

glendale
california
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 Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's funding recommendations to the Glendale Youth Alliance and Glendale Community College-Professional Development Center.

1. Motion :

- Authorizing Acceptance of Summer Training and Employment Program for Students (STEPS) funds from the California Department of Rehabilitation and California's Employment Training Panel in the amount of \$300,000, to enable the Verdugo Workforce Development Board to distribute \$240,000 to the Glendale Youth Alliance (GYA), and \$30,000 to the Glendale Community College-Professional Development Center.
- Approving award of \$240,000 in Summer Training and Employment Program for Students (STEPS) funds from the California Department of Rehabilitation and California's Employment Training Panel to the Glendale Youth Alliance (GYA), and \$30,000 to the Glendale Community College-Professional Development Center, as recommended and approved by the Verdugo Workforce Development Board; and
- Authorizing the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement funding.


2. Resolution of Appropriation to appropriate STEPS grant funds in the amount of \$300,000 from the California Department of Rehabilitation and California's Employment Training Panel to the Verdugo Workforce Development Board.

COUNCIL ACTION

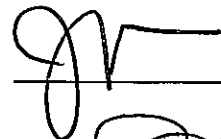
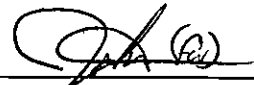
Public Hearing Ordinance Consent Calendar Action Item Report Only
Approved for 5/8/18 calendar

ADMINISTRATIVE ACTION

Submitted by:
Onnig Bulanikian, Community Services and Parks Director


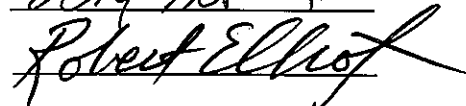
Signature


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 :

- 1) Authorizing Acceptance of Summer Training and Employment Program for Students (STEPS) funds from the California Department of Rehabilitation and California's Employment Training Panel in the amount of \$300,000, to enable the Verdugo Workforce Development Board to distribute \$240,000 to the Glendale Youth Alliance (GYA), and \$30,000 to the Glendale Community College-Professional Development Center.
- 2) Approving award of \$240,000 in Summer Training and Employment Program for Students (STEPS) funds from the California Department of Rehabilitation and California's Employment Training Panel to the Glendale Youth Alliance (GYA), and \$30,000 to the Glendale Community College-Professional Development Center, as recommended and approved by the Verdugo Workforce Development Board; and
- 3) Authorizing the City Manager, or a designee, to execute all agreements, certifications, and documents necessary to accept and implement funding.

Resolution of Appropriation to appropriate STEPS grant funds in the amount of \$300,000 from the California Department of Rehabilitation and California's Employment Training Panel 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.

In February 2018, the State of California Department of Rehabilitation (DOR), in coordination with the California Employment Training Panel (ETP) and the California Labor and Workforce Development Agency (LWDA), announced the availability of funding under the federal *Workforce Innovation and Opportunity Act* (WIOA) Title IV Vocational Rehabilitation, to design, develop, and implement projects that provide work experience and job preparation training for students with disabilities, creating the STEPS project.

On March 31, 2018 the VWDB received formal notification of the STEPS grant award. A total of four workforce development agencies across the State were awarded STEPS grants. The VWDB is the only grant recipient in Southern California, which is a testament to the board's history and exemplary performance record for administering successful programs for individuals with disabilities.

The total amount funded for this program is \$300,000 to serve approximately 60 youth with disabilities, ages 16 to 21 with up to 215 hours of paid work experience (\$11.50 an hour) in work site job placements that match the students' interests and aptitudes. Students will also receive up to 40 hours of training provided by Glendale Community College-Professional Development Center. Students will participate in a field trip to Glendale Community College to introduce them to the college campus.

The VWDB's youth provider, GYA, will administer the work experience component of the program and will receive \$240,000 in funding to provide summer employment services to 60 youth with disabilities ages 16-21 under the STEPS program.

Additional funds will be dispersed to Glendale Community College- Professional Development Center (PDC) in the amount not to exceed \$30,000 to provide up to 40 hours of training required in the program. The PDC is a long standing ETP provider and has a demonstrated history in provide business-centered training. Training topics include: understanding employer expectations, how to search

and apply for jobs; how to attain permanent employment, and training on “soft” skills necessary for employment retention.

