

## California Adult Education Program Implementation Meeting

March 16, 2023 ♦ 1:00pm-3:00pm

### Webex Meeting Agenda

Link: <https://gca.webex.com/gca/j.php?MTID=me747a4e76ba43f3e7e17ef11c57e39cf>

Agenda Item		Purpose	Person(s) Responsible	Timeframe
I.	Introduction	A. Welcome B. Roll Call	Alfred MaryAnn	5 min
II.	Public Comment	A. Community Comments	Community	5 min
III.	Minutes	A. Review & Approval of Minutes for February 16, 2023	Board	5 min
IV.	Director's Report	A. Updates from the Director	Alfred	15 min
V.	Partner Presentation	A. International Rescue Committee Programs & Services	Hilda Ghazarian Kimberly Protzel Luke Van Lant	60 min
VI.	Strategic Planning	A. Consortium Fiscal Administrative Declaration (CFAD) Approval B. MOUs C. Annual Plan	MaryAnn	10 min
VII.	GlendaleLEARN Partners	A. Partner Updates	Partners	20 min
VIII.	Next Meeting	B. Next meeting date: April 20, 2023		
IX.	Adjourn	A. Adjournment		

---

*Our Mission: The Glendale Community College Regional Consortium welcomes adult learners of all abilities and provides accessible pathways to skill acquisition and education towards viable employment, through multiple career partners.*

**Adult Education Implementation Virtual Meeting: WebEx**

February 16, 2023 ♦ 1:00pm-3:00pm

**Attendees:** Ani Khachikyan, Hilda Ghazarian, Laura Isaacs-Galvan, Lina Jazrauli, Abigail Espericueta, Caryn Panec, Carmen Wynn, Stephanie Kovach

**Board Members:** Judith Velasco, Alfred Ramirez

**Coordinator:** MaryAnn Pranke

**Meeting Notes**

<b>Agenda Item</b>		<b>Outcome</b>
<b>I.</b>	<b>Minutes</b>	<b>A. Review &amp; Approval of Minutes for November 17, 2022 and January 19, 2023.</b> 1. Minutes for November 17, 2022 and January 19, 2023 were unanimously approved.
<b>II.</b>	<b>Director's Report</b>	<b>A. Director Update &amp; Report</b> 1. Alfred reported that all ESL classes are filled to start the Spring semester and over 1,000 students are on the waiting list. Many students came in person for assistance in registering and enrolling in classes. Alfred is planning on hiring more instructors.
<b>III.</b>	<b>Partner Presentation</b>	<b>A. Glendale Youth Alliance – Laura Isaacs-Galvan</b> 1. Laura provided a presentation on all services available through GYA. Flyers for programs are included in the meeting packet.
<b>IV.</b>	<b>Strategic Planning</b>	<b>B. Annual Plan</b> 1. Jobs Report: Judith provided a presentation on the Jobs Report for January. A copy of the presentation will be emailed to all attendees following the meeting and posted on GlendaleLEARN website.
<b>V.</b>	<b>Partner Updates</b>	<b>A. The Campbell Center</b> 1. Abigail reported they continue to hire new staff and job coaches. They are placing participants in jobs again and overall resuming operations in the office  <b>B. Verdugo Jobs Center (VJC)</b> 1. Ani announced that onsite case management will begin at Garfield campus very soon to facilitate co-enrollment with

Agenda Item		Outcome
		<p>WIOA I for paid work-based learning and job placement assistance.</p> <p><b>C. Lanterman Regional Center</b></p> <ol style="list-style-type: none"> <li>1. Carmen announced that things are “looking up” as staff resume operations in the office and participants are coming back as well. Lanterman is focusing on more innovative programs for moderate to severe disabilities and now have internships with Competitive Integrated Employment results.</li> </ol> <p><b>D. JVS SoCal</b></p> <ol style="list-style-type: none"> <li>1. Lina reported that they are running their Refugee Employment and Acculturation Services (REAS) and have added a case manager to assist with the influx of refugee referrals. They are currently working with 2,800 refugees and have added housing and utility assistance. Childcare is also an identified need they are working to address. Refugees are coming from: Cuba, Armenia, Afghanistan, Iran, Mexico and Ukraine.</li> </ol>
<b>V.</b>	<b>Next Meeting</b>	<b>Next meeting date:</b> March 16, 2023; 1:00pm-3:00pm

California Adult Education Program : CFAD : 2023-24 Produced: Mar 10, 2023, 03:41 AM UTC MaryAnn Pranke

## 19 Glendale Community College District Regional Consortium

### Fiscal Declaration - Draft

**Consortium Name:** 19 Glendale Community College District Regional Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Glendale CCD

**Narrative:** The Glendale Local Education and Resource Network (GlendaleLEARNS) planned allocations are based on member vote and on achievement of goals and objectives in the annual plan as well as the California Adult Education Program (CAEP) Three-Year Plan. The Consortium reviews achievement of goals and objectives in its monthly public meetings to ensure accountability and transparency. Consortium review also ensures that achievements are in alignment with GlendaleLEARNS' Vision, Mission, and Values. A contract is executed on an annual basis between Glendale Community College District (GCCD) and the Verdugo Workforce Development Board (VWDB) which adds another layer of accountability. Each semester, the VWDB submits a status report to the fiscal agent that outlines all accomplishments with full backup documentation to demonstrate accomplishments. Goals and tasks are aligned to the Consortium priorities and target populations which include English Language Learners, people with disabilities, and low income. Allocations are based on staffing, programs and services that are designed to meet the needs of the special populations. The Consortium conducts a comprehensive review of goals, objectives, and strategies on an annual basis in preparation for the Annual Plan and the Three-Year Plan. Accomplishments are summarized, and goals, objectives and strategies are reviewed for continued relevancy, revision or elimination from the plan(s). The review of goal accomplishment assists in determining changes for fiscal administration or program coordination and management which would drive changes in allocations. As high performers, no changes in administration or CAEP coordination or management have been needed. Allocations remain the same and will remain the same in the next program year.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Glendale CCD	\$811,664	\$699,042	\$610,467
Verdugo Workforce Development Board*	\$500,000	\$500,000	\$500,000
<b>Total Allocated to Members</b>	<b>\$1,311,664</b>	<b>\$1,199,042</b>	<b>\$1,110,467</b>
<b>Total CAEP Funds</b>	<b>\$1,311,664</b>	<b>\$1,213,044</b>	<b>\$1,138,367</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$14,002</b>	<b>\$27,900</b>

