

## Adult Education Implementation Meeting

October 20, 2022 ♦ 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 August 18, 2022 and September 15, 2022	Board	5 min
IV.	Director's Report	A. Updates from the Director	Alfred	15 min
V.	Partner Presentation	A. Student Success Programs	Caryn	45 min
VI.	Strategic Planning	A. September Jobs Report	Judith	45 min
VII.	Next Meeting	A. Next meeting date: November 17, 2022		
VIII.	Adjourn	A. Adjournment		

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*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**

August 18, 2022 ♦ 1:00pm-3:00pm

**Attendees:** Jackie Hernandez, Carmen Wynn, Jonathan Pelletier, Jasmine Venegas-Goulet, Josefina Santiago, Lina Jazrawi

**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 April 21, 2022</b> 1. Minutes for April 21, 2022 were reviewed and approved as submitted.
<b>II.</b>	<b>Director's Report</b>	<b>A. Director Update &amp; Report</b> 1. Alfred shared that August 29 <sup>th</sup> is Welcome Day from 9:30am-2:30pm.  2. Alfred reported that construction continues on campus. Modularity have been set up for new classrooms.  3. Alfred also reported that ESL classes are full and waiting lists have been established. Two ESL classes are held in-person and the rest are virtual. Vaccination and mask mandates are still in place which may deter students from participating in person.  4. Short-term vocational programs still need students. The Administrative Medical Assistant course is full; however, Clinical still has seats available. Homecare Giver needs students and may be cancelled if there are not enough registered.  a. MaryAnn will follow up with flyers so that partners can refer participants to training. She noted that flyers were included in today's meeting packet.
<b>III.</b>	<b>Strategic Planning</b>	<b>A. Three-Year Plan</b> 1. MaryAnn reviewed the GlendaleLEARNs Three-Year Plan with the group including the objectives and activities.  <b>B. Annual Plan</b>

Agenda Item		Outcome
		<ol style="list-style-type: none"> <li>1. MaryAnn noted that she was pulling the information from the Three-Year Plan to create the Annual Plan for 2022-2023. She will provide an update at the next meeting.</li> </ol> <p><b>C. MOUs</b></p> <ol style="list-style-type: none"> <li>1. MaryAnn reported that MOUs for 2022-2023 will be sent out within the next couple of days for review and signature.</li> </ol>
IV.	Partner Updates	<p><b>A. Partner Presentations</b></p> <ol style="list-style-type: none"> <li>1. MaryAnn noted that she is working on a meeting schedule for 2022-2023 and will send to partners to sign-up for program presentation.</li> </ol> <p><b>B. Partner Updates</b></p> <ol style="list-style-type: none"> <li>1. GYA: Jasmine referred to the flyer in the meeting packet for employment services for students up to 22 years of age.</li> <li>2. JVS: Josefina reported that she is now leading the refugee program. They are receiving referrals from DPSS but can also receive referrals from partners. They are seeing refugees from Afghanistan and Ukraine. Ukrainians are currently on hold until paperwork can be processed which should happen very soon. The program serves refugees that are also seniors.</li> <li>3. DOR: Jonathan reported that he is currently working with businesses in Bioscience that manufacture hearing aides. DOR continues to accept referrals of adults with disabilities.</li> <li>4. Lanterman: Carmen shared that 100% of staff are now back in the office; however, services remain virtual for any consumer who needs it. The number of consumers who are interested in jobs is increasing. They currently offer 1,040 hours in work experience.</li> <li>5. VWDB/VJC: Judy reported that the STEPS program which offers services to youth with disabilities is on hold until the contract is executed. They have completed their marketing facelift so partners will see a new logo and marketing materials. They continue to see more people through virtual services than through walk-ins.</li> </ol>

Agenda Item		Outcome
		6. GCC: Alfred reported that the machine shop at Verdugo Campus has been completely remodeled and refurbished and is ready to accept more students. MaryAnn noted that the team should resume the Verdugo CNC Machinist Academy.
V.	Next Meeting	Next meeting date: September 15, 2022; 1:00-3:00pm

**Adult Education Implementation Virtual Meeting: WebEx**

September 15, 2022 ♦ 1:00pm-3:00pm

**Attendees:** Jackie Hernandez, Carmen Wynn, Jonathan Pelletier, Josefina Santiago, Ani Khachikyan, Laura Isaacs-Galvan, Edith Azizian, Abigail Espericueta, Naomi Sato, Maria Czech