The VWDB will partner with the Department of Rehabilitation, Glendale Unified School District, Burbank Unified School District along with Glendale Community College to identify and recruit the 60 students for enrollment into STEPS.

The remaining \$30,000 will be used by the Verdugo Workforce Development Board to cover staff salaries.

The project is anticipated to begin April 15, 2018 and will continue until June 30, 2019.

Program Name	Minimum Number of Youth	Approximate Hours of Work Experience per Youth
STEPS	60	215

FISCAL IMPACT

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

The \$300,000 funding should be appropriated as follows:

		FROM	TO
Summer Training and Employment Program for Students (STEPS)	32610-206-000-0000-G618823	\$ 300,000	
Staff Salaries, Verdugo Workforce Development Board	41100-206-862-0000-G618823		\$ 30,000
Contract with Glendale Community College -- Professional Development Center	43112-206-862-0000-G618823		\$ 30,000
Contract with Glendale Youth Alliance	43112-206-862-0000-G618823		\$ 240,000

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 and GCC were listed in the grant award to provide services under the STEPS grant.

CAMPAIGN DISCLOSURE

N/A

EXHIBITS

Exhibit 1: Minutes of the meeting of the Verdugo Workforce Development Board, April 12, 2018

MOTION

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

1. Accepts Summer Training and Employment Program for Students (STEPS) funds from the California Department of Rehabilitation and California's Employment Training Panel, in the amount of \$300,000, to enable the Verdugo Workforce Development Board to distribute \$240,000 to the Glendale Youth Alliance (GYA), and \$30,000 to the Glendale Community College-Professional Development Center, for the purposes outlined in the May 8, 2018 staff report by the Director of Community Services and Parks;
2. Approves the award of \$240,000 in STEPS funds to the GYA, and \$30,000 in STEP funds to the Glendale Community College-Professional Development Center, 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:

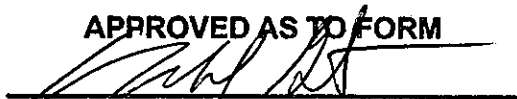
Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM



Michael R. Grant
Principal Assistant City Attorney

Date: 5-3-18

4 0 1

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 \$300,000 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
32610-206-000	State Grants, WIOA Fund,	\$300,000	
41100-206-862-0000-G618823	Salaries, WIOA Fund, WIA Verdugo Jobs Center, Employment Training Panel		\$30,000
43112-206-862-0000-G618823	Direct Assistance, WIOA Fund, WIA Verdugo Jobs Center, Employment Training Panel		\$270,000

To appropriate STEPS Grant funding from the California Department of Rehabilitation and California's Employment Training Panel

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 \$ 300,000

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

mk
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:

City Attorney

City Clerk

4 0 2

EXHIBIT I

**VWDB Executive Committee – April 12, 2018
VWDB – April 12, 2018**

Approval to Accept the Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel (ETP) and to Award Funds to Glendale Youth Alliance (GYA) and Glendale Community College's Professional Development Center (PDC) for PY 2017-2018 and PY 2018-2019

RECOMMENDED MOTION

The Verdugo Workforce Development Board (VWDB) approves the acceptance of the Summer Training and Employment Program for Students (STEPS) Grant of \$300,000 funded by Title IV Vocational Rehabilitation under the Workforce Innovation and Opportunity Act, through a collaboration between the California Department of Rehabilitation and California's Employment Training Panel and further approves awarding \$240,000 to Glendale Youth Alliance (GYA) to provide youth work experience and \$30,000 to Glendale Community College's Professional Development Center (PDC) for training services for youth with disabilities

BACKGROUND

The State of California Department of Rehabilitation (DOR), in coordination with the California Employment Training Panel (ETP) and the California Labor and Workforce Development Agency (LWDA), announced in February 2018, the availability of funding under the federal *Workforce Innovation and Opportunity Act* (WIOA) Title IV Vocational Rehabilitation, to design, develop, and implement projects that provide work experience and job preparation training for students with disabilities, creating the STEPS project.