### Consortia Report on Governance Compliance of Rules and Procedures v.2



**1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \***

Yes

**2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? \***

Yes

**3. How will the available funds be reported and evaluated? \***

Each member provides financial reports to their respective governing bodies on a monthly, quarterly and annual basis as required by their respective bylaws, policies and regulations. Financial reports include status of all funds, including CAEP funds, are reported to ensure integrity and transparency. This allows governing boards to evaluate and identify under- and over-expenditures according to planned expenditures and request either additional information or corrective actions. To date, no significant under- or over-expenditures have occurred that would cause concern of the governing bodies. Expenditure reports are also entered into the NOVA system and submitted to the state on a quarterly basis. Expenditures are recorded relative to the Member Plans and Budget to determine any significant under- or over-expenditures. Significant changes in expenditures or expected changes are evaluated by each member to determine any adjustments needed in Member Plans and Budgets. Changes in Member Plans and Budgets are implemented along with any expenditure reports, which are then recertified. As a contractor to GCC, the VWDB submits an invoice to GCC on a semi-annual basis, delineating all deliverables completed and backup documentation to support the invoice. Expenditures are recorded in the invoice in accordance with the deliverables completed, and submitted with the backup documentation to GCC for review prior to reimbursing costs to the VWDB. The CFAD is completed on an annual basis and presented to the members for approval during our public monthly meetings to ensure transparency.

**4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \***

Each member appointed to the Board, must submit a copy of the action item presented to their respective governing board during a public meeting, and the minutes of the meeting to verify that the action item was approved. Once those documents are submitted to GlendaleLEARNs, the new member will be introduced at the following monthly meeting and will be added as the official member and representative in the NOVA system. All documentation, including the action items and minutes are maintained by the GlendaleLEARNs Coordinator. New members also receive a copy of the Bylaws, Three-Year Plan, One-Year Plan, and a walk-through of the NOVA system and approval process.

**5. How will you assure that each member of the consortium participates in any decision made by the consortium? \***

Decisions are made during the monthly public meetings. Actions are brought forward to the members during the meeting and a formal vote is taken with results recorded in the minutes. A quorum of 51% of members present at minimum, is required for decisions to be made. If a quorum is not confirmed during each meeting, actions and decisions will be postponed until the next monthly meeting. Emergency meetings can be called if a decision is needed prior to the next meeting with a 72 hour public notice and all Brown Act requirements followed accordingly. All documents are maintained by the GlendaleLEARNs Coordinator and posted on the website. To ensure that members and partners are aware of upcoming action items, meeting agendas for the monthly meetings are posted 72 hours prior to the meeting, in alignment with the Brown Act.

**6. What will be the relative voting power of each member? \***

1 member = 1 vote

**7. How will decisions be approved? \***

by majority vote of 51%

**8. How did you arrive at that decision-making model? \***

The GlendaleLEARNS Board discussed several options for voting and decision making powers. To demonstrate the importance of each member, the Board voted and approved that each member would have an equal vote, regardless of whether they received CAEP funds or not. The majority vote was also approved as the minimum required for decisions to be upheld; however, every issue is discussed with the goal of reaching consensus. The majority vote decision is also guided by the Brown Act requirements. To date, no vote has taken place there was not a unanimous vote.

**9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

GlendaleLEARNS decisions are made during the monthly public meetings to allow the partners and community to provide input. Agendas for the public meetings are posted publicly 72 hours prior the meeting, in accordance with the Brown Act, to notify the public regarding upcoming decisions. Agendas include an allocation of time for the public to enter comments during the public meeting. All discussions are open for attendees, partners and members to participate in prior to the board members taking action and conducting a formal vote. All members, partners and other attendees can submit comments verbally, in writing, or enter into the "chat" option of a webinar if participating virtually.

**10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \***

GlendaleLEARNS follows the Brown Act definition for adequate notice which: 72 hours prior to the meeting being held. Notices are posted on GlendaleLEARNS website and emailed with meeting packets to the members, partners and other stakeholders on the public distribution list. Comments submitted by partners and the public are fully discussed and incorporated into the action and decision made. If a comment is not incorporated, an explanation is provided. Typically, comments are not considered or incorporated if the recommendation or suggestion is not in alignment with the GlendaleLEARNS plans, bylaws, or regulatory requirements including CAEP or California Education Codes.

**11. Describe how comments submitted by members of the public will be distributed publicly. \***

All comments submitted during the meeting are summarized in the meeting minutes or a separate document attached to the minutes. All meeting documents are posted on the GlendaleLEARNS website for continued access by the public. Meeting minutes are included in monthly meeting packets and distributed to GlendaleLEARNS members, partners and stakeholders through its distribution list, regardless of whether they attended the previous meeting or are attending the next meeting.

**12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \***

GlendaleLEARNS members, partners and stakeholders that participate in monthly meetings represent adult education, K-12 education including Glendale Unified School District, local and state government including the City of Glendale and State of California Department of Rehabilitation, community based organizations including International Rescue Committee and Armenian Relief Society, and workforce agencies including the VWDB and the Verdugo Jobs Center. This diverse group allows input by a multitude of organizations that also provide services to adult education students. Discussions are facilitated by the Coordinator to ensure that comments are considered prior to decisions. Meeting participants can voice their suggestions and ideas verbally or enter into the "chat" option if the meeting is virtual. A final discussion period is announced prior to finalizing any decision by the board. Comments are recorded in meeting minutes and are reviewed at the next meeting for any changes needed prior to approval by the Board.

