
1. She announced that the full board meeting may not achieve quorum; quorum is 16 board members present.

B. Board Member Engagement Opportunities

1. Ms. Velasco commended the Executive Committee members for their active engagement and participation. Due to this they are more aware of what the Verdugo Workforce Development Board (VWDB) accomplishes and see the impact their engagement creates.
 - a. Ms. Velasco added that two Executive Committee members, Nick Hacopian and Jim Darcey, and another board member, Sandy Russell, participated in the first phase of America's Job Centers of California (AJCC) certification.
2. Ms. Velasco reviewed a list of diverse engagement opportunities that are available to VWDB members. Listed opportunities include: attending a workforce conference, hosting a youth at your worksite, providing a workshop to Verdugo Jobs Center (VJC) job seekers, and serving as evaluators for Request for Proposals (RFPs).
 - a. Gavin Koon mentioned that he won't be able to attend the upcoming Building Workforce Partnership Conference, sponsored by the Workforce and Economic Development Program of the California Labor Federation (WED), in Sacramento this year. He recommends notifying board members of this conference ahead of time so they can attend. He added that next year this conference will take place in Southern California.
3. Mr. Koon stressed that members be encouraged to attend conferences or events where they will be able to interact with legislative members. He emphasized that interactions with politicians is important.
 - a. Mr. Hacopian suggested that a political action committee be established.
 - b. VWDB Staff Joylene Wagner added that the VWDB is one of the few boards that has legislative presence in the quarterly meetings.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
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4. Mr. Darcey reminded the Executive Committee of previous discussions that mentioned the creation of a marketing committee. A marketing committee will assist in applying for grants and also assist in fundraising activities.
 - a. Ms. Velasco suggested that an ad hoc comate be created for marketing-business services engagement.
 - i. Ms. Velasco explained that ad hoc committees allow more flexibility in achieving goals than standing committees.
5. Ms. Velasco would like to see the board members engage in at least one activity.
6. Mr. Darcey encouraged the Executive Committee to identify the board members that have not attended the quarterly meetings and have the Executive Committee members contact them personally.

C. JPA/Bylaws

1. Ms. Velasco announced that an ad hoc committee will be created to assist in the revision and review of the Joint Powers Agreement (JPA) and Bylaws.
2. Ms. Velasco mentioned that the bylaws don't have an attendance requirement, nor does it define an excused or unexcused absence.

D. Lease Agreement

1. Ms. Velasco informed the Executive Committee that the lease for the building is being drafted with the assistance of the City of Glendale legal team.
2. Ms. Velasco explained that after the lease has been drafted, the Board will have to approve it before it can be submitted to City Council.
 - a. Due to the lease expiring on April 1, 2018, the timeline for Board approval is tight; a special Executive Committee meeting may be scheduled.
 - b. There will be a 3% increase in rent, at \$2.25 per square foot; currently rent is \$2.18 per square foot.
 - c. Mr. Koon asked if the Executive Committee, in lieu of the Full Board, has the authority to approve, if so, it should be clarified in the Bylaws.
3. Ms. Velasco added that there is uncertainty on what the owner will do with the building after five years.
 - a. The building offers 135 parking spots, ample conference rooms spaces, and is in a great location that has access to public transportation and freeways.

III. Minutes of November 14, 2017 and December 20, 2017

- A. Minutes were approved as presented.

IV. Action Items

- A. **Approval of Acceptance of Additional Funds from Los Angeles County for Youth Employment Services and to Award the Funding to Glendale Youth Alliance to Provide Services for the Program Year 2017-2018**
 1. Ms. Velasco clarified that the VWDB received a total amount of \$82,000. \$76,600 is awarded to Glendale Youth Alliance (GYA) for work experience; the rest of the amount covers administration costs.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
1/31/2018
8:00 a.m. to 8:30 a.m.**

MOTION FOR CONSENT ITEM: A

1st:Gavin Koon 2nd:Marisol Espinoza

APPROVED

V. Other Business and Announcements

- A. Ms. Velasco announced that David Eder, Deputy Director for the City of Los Angeles Workforce Development Board, will be presenting today at the full board meeting on the Regional Workforce Development Plan.

VI. Public Comments: None

VII. Adjournment: 8:23 am