The ETP has a long-standing effective working relationship with local and state workforce partners, including local boards, the State Workforce Development Board, and labor agency partners, including the Employment Development Department. The DOR, as a mandated partner in the Workforce Development System, provides services and supports to eligible individuals with disabilities and businesses requesting services from the America's Job Centers of California. As the Title IV representative, the DOR also provides vocational rehabilitation services and expertise on the employment and accommodation of job seekers and employees with disabilities.

The STEPS project will provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences through summer work experience, to students with disabilities. The overall goal of STEPS is to increase services provided to students with disabilities.

STATUS

The VWDB submitted a grant proposal on March 15, 2018 in response to the STEPS solicitation. On March 31, 2018 the VWDB received formal notification of the grant award. A total of four workforce development agencies across the State were awarded STEPS grants. The VWDB is the only grant recipient in Southern California, which is a testament to the board's history and

exemplary performance record for administering successful programs for individuals with disabilities. The total amount funded for this program is \$300,000 to serve approximately 60 youth with disabilities, ages 16 to 21 with up to 225 hours of paid work experience (\$11 an hour) in placements that match the students' interests and aptitudes. Students will also receive up to 40 hours of training provided by the PDC. Each student will attend a field trip to Glendale Community College to introduce them to the college campus.

The VWDB's youth provider, GYA, will administer the work experience component of the program and will receive the majority of the funding for the payroll directly to the students. The amount allocated to GYA for these services shall not exceed \$240,000. GYA's established business relationships with over 50 local employers will enable successful connection between these employers and students.

Additional funds will be dispersed to the PDC in the amount not to exceed \$30,000 to provide up to 40 hours of training required in the program. The PDC is a long standing ETP provider and has a demonstrated history in provide business-centered training. Training topics include: understanding employer expectations, how to search and apply for jobs; how to attain permanent employment, and training on "soft" skills necessary for employment retention.

The VWDB will partner with Glendale Unified School District and Burbank Unified School District along with Glendale Community College to identify and recruit the 60 students for enrollment into STEPS.

The project is anticipated to begin April 15, 2018 and will continue until June 30, 2019.

CONCLUSION

Approval to accept the STEP grant funds from ETP and DOR, and award funds to GYA and PDC as project partners, will allow the VWDB to enhance services to youth with disabilities and therefore, increase services to in-school youth. With reduced funding in the in-school youth programs, STEPS will allow our region to provide meaningful services to younger youth with disabilities and increase their opportunities to transition to either college or careers upon graduation from high school.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES**

4/12/2018

8:30 a.m. to 10:00 a.m.

MEMBERS PRESENT: John Acosta, Ara Aslanian, Cynthia Banks, James Darcey, Nicholas Hacopian, Debbie Kukta, BJ McGuire, George Palazzo, Veronica Romero, Sandy Russell, Darlene Sanchez, Russell Tanakaya, Terry Walker

MEMBERS ABSENT: Greg Astorian, Onnig Bulanikian, Susan Cabral-Ebert, Tris Carpenter, Marisol Espinoza, Thomas Flavin, Mary Hamzoian, Gavin Koon, Chris Lenz, Michael Ritterbrown, Julio Ruiz, Marko Swan, Monico Zamora

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Angela Andikyan (GYA) Armina Gharpetian (GUSD), David Hinojosa (EDD), Juan Millan (EDD), Olabisi Oweyo (EDD), Deb Rinder (GUSD) Jan Swinton (GCC), Anahit Yegiazaryan (EDD)

STAFF PRESENT: Judith Velasco, MaryAnn Pranke, Joylene Wagner, Melissa Younesian, Diana Antonio, Haik Yakhsuzyan

CALL TO ORDER: 8:33 am at the VJC by Chair Nick Hacopian

I. Introductions

- A. Chair Nick Hacopian announced that Jessica Kim, South Bay Workforce Development Board, will be providing an overview of a Regional Pre-Apprenticeship Model that has been approved by the State of California and the Department of Labor.
- B. Executive Director Judith Velasco announced that the VWDB was one of four grant awardees for the 2018 Summer Training and Employment Program for Students (STEPS).
 - 1. The VWDB's partnership with Department of Rehabilitation and previous experience working with people with disabilities, contributed to being awarded the grant.