**13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

Member Plans and Budgets are aligned to the GlendaleLEARNS Three Year Plans and Annual Plans. All strategies, goals and measures are developed in alignment with the seven services allowable under CAEP and the CAEP Fiscal Management Guide. This ensures that approval of any distribution schedule and expenditures is in alignment with Section 84913

**14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \***

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

**15. How will members join, leave, or be dismissed from the consortium? \***

GlendaleLEARNs currently has three members: GCC, VWDB and Glendale Unified School District (GUSD). GUSD does not provide CAEP services and does not receive funding. VWDB receives funding under contract with GCC. Members joined as allowed under AB104 or as approved by CAEP. GCC will follow requirements for determining member effectiveness in order to determine if a member should be dismissed. While member representatives have turned over for one member, the member remains the same. The seat currently is vacant; however, the member remains. The VWDB receives funding through a contract which outlines specific deliverables that must be met. The contract is cost reimbursement based on an invoice submitted along with backup documentation prior to receiving reimbursement from GCC. This ensures that performance is achieved prior to CAEP expenditure. These safety nets ensure member accountability to avoid the need to dismiss a member. The only other member that was invited to join, although not required, was the local County Office of Education which has declined the invitation but remains on the distribution list as a stakeholder. No member has asked to leave and GlendaleLEARNs does not anticipate that a member would request to leave. With only three members comprising the GlendaleLEARNs Board, members work diligently to ensure that needs are met and communication remains open to identify any issues that may impact member participation. To date, the three members have remained the same since the inception of the Consortium.

**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

Expenditures are monitored on a quarterly basis as reports are prepared and submitted to the state via NOVA. There may be minimal amounts of funds that are not expended in the same year received and will be included in the budget for the next program year. GlendaleLEARNs members use the FIFO method for expenditure of funds to ensure that funds are expended in the next program year and not carried over beyond the "Target Spend Down Date". Funds have never been carried over beyond the Target Spend Down Date and are typically expended in the same year that funds are received. Closeout is conducted through the NOVA system and each year, closeout is completed as scheduled, further demonstrating that funds are expended within the program year received.

**17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? \***

GlendaleLEARNs bylaws as well as MOUs with each member specify allowable expenditures. Included in all documents, policies, and contracts is regulatory compliance, including the CAEP Fiscal Management Guide and carryover rules. GlendaleLEARNs receives less than \$1M in CAEP funds through apportionment and COLA funds take the funding over \$1M in a typical program year. Student needs exceed the amount received through CAEP funds, allowing members to easily achieve full expenditures of funds in the program year they are received, without the need to carryover funds.

**18. How does your consortium define member effectiveness? \***

GlendaleLEARNs defines member effectiveness using the Member Effectiveness Report/Memo which is in alignment with Section 84920 and include: 1) Each member must participate in completing and updating the Annual Plan Template. 2) AEBG member funds must be expended in the seven program areas, and services provided must be consistent with the plan. 3) Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments. 4) Member expenditures of CAEP funds must match the objectives and activities included in the Annual Plan. 5) Members participate in consortium/public meetings. 6) Members participate in consortium final decisions. 7) Members report student level enrollment data and outcomes for mid-year and final reporting. 8) Members share information on programs offered, and the resources being used to support the programs. 9) Members provide services that address the needs identified in the adult education plan. 10) Members file biannual financial expenditure and progress reports with the regional consortium.

**19. What bylaws does your consortium have addressing member effectiveness? \***

GlendaleLEARNS Board has a set of bylaws approved by the board which includes member expectations and relative member effectiveness. The MOUs between GCC and each member also includes information on member effectiveness and contribution to overall Consortium performance such as referral of students to adult education. The contract between GCC and VWDB includes member effectiveness as appropriate for a member receiving funding through a contract. Assurances for member effectiveness are also signed on annual basis by each member as part of the CFAD process.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

Yes

**20.1 (Yes) Use the space below to provide a link to the formal document. \***

GlendaleLEARNS has several formal documents in place to detail its work beyond the questionnaire. These documents include: the board's bylaws, contract between GCC and VWDB which is reviewed and updated annually, the MOUs between GCC and each member which are reviewed and updated annually, MOUs between GCC and each partner, the GlendaleLEARNS Three Year Plan, Annual Plans, and CFAD. In addition, the GlendaleLEARNS Coordinator completed semi-annual reports which document accomplishments towards goals and strategies as well as contract deliverables.

Documents (except for MOUs) can be found on the GlendaleLEARNS website:

<https://www.glendalelearns.org/consortiumresources>

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Glendale CCD</a>	District	Dr. Alfred Ramirez	(818) 240-1000
<a href="#">Verdugo Workforce Development Board*</a>	Workforce Development Board	Judith Velasco	(818) 937-8031
<a href="#">Glendale Unified</a>	Unified School District	Glendale Learn MaryAnn Pranke	(818) 937-8051

## Certification & Assurances

By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

### Assurances

### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a)(b)). (See Membership Box above).

- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

## Public Meetings

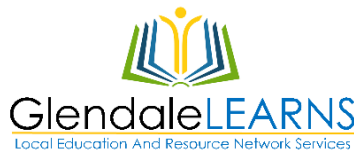
- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

## Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

No approver contacts.