**Board Members:** Judith Velasco

**Coordinator:** MaryAnn Pranke

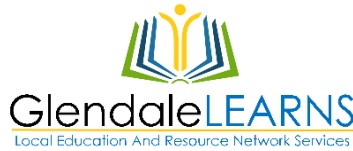
**Meeting Notes**

<b>Agenda Item</b>		<b>Outcome</b>
<b>I.</b>	<b>Minutes</b>	<b>A. Review &amp; Approval of Minutes for August 18, 2022</b> 1. Postponed: Review and Approval of minutes for August 18, 2022 was postponed until October meeting.
<b>II.</b>	<b>Director's Report</b>	<b>A. Director Update &amp; Report</b> 1. Report was postponed until October meeting.
<b>III.</b>	<b>Strategic Planning</b>	<b>A. Annual Plan</b> 1. MaryAnn noted that the Annual Plan was included in the packet for review. She reported that the Plan template did not allow for specific tasks or action steps to be included. Instead, MaryAnn will pull from the Three Year Plan to identify priorities that the group can review and select to focus on for 2022-2023.  <b>B. MOUs</b> 1. MaryAnn thanked the partners for getting the MOUs signed and returning them. She advised that once she has received all, she will send them to Alfred for GCC President's signature and then she will return them to each partner.  <b>C. August Jobs Report</b> 1. MaryAnn noted that the latest local job reports for Los Angeles County and Verdugo were included in the packet. She also reported that she will continue to provide the extensive job reports with national data, as well to assist the group in projecting what the impact will be at the local level. She will prepare to present comprehensive data at the next meeting to discuss the volatility in the economy.

Agenda Item		Outcome
IV.	Partner Updates	<p><b>A. Partner Presentations</b></p> <ol style="list-style-type: none"> <li>1. MaryAnn noted that she is sending out the schedule for 2022-2023 for partners to sign-up for program presentation.</li> </ol> <p><b>B. Partner Updates</b></p> <ol style="list-style-type: none"> <li>1. GYA: Laura referred to the flyer in the meeting packet for employment services for students up to 22 years of age. She noted that there are other programs available as well for ages 14-24. GYA is also currently targeting CalWorks recipients ages 14-17 in case anyone hears of a need from students or friends.</li> <li>2. Library: Jackie reviewed the flyers in the packet for upcoming workshops, and the technology loan program for Garfield students and Library workshop students. Students can be referred to the office and only need to show identification and any type of verification of enrollment at Garfield.</li> <li>3. VWDB: Judy noted that VJC is assisting with the Tech Job Fair scheduled for October 19<sup>th</sup> 3:00-6:00pm at Central Library. A flyer is forthcoming and will be shared with the partners.</li> <li>4. JVS: Josefina reported they are now receiving increasing number of refugee referrals from Ukraine and Cuba. They recently received 310 new referrals. It takes approximately 48-72 hours to process paperwork for the referrals. Josefina noted that once processed, the referrals will need services including ESL. MaryAnn will connect Josefina with Naomi and Margaret.</li> <li>5. The Campbell Center: Abigail reported that they are still hiring for open positions at their Center. All listings are on Indeed. She will share the link with MaryAnn to share with the group.</li> <li>6. Lanterman: Carmen shared that that there were no new updates; however, Lanterman is concentrating on job search assistance and job coaching for placements.</li> </ol>

Agenda Item		Outcome
		<p>7. VJC: Ani noted that they continue to provide career services and can cover training expenses for qualified students and consumers.</p> <p>8. GCC: Edith reported that they have expanded services for students to include career workshops and soft skills. The flyer will be available tomorrow and she will provide for sharing. She also noted that she has made additional contacts with healthcare employers. MaryAnn will connect Edith with Ani for employer incentives and work experience for the medical assistant students.</p> <p>9. GCC Short-Term Vocational Programs: Maria announced that the Medical Assistance front office program began and is going strong. They are still looking for a Clinical Instructor. The Homecare Giver program also began, and they will be opening a CNA class in the spring. MaryAnn will connect Ani with Maria to coordinate paid externships for graduates from the HomeCare Giver program and CNA.</p>
<b>V.</b>	<b>Next Meeting</b>	<b>Next meeting date:</b> October 20, 2022; 1:00-3:00pm