II. Chair Report

- A. Mr. Hacopian presented the Board Chair Report, concentrating on opportunities board members have to increase their participation, and briefing the Full Board on highlights of the Executive Meetings that occurred in the months of February and March.
 - 1. Mr. Hacopian summarized his attendance to the National Association of Workforce Boards (NAWB), which he attended along with Ms. Judith Velasco, and encouraged board members to attend similar conferences.

III. Director's Report

A. Board Member Engagement

- 1. Ms. Velasco communicated that a detailed description of the opportunities available to the board members is included in the packet; details include: the role, time commitment, and frequency.
- 2. A sign-up sheet listing three specific engagement opportunities was disseminated to the board members. The opportunities are: partnering with Glendale Unified School District (GUSD) and assisting in mock interviews on Wednesday, May 16th at Glendale High School, participating in the JPA/Bylaws Ad hoc committee, and being a work experience site for youth during the summer.

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B. NAWB

1. Ms. Velasco and Mr. Hacopian visited the offices of two elected officials, Congressman Adam Schiff and Senator Dianne Feinstein.
 - a. The Uniquely Abled Program that serves individuals with disabilities, specifically those with autism, and the Regional Intermediate Intervention Service to Employment (RIISE), which provides work experience to homeless individuals, were highlighted to the elected official's staff.
 - i. Congressman Schiff's office agreed to put the Uniquely Abled Program on record once the VWDB submits a formal request.

C. Verdugo Workforce Development Board Fiscal Year (FY) 2017-18 Budget Expenditures as of February 28, 2018

1. Ms. Velasco presented and summarized the Board's FY 2017-18 Expenditure Report.

D. Lease Agreement

1. Ms. Velasco shared that the Verdugo Jobs Center (VJC) lease agreement expired on April 1st and that a draft of the new lease with the building owner will be available in the upcoming weeks.
 - a. The VWDB will need to approve the new lease.

E. Workforce Innovation and Opportunity Act (WIOA) Update

1. One-Stop Operator Contract
 - a. Ms. Velasco communicated that the One-Stop Operator contract with the Glendale Youth Alliance (GYA) will be extended for another year (12 months). After six months, the RFP will be released six months with a modified scope of work.
2. AJCC Certification – Phase II - Hallmarks of Excellence
 - a. Ms. Velasco announced that the second phase of the America's Job Centers of California (AJCC) will occur today after the board meeting.
 - i. This evaluation confirms that quality is maintained at the highest level through continuous improvement.
 - ii. Board members Nick Hacopian, Jim Darcey, and Sandy Russell are participating in the Hallmarks of Excellence as evaluators.

F. Program Report – Melissa Younesian

1. VJC manager Melisa Younesian highlighted successful events that the VJC has coordinated and participated in.
 - a. The annual City of Burbank Veteran's Job Fair had an attendance of over 300 people and the participation of 60 employers, and was coordinated with the Burbank WorkForce Connection.
 - i. Companies that participated included: Los Angeles Superior Courts, MAXIMUS, Amada, Teledyne Controls, and Burbank Water and Power.
 - b. The Uniquely Abled Academy at Glendale Community College (UAA) held its graduation ceremony for its third cohort on March 14th and afterwards, held an open house event for the fourth cohort.
 - i. Ms. Younesian emphasized that thanks to partnerships with the Department of Rehabilitation and Glendale Community College the Uniquely Abled Academy helps drive policy at the state level.

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ii. The DEA 3 IT course will be replicating the UAA Computer Numerical Control machinist course at GCC.

G. One-Stop Operator Report – Angela Andikyan

1. One-Stop Operator Angela Andikyan provided updates on the One-Stop Partnership.
 - a. The Southeast Los Angeles County Workforce Board (SELACO) provided CalJOBS training for partner agency staff on March 19th.
 - i. As meetings continue, the needs of each agency will be reviewed to coordinate further trainings.
 - b. A common referral process for the One-Stop Partnership has been established. Drafts of a Partner Agency Factsheet and Referral Guide pamphlet were provided to partners.

H. Grants and Initiatives – MaryAnn Pranke

1. VWDB staff MaryAnn Pranke reiterated that the VWDB was a STEPS grant awardee, the only board in Southern California to receive the grant.
 - a. There were 20 applicants, only 4 received the grant.

I. Labor Market Information (LMI) – MaryAnn Pranke

1. Ms. Pranke provided an overview of the LMI in the tri-city area.
 - a. Ms. Pranke explained that an Unemployment Insurance rate of 5% is considered full employment; anything below 5% is good.