## Meeting Schedule Program Year 2022 - 2023



Month	Date	Partner Presentation
<b>October</b>	October 20, 2022	GCC Student Success Programs; Jobs Report
<b>November</b>	November 17, 2022	Verdugo Jobs Center
<b>December</b>	December 15, 2022	Meeting Cancelled
<b>January</b>	January 19, 2023	GCC Short-Term Vocational Programs
<b>February</b>	February 16, 2023	Glendale Youth Alliance
<b>March</b>	March 16, 2023	International Rescue Committee
<b>April</b>	April 20, 2023	Department of Rehabilitation
<b>May</b>	May 18, 2023	Armenian Relief Society
<b>June</b>	June 15, 2023	Home Again LA Strategic Planning: Annual Plan
<b>July</b>	July 20, 2023	Strategic Planning: Annual Plan
<b>August</b>	August 17, 2023	Frank D. Lanterman Regional Center
<b>September</b>	September 21, 2023	The Campbell Center
<b>October</b>	October 19, 2023	JVS SoCal
<b>November</b>	November 16, 2023	
<b>December</b>	December 21, 2023	

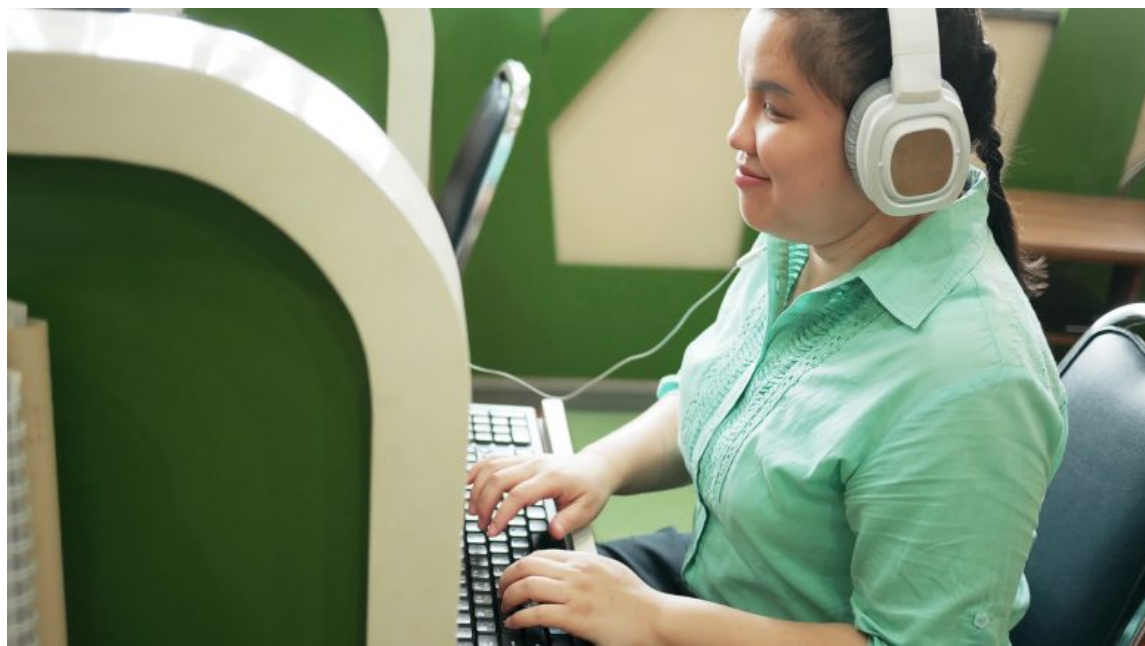


# Events

[HOME](#) › [NEWS](#) › CALIFORNIA WORKFORCE ASSOCIATION AND ITS MEMBERS ARE PAVING THE WAY FOR PEOPLE WITH DISABILITIES

03/01/23

## California Workforce Association and its members are paving the way for people with disabilities



People with disabilities are disproportionately un- and underemployed. A consortium of agencies is working to change that.

BY: [ANNE STOKES](#) FEBRUARY 2, 2023

According to the Department of Labor, individuals with a disability were significantly more likely to be unemployed than their typically abled peers. Across all age groups, only 19% of people with a disability were working in 2021 versus nearly 64% of those without a disability. And 29% of workers with a disability were employed part-time versus 16% of those without a disability.

“Many people with disabilities, particularly those with intellectual disabilities and developmental disabilities, (may not) know that there are career opportunities out there for them,” says MaryAnn Pranke, [Verdugo Workforce Development Board](#) member and

coordinator for [GlendaleLEARNS](#). “Caseworkers don’t even know, people who work with them daily who would love to provide resources to the people they work with, they don’t know about the career opportunities out there. ... And even less know that there’s anybody out there who can actually help them get a job.”

### A path to success

The Verdugo CNC Machinist Academy at [Glendale Community College](#) provides career opportunities for individuals with disabilities. A collaboration between the college, GlendaleLEARNS, the Department of Rehabilitation, the Lanterman Group and the Verdugo Job Center, the program was specifically designed for students with intellectual and developmental disabilities, the first in Los Angeles County.

“What we do is we design the programs to bring together the partners and the employers to be able to design the career pathways,” Pranke says. “We’re trying to get livable wages here and the only way to do that is to look at manufacturing (and) high tech industries.”

Pranke notes that the program’s placement rate was about 86% and that wages start at \$16, but some students have gone on to earn \$40 an hour. With such success, they’re looking to expand the program to include other industries, including information technology, bio-manufacturing and digital media.

The program also provides supportive services like tutoring and job coaching. Verdugo pays for students’ registration fees, books, tools, transportation and other needs. As added incentives for companies, they’re also able to subsidize paid externship opportunities and on-the-job training, as well as coach employers in creating an inclusive work environment.

“You’d be surprised at how small of a change can really help someone perform a job that you have,” says Melissa Younesian, manager of the Verdugo Job Center. “I think a lot of employers feel that when it comes to accommodations, they need to rebuild their entire building to accommodate someone. It could be something as simple as a screen on the computer or maybe a voice-activated keyboard.”

### Streamlining the way

The CNC Machinist Academy is a collaborative effort designed to provide a seamless educational experience for students, minimizing administrative requirements and streamlining access to supportive services. Program partners assist students with enrollment, financial needs, books and equipment, finding a job and post-employment supports.