**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	JVS SoCal
<b>January</b>	January 19, 2023	The Campbell Center
<b>February</b>	February 16, 2023	GCC Short-Term Vocational Programs 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	
<b>October</b>	October 19, 2023	
<b>November</b>	November 16, 2023	
<b>December</b>	December 21, 2023	



<b>Verdugo Workforce Development Board Rapid Response List 7/1/22 - 7/31/22</b>
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City	# of businesses laying off	# of Affected Employees	# of same businesses in both cities
Glendale	1	16	
Burbank	1	200	
<b>TOTAL Glendale &amp; Burbank</b>	<b>2</b>	<b>216</b>	

GLENDALE COMPANIES							
Business Name		WARN Received Date	Lay Off Date	City	Industry Type	# Laying Off	Types of Positions
1	La Deau Manufacturing *	9/23/2022	9/30/2022	Glendale	Manufacturing	14	All
2	JSL Transport	7/6/2022	8/31/2022	Glendale	Transportation	2	Drivers
<b>TOTAL</b>						<b>16</b>	

BURBANK COMPANIES							
Business Name		WARN Received or Lay Off Date	Lay Off Date	City	Industry Type	# Laying Off	Types of Positions
1	Bed Bath and Beyond	N/A	12/31/2022	Burbank	Retail		All
2	JAM City	N/A	N/A	Burbank	Gaming	200	All
<b>TOTAL</b>						<b>200</b>	

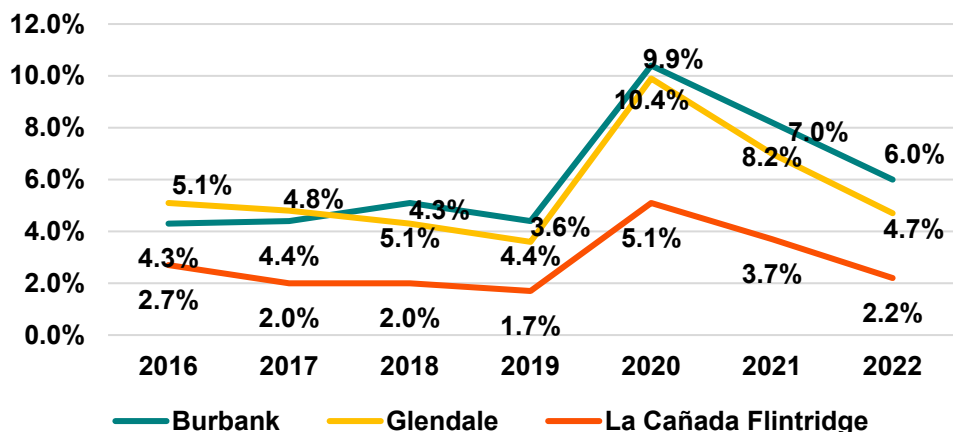
\* The company has been bought out by Bandy Manufacturing in Burbank. They have made offers to existing employees but none have accepted the offers yet

# Verdugo Workforce Development Board Labor Market Report: Verdugo Region

August 2022  
Quarterly Issue

The Verdugo Workforce Development Board (VWDB) envisions an economically vibrant, tri-city region with thriving businesses, youth, and job-seekers on career paths that reflect their highest potential.