IV. Minutes of January 31, 2018

- A. Minutes presented and reviewed.
Action: APPROVED

MOTION: Cesar Valladares 2nd: Ara Aslanian

V. Action Items

A. Approval of Qualified Vendor List for Professional Service Providers and to Enter into Contractual Agreement with Dr. Rick Saunders to provide Professional Services under the Adult Education Block Grant (AEBG) for Program Year (PY) 2017-2018

1. Ms. Velasco clarified that this action item adds two additional vendors to the AEBG RFQ list and allows the Board to enter into contractual agreement with Dr. Rick Saunders to teach classes for people with disabilities.

B. Approval to Accept the Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel (ETP) and to Award Funds to Glendale Youth Alliance (GYA) and Glendale Community College's Professional Development Center (PDC) for PY 2017-2018 and PY 2018-2019

1. Approximately sixty students with disabilities will receive up to 215 hours of paid work experience and up to 40 hours of training provided by the PDC.

MOTION FOR CONSENT ITEMS A-B:

1st: George Palazzo

2nd: John Acosta

APPROVED

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VI. Presentation: "Regional Pre-Apprenticeship Model- AeroFlex" by Jessica Kim, South Bay Workforce Development Board

- A. Ms. Velasco mentioned that Glendale has manufacturing, which is a broad industry. There is funding available for businesses that would like to implement this pre-apprenticeship model.
 - 1. South Bay is working with the VWDB to provide guidance on implementing the pre-apprenticeship model and the VWDB is assisting South Bay in implementing a Uniquely Abled Academy.
- B. Aero-Flex is a pre-apprenticeship for the Aerospace Industry that creates a career pathway for individuals interested in engineering and builds a workforce pipeline for employers.
 - 1. Employers have the ability to select curriculum and "Flex" it for their specific needs.
 - 2. Employer participation is key to program design, program success, relevancy, and sustainability.
- C. A Unilateral Apprenticeship Committee (UAC) was formed to develop and lead an advanced manufacturing engineering pre-apprenticeship and apprenticeship.
 - 1. A 3-Track Training Model was designed by employers for employers.
 - a. Track I - Work Readiness
 - b. Track II – Industry Specific Technical
 - c. Track III – OJT/Internship
 - 2. The multiple on-ramps to pre-apprenticeship leads to a variety of career development options.
 - a. Employer benefits include access to a pool of candidates with work-readiness and entry-level technical skills; OJT funding to support the training and recruitment; and an increased relationship with higher education institutions.
 - b. Pre-apprentice benefits include a start on career-specific training with viable career pathway opportunities; stackable credentials; and an opportunity to advance employment, complete college and/or to a registered apprenticeship.
- D. Aero-Flex is the first aerospace engineering apprenticeship in the nation registered with the U.S. Department of Labor (DOL) and the first bachelor-degreed engineering apprenticeship ever registered in the nation with the U.S. DOL.
- E. The LA Basin has been identified as having a high concentration of aerospace and defense/advanced manufacturing employers.
 - 1. Juan Millan, EDD California Labor Market Information Division added that Los Angeles has leveled out its manufacturing; Los Angeles County is the seventh largest manufacturing location.

VII. Committee Reports

- A. Verdugo School to Career Coalition (VSTCC)
 - 1. VWDB staff Joylene Wagner encouraged board members to attend the upcoming VSTCC meeting which will be held on April 25th from 8:30 am – 10:00 am.

VIII. Legislative Updates

- A. AB 1111, authored by Assemblymember Eduardo Garcia, creates a grant program for WDBs and community organizations to provide individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs.
 - 1. The governor has signed the bill with no funding attached to it.
- B. AB 2915 introduced by Assemblymember Anna Caballero would develop a memorandum of understanding (MOU) between participating WDBs to coordinate mutual aid assistance in the

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event that a local WDB needs additional assistance in disaster relief efforts or activities in that local workforce development area.

IX. Other Businesses and Announcements

A. 2018 and 2019 VWDB Meeting Calendars – attached in agenda packet

X. Public Comments

A. None

XI. Adjournment: 9:33 am

Next Meeting: Thursday, July 12, 2018