“We all came together to be able to provide this program and set up a training that would be effective for students, guide them through it and provide resources,” says Dr. Alfred Ramirez, administrative dean of Continuing and Community Education for Glendale Community College District and director of GlendaleLEARNS. “All of this would be done through our collaboration on the back end instead of having the student go through it all.



▼ This is what made it a lot more successful and I think this is what provided the students with a better experience, to be able to just concentrate on going to school, getting through that part and assimilating into the workforce.”

But while supportive services are readily available, modifications to coursework are not.

“Whatever they need, we will provide the support, but we’re not going to modify that program because they have to be able to get a job and keep that job,” Pranke explains.

“What we’ve learned is that employers hire and retain talent, not charity. Even those who are willing to take on an employee with a disability out of charity, if that person can’t produce, they’re not going to keep that person. We need to make sure that our students have the skills to be able to get that job and keep that job. They can’t do that if we don’t prepare them correctly.”

### Providing guidance

Another common obstacle to employment for many people with disabilities is the loss of Supplemental Security Income benefits. As with many support programs, SSI requirements can be complicated to navigate, but are vital to many individuals with disabilities, particularly health care.

“We try to draw out a plan for them so they understand what it really means if they get a job and what those milestones are they need to look for if they don’t want to lose their benefits,” explains Younesian. “A bigger part of it is really to explain to them that it’s OK if they do end up making more money and losing parts of their benefits because they get more if they are working and making wages.”

Through the federally funded Employment Network Program, benefits counselors can help students ensure they stay within SSI requirements, as well as provide post-employment supports.

“At Employment Network we do benefits counseling, we help them get a job, and once they get a job we keep them on, providing ... post-employment services, which means things like upgrading skills or getting a better job, or going for a promotion,” says Younesian. “We help them keep the job they have and maybe do something better.”

Ultimately, the program’s goal is to empower student to thrive in the workplace, something that can’t be achieved without the support of employers willing to hire them.

“A disability doesn’t describe a person,” says Younesian. “When we shift the emphasis away from the disability and we focus on what this person can do, it works better.”

For more information on GlendaleLEARNS and the Verdugo CNC Machinist Academy program, visit [www.glendalelearns.org/cncacademy](http://www.glendalelearns.org/cncacademy). For more information on Verdugo Jobs Center, visit [verdugoworks.com/jobs/](http://verdugoworks.com/jobs/) or call 818-937-8000.



Glendale  
Library  
Arts &  
Culture



# TECHNOLOGY LOAN PROGRAM



**Surface Pro Laptops are Now  
Available for checkout  
through the Literacy Center**

**DO YOU NEED A  
LAPTOP FOR  
SCHOOL?**

- Must be 18+ or older to participate
- Laptops may be checked out for three weeks at a time or the duration of a GCC Garfield Campus semester. Proof of college enrollment is required for semester checkouts
- Limit of one laptop per household
- Must be in good standing with the library to participate
- Priority for checkouts is given to GCC Garfield Campus and Literacy Center Students

**FOR MORE INFORMATION PLEASE CONTACT US AT  
818-548-6450 OR LITERACY@GLENDALECA.GOV**

# TEAM

## Training Employment & Mentorship Program



### Eligibility Requirements:

- ✓ Must be attending school  
(secondary or post-secondary school)
- ✓ Must be between the ages of 14 - 21
- ✓ Must be low income
- ✓ And must meet one of the  
following criteria:
  - » ESL or ELD
  - » On probation or involved in the  
juvenile justice system
  - » Homeless/runaway
  - » An individual who is in foster  
care or has aged out of the  
foster care system
  - » Pregnant or parenting
  - » Individual with disability  
(including IEP) must be able  
to work independently
  - » Basic skills deficient (GPA 2.0 or less)

For more information, please contact  
Lusine Baghdasaryan at

✉ [LBaghdasaryan@Glendaleca.gov](mailto:LBaghdasaryan@Glendaleca.gov)

☎ (818) 937-8006

📍 1255 S. Central Avenue, Glendale, CA 91204

For more information  
about GYA visit us at  
[www.GlendaleYouthAlliance.org](http://www.GlendaleYouthAlliance.org)

📷 @Glendale\_Youth\_Alliance



*The Workforce Innovation and Opportunity Act is  
an Equal Opportunity Program. Auxiliary ids and  
services are available upon request to individuals  
with disabilities. TTY (818) 548-3857.*

*Requests must be made within 3 business days  
of the event.*







# We are Hiring!

2023

*DIFFICULTY  
FINDING A JOB?*

*18-24 YEARS OLD?*



*CURRENTLY NOT ENROLLED  
IN FOR CREDIT COLLEGE COURSES?*

## Open Positions: Retail & Clerical

**Call to qualify:**

**Mia Titilah : (818) 937-8005**

**MTitilah@Glendaleca.gov**

**Jasmine Venegas: (818) 937-8055**

**JVenegas-Goulet@Glendaleca.gov**

**Laura Isaacs-Galvan: (818) 937-8057**

**LIsaacs@Glendaleca.gov**



For more information  
about GYA visit us at  
[www.GlendaleYouthAlliance.org](http://www.GlendaleYouthAlliance.org)



[Glendale\\_Youth\\_Alliance](#)

# MOTEL VOUCHERS AVAILABLE AT GLENDALE YOUTH ALLIANCE!

Available for homeless youth

Age: 14-24

Call: (818) 937-8021

Email: [ADuzdabanyan@glendaleca.gov](mailto:ADuzdabanyan@glendaleca.gov)



Investing in Our Future Workforce





# LIFERAP

## Low Income Family Employment And Rental Assistance Program



The LIFERAP program provides case management and wrap around services to improve the quality of life of Glendale families by providing rental and employment assistance for low income, working households.