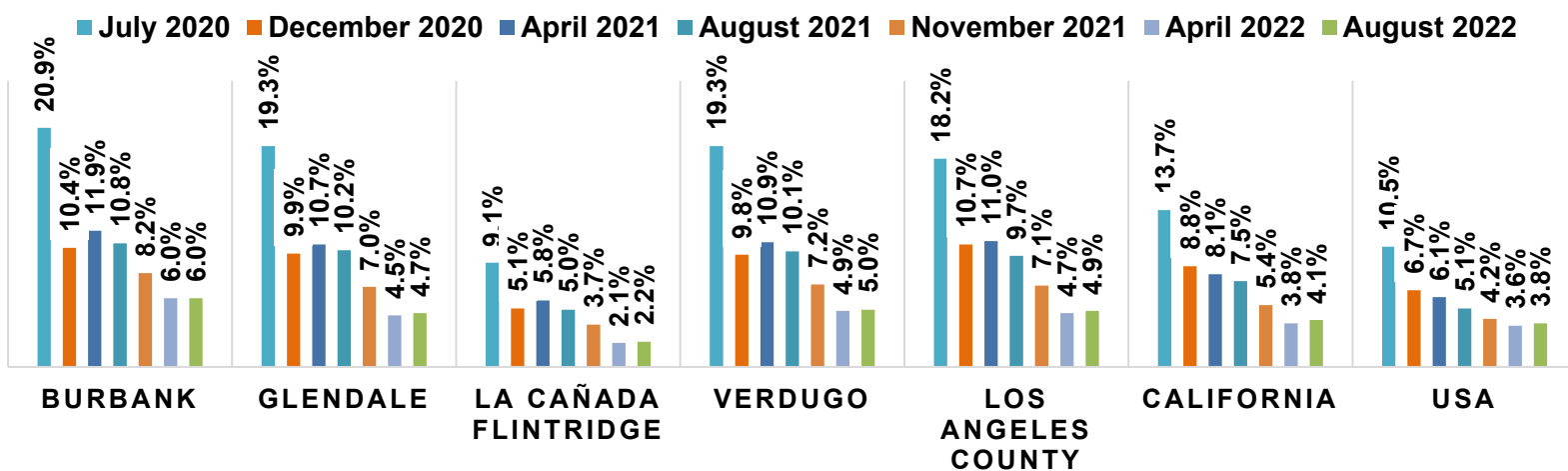
## ANNUAL UNEMPLOYMENT RATES BY CITY



### Unemployment Rates Comparison

Verdugo:	5.0%
LA County:	4.7%
California:	3.8%
USA:	3.6%

## UNEMPLOYMENT RATES COMPARISON



The unemployment rate had a slight increase in all three cities, county and state due to more residents entering the job market looking for work.