### Eligibility Requirements:

- Must be a Glendale resident
- Currently residing in a rental unit
- Have one or more children under the age of 18 -  
Minor must be 18 or younger at the time of application
- Must have Right to Work documents
- At least 1 family member must be working 32 hours a week or more
- Must be willing to commit to the program for 12 months;  
meet with case manager monthly; open a saving plan; provide all necessary documentation
- Cash aid (CalWORKS) recipients are not eligible for the program

### Family Annual Income Eligibility Guideline:

2 people	3 people	4 people	5 people	6 people
\$76,250	\$85,800	\$95,300	\$102,950	\$110,550

**Applications Open**  
**1/16/2023 - 2/3/2023**



**For more information please contact:**  
**Eliza Dzhaneryan • [edzhaneryan@glendaleca.gov](mailto:edzhaneryan@glendaleca.gov)**  
**(818) 937-8056**

**Applications can be submitted via email at:**  
**[edzhaneryan@glendaleca.gov](mailto:edzhaneryan@glendaleca.gov) or mailed to:**  
**c/o: Eliza Dzhaneryan – Verdugo Jobs Center**  
**1255 S. Central Ave. Glendale CA 91204**

Low Income Family Employment and Rental Assistance Program (LIFERAP) is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities with 3 days prior notice by calling (818) 937-8000. TTY users, please call (818) 548-3857.

Are you between the  
ages of 14 to 24 &  
want to work this  
summer?



**PAID  
WORK  
EXPERIENCE  
OPPORTUNITY**

**APPLY  
TODAY!**



**Eligibility Requirements:**

- Be a resident of LA County
- 14 to 24 years of age
- Have the right to work in the US
- Able to obtain a work permit (minors only)



For more information, contact  
Glendale Youth Alliance at:

(818) 937-8073

[GYAinfo@glendaleCA.gov](mailto:GYAinfo@glendaleCA.gov)

1255 S. Central Ave,  
Glendale, CA 91204

[www.GlendaleYouthAlliance.com](http://www.GlendaleYouthAlliance.com)



@glendale\_youth\_alliance

The Glendale Youth Alliance is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 818-548-3857

## “Lights, Camera, Action” – The Movie Industry

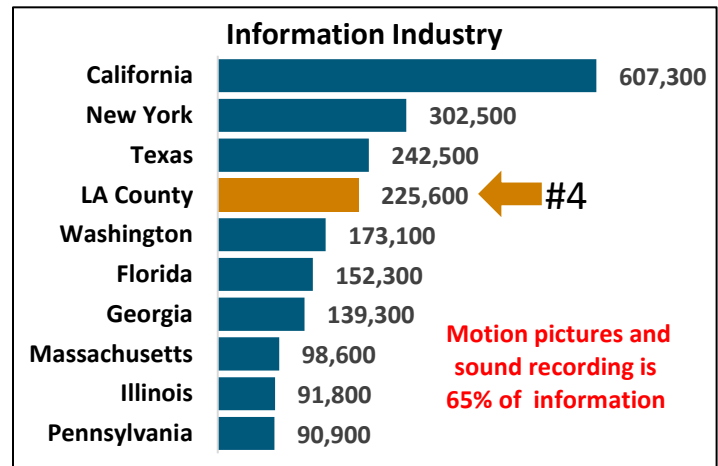


**Robert Lee**  
Labor Market Consultant  
January 2023

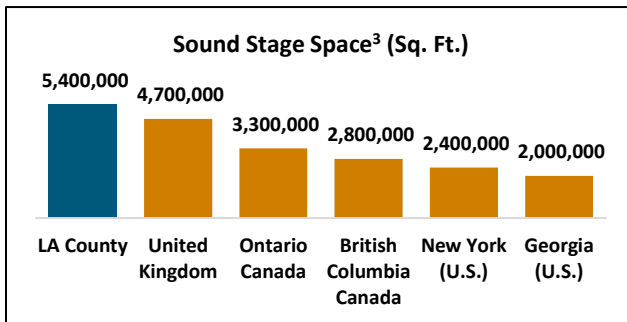
Lights, Camera, Action! Those three magic words have made an idelible impact on the economy of Los Angeles (LA) County and the world. What kind of impact?

Motion pictures and sound recordings (or “the movies”) is a subsector of the information industry. As seen in the chart to the right, LA County would rank

fourth in information employment if it were a state. The movies make up 65 percent of employment in information, while broadcasting (including both television and radio) makes up another nine percent of the industry total. LA County had 146,300 payroll jobs in the movie industry in December 2022, accounting for 3.2 percent of the 4.6 million total nonfarm jobs in the county.

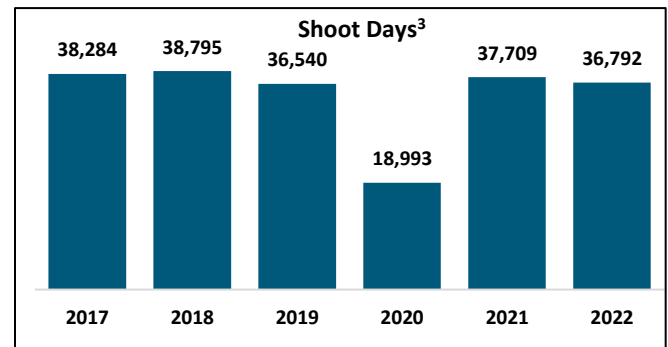


Though 3.2 percent of employment may not seem that large, its impacts ripple into the broader economy. For example, a 2012 Los Angeles County Economic Development Corporation (LAEDC) study<sup>1</sup> found for each person hired directly in entertainment, an additional 1.4 jobs were created through indirect and induced effects. A direct hire works for the firm producing the movie. An indirect effect relates to hiring in the supply or support team, like caterers. An induced effect is spending by direct and indirect employees. In a further study<sup>2</sup>, the LAEDC found that for every tax credit dollar allocated under California’s Film and Tax Credit program, \$8.60 in additional wages will result just from production in LA County.



From a dedicated studio standpoint, LA County is far and away the production capital of the world, according to FilmLA, the official film office of the City and County of Los Angeles. Production companies use sound stage space for producing feature films, TV series, commercials, etc. The graph on the left shows the ranking of available stages. LA County, at 5.4 million square feet of dedicated sound stages, is a world leader. The average annual occupancy rate for 2020 was 94 percent.

Filming may take place either on location or in a dedicated studio. One crew’s permission to film at one or more defined locations during all or part of any given 24-hour period is defined as one “Shoot Day.” FilmLA’s chart to the right demonstrates the huge effect the COVID-19 pandemic had on production. Shoot days in 2020 were almost cut in half at 18,993. Since then, production has recovered to pre-pandemic levels.



LA County is the center of the world as far as movies are concerned. Whether its studio space or employment, no single location compares to LA. This outsized industry has an impact across the region’s economy contributing to employment not just in production itself but in a host of related and unrelated industries, from accounting to food service.

Sources: <sup>1</sup> LAEDC-The Entertainment Industry and the Los Angeles County Economy <sup>2</sup> LAEDC California Film and Television Tax Credit Program 2.0 <sup>3</sup> 2020 Sound Stage Report <sup>4</sup>FilmLA-  
<https://filmLA.com/los-angeles-area-filming-maintains-pre-pandemic-levels-through-2022/>





INTERNATIONAL  
**RESCUE**  
COMMITTEE

# International Rescue Committee of Los Angeles (IRC)

# IRC- Los Angeles

**The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. In more than 40 countries and over 26 U.S. cities, our dedicated teams provide clean water, shelter, health care, education, and empowerment support to refugees and displaced people.**

# IRC Los Angeles Core Services

## Resettlement and Placement

- Pre-arrival, settlement, and post-arrival services

## Immigration Legal Services

- Green card applications (new and renewal)
- Naturalization
- Family reunification
- Immigration legal consultations

Immigration questions? Contact us at [IMM.LA@rescue.org](mailto:IMM.LA@rescue.org)

# IRC Los Angeles Core Services

## Integration Programs

- Vocational English Classes (VESL) Virtual
- Conversation class (virtual)
- Citizenship/Civics classes (in-person and virtual)
- Naturalization mock interview
- Economic Empowerment
  - ☐ Financial coaching and counseling
  - ☐ Financial literacy
  - ☐ Center for economic opportunity (Asset building and lending program)
  - ☐ Job readiness training

# Vocational English classes

- ❑ VESL classes at two levels (literacy and beginning)
  - ❑ The classes are twice a week for 2 hours (virtually/via zoom)
  - ❑ TABE online test for placement and evaluation
  - ❑ Textbook and Workbook: Future English for Results
  - ❑ All interested adults in California are eligible for these classes
- 
- ❑ Conversation class (multilevel)
  - ❑ This class is once a week for 2 hours
  - ❑ All interested adults living in California can join this class

# Citizenship/Civics classes

## IRC Office in Glendale

- ☐ In-person class at the IRC/Glendale
- ☐ This class is twice a week, each session 2 hours
- ☐ Textbooks: Voices of Freedom, Citizenship: Civics and Literacy, and Citizenship: Passing the Test
- ☐ Virtual class via Zoom, twice a week, each session 2 hours
- ☐ Students should have a permanent resident card

## Pacific Park Library in Glendale

- ☐ In-person class at the Pacific park library
- ☐ Once a week, on Wednesdays at 6:00-08:30 PM
- ☐ Interested participants should have a green card

# Naturalization Mock Interview

Students will get a certificate upon completion of the course and can have one or two mock interviews before the actual Citizenship interview.

This interview is one on one and prepares the applicants for the USCIS Citizenship interview.

IRC/LA has a 100% passing rate for the Naturalization interviews.

For any questions regarding Citizenship and VESL classes please reach out to me:

[Hilda.Ghazarian@rescue.org](mailto:Hilda.Ghazarian@rescue.org)



# IRC Immigration Department Intro



# Agenda

- Introduction to the Immigration Program
- Who we serve
- IRC-LA contact information

# Who we are

- 1 Managing Attorney
- 3 Partially-Accredited Legal Representatives
- 2 Legal Assistants, on an accreditation path
- International Rescue Committee (IRC) is a DOJ accredited organization and can assist you with many immigration matters.

# Why is accreditation important?

- If you have any doubts about completing the application, it is very important that you find a qualified organization to help you.
- US immigration law is very complicated – it is said that only US tax law is more complicated.
- The ONLY entities that are qualified to provide immigration legal services to the public are (1) immigration attorneys and (2) representatives from certain agencies that are accredited by the Department of Justice (DOJ).

# Common Scams to Avoid

- “Notarios publicos” – unlike many Spanish-speaking countries, in the US, a notary public is NOT a lawyer and is not qualified to provide any legal services related to immigration.
- Small businesses – there are some businesses that advertize a faster processing time for your application compared to what would happen if you worked directly with USCIS. In reality, there are NO exceptions to normal USCIS processing times.
- Online scams – There are some “.com” websites that want you to pay for immigration forms, but all immigration forms (and instructions) are available for free on [uscis.gov](https://uscis.gov). Similarly, there are some scams that contact you by email requesting payment for a “guaranteed” green card.



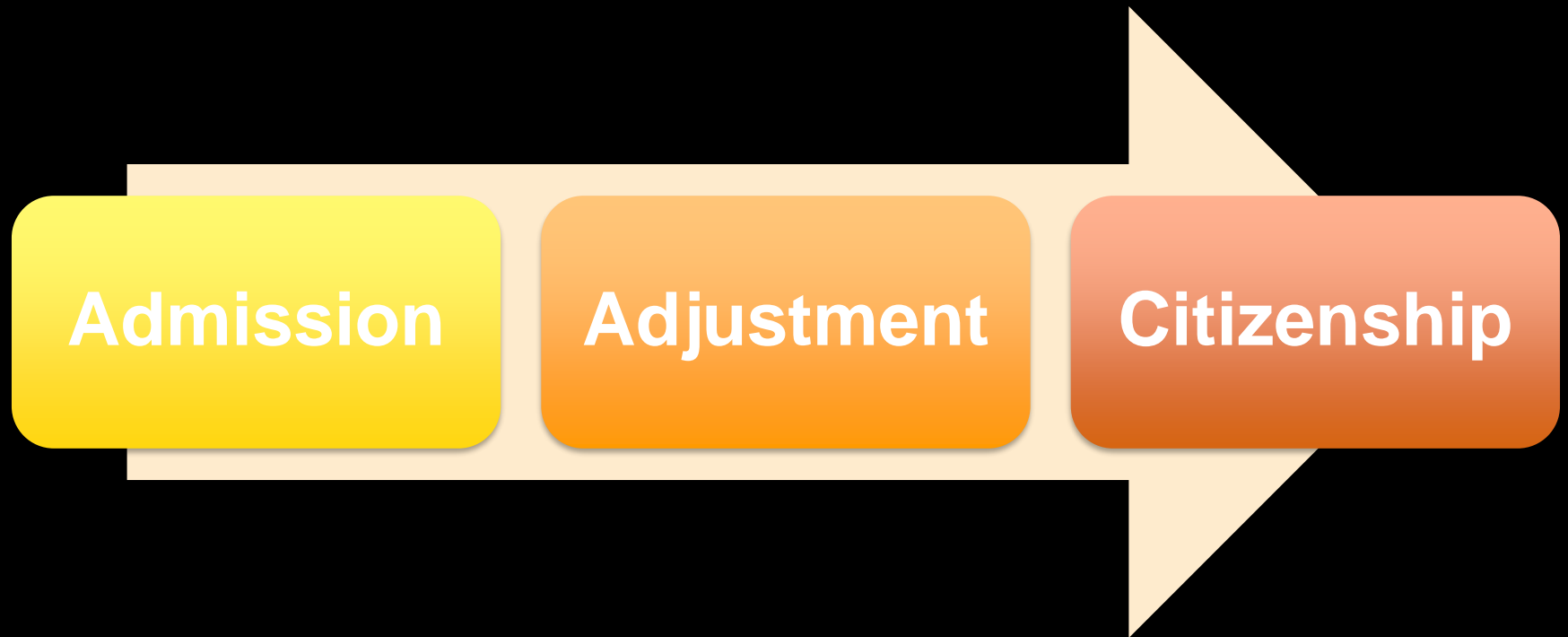
INTERNATIONAL  
**RESCUE**  
COMMITTEE

# What do we do?

# Serving Refugees, Asylees, and Immigrants

- Serve the local immigrant and asylee population as well as refugees resettled to the greater Los Angeles area
- Our ultimate goal is to reach US Citizenship

# Overly Simplified Immigration Path



# How do we do our work?

- Virtual and in-person services available
- LAPL New Americans Center:  
[www.lapl.org/newamericans](http://www.lapl.org/newamericans)
- Partnerships with private organizations in need of immigration services
- Large-scale community naturalization workshops



# How can I speak to a legal representative?

- Email [imm.la@rescue.org](mailto:imm.la@rescue.org) with your contact information and general question



INTERNATIONAL  
**RESCUE**  
COMMITTEE

# IRC Financial Coaching and Center for Economic Opportunity (CEO)

# Welcome

We're glad  
you're here!

**Knowledge**  
(Workshops)

**Skills**  
(1-1 financial  
coaching)

**Access to  
Financial  
Products**  
(Loan products)

**Achieve  
Financial  
Goals**

# Agenda

- Introduction to financial coaching and CEO
- Resources for financial empowerment
- IRC-LA contact information

# What is financial coaching?

- Financial coaching can help you:
  - Save money to achieve your goals
  - Build or rebuild your credit
  - Practice good financial habits
  - Understand the financial system of the United States



# What is financial coaching?

- Financial coaching is free and confidential! Start the new year by building habits and skills to manage your money well.
- Coaching is FREE and available to any immigrant living in Los Angeles county and surrounding counties.
- Coaches speak English, Spanish, Farsi, Dari, Armenian, and more!
- Financial coaching is offered remotely on Zoom, or in-person at public libraries.

# What is CEO?

- CEO is IRC's in-house lender.
- CEO offers low-interest loans for those with no credit history, or with a low credit score.
- Loan products include:
  - Credit-building loans (0% interest)
  - Auto loans + refinancing
  - Small business loans
  - And more!





# What is IRC CEO's credit building ladder loan?

- 0% interest loans to help you build your credit history.
- Three levels (the second two are optional)
  - First loan: \$100, six months of \$16.67 payments
  - Second loan: \$300, eight months of payments
  - Third loan: \$1000, twenty months of payments
- Not ONE CENT paid in interest!
- Easy to apply!

# What is IRC CEO's auto loan/refinance?

- Maximum term: 72 months
- Maximum amount: \$20,000
- Interest rate: 6.49-9%
- Closing fee: 2%
- No hidden fees, no prepayment penalties, and credit is not a major part of loan decisions!

# How can I sign up or get more information?

- Financial coaching: <https://bit.ly/3tkvqTS>
- Credit building ladder loan: <https://bit.ly/IRC-LA-credit-building-loans>
- Auto loan/refinance: <https://bit.ly/IRC-LA-auto-loans>

# How can I sign up or get more information?

- Contact Luke Van Lant at 747-257-4654 (call, text, Whatsapp) or [luke.vanlant@rescue.org](mailto:luke.vanlant@rescue.org)
- Contact Ahoura Fattahi at 213-712-6541 (call, text) or [Ahoura.Fattahi@rescue.org](mailto:Ahoura.Fattahi@rescue.org)