## VERDUGO REGION LABOR FORCE (RESIDENTS)

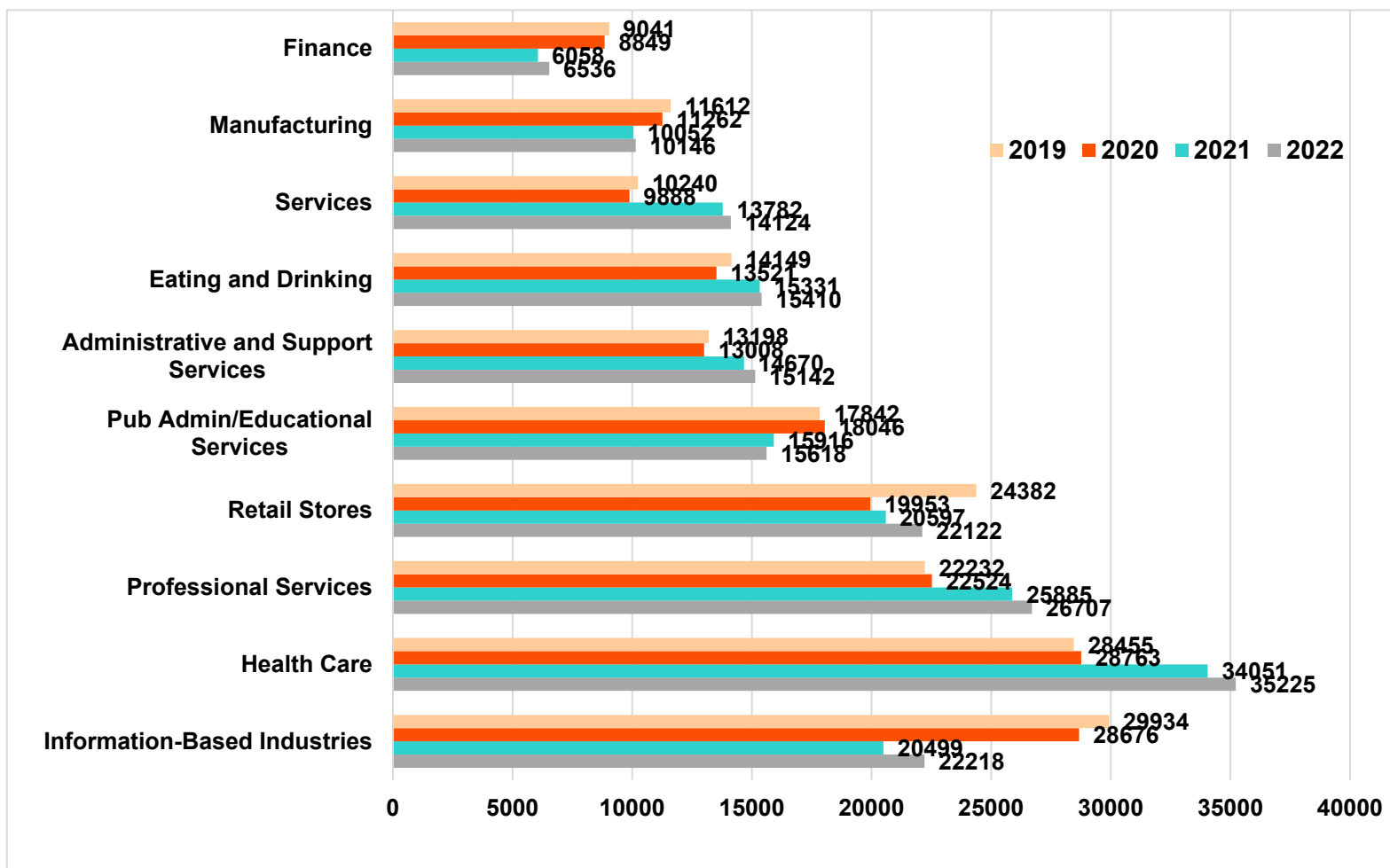


Labor force numbers are also based on EDD estimates of the number of residents who earned at least \$1 during the reporting period. These residents may be working outside of the Verdugo Consortium. The total Verdugo labor force as of August 2022 is 166,500.

# Verdugo Workforce Development Board Labor Market Report: Verdugo Region

August 2022  
Quarterly Issue

## TOP 10 INDUSTRY SECTORS FOR EMPLOYMENT - VERDUGO CONSORTIUM



Employment in the Verdugo Consortium by industry sector is based on payroll data and the number of employees for firms that are located within the three cities. Employers determine their industry sector by selecting the North American Industry Classification System (NAICS) code when they register with Dun & Bradstreet.

The Information sector includes publishing, broadcasting and social media; however, Information Technology falls under Professional Services. Services includes repair and maintenance as well as personal services such as housekeeping and laundry. Administrative and Support Services include office, employment, travel, and security services.

In 2022, Administrative and Supportive Services, Services, and Professional Services completely recovered from 2020 job losses and employment is now above its pre-pandemic level. Health Care is continuing to add jobs to meet the demand for services. Also, the Retail, Finance and Manufacturing industries are continuing to experience job gains compared to the previous year.

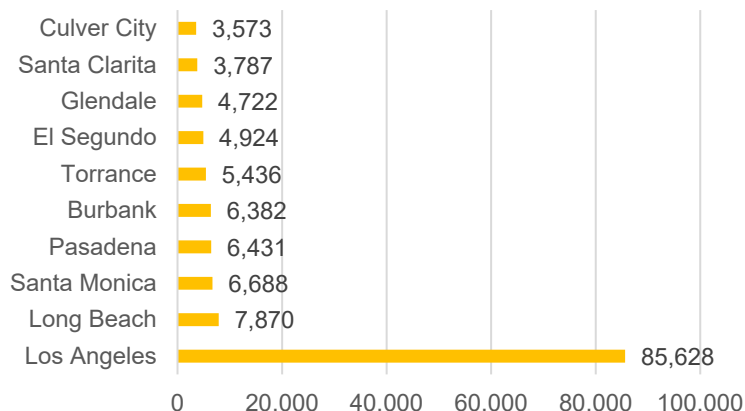
These trends will likely continue given both the market demands following the COVID-19 pandemic as well as the impact of the current economic landscape.

# Verdugo Workforce Development Board Labor Market Report: Verdugo Region

August 2022  
Quarterly Issue

## CITIES WITH THE MOST JOB ADS

### Cities with Most Job Ads








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

## TOP OCCUPATIONS IN JOB ADS – VERDUGO AREA

OCCUPATION	# OF JOB ADS
1. Registered Nurses	503
2. Managers, All Other	432
3. Retail Salespersons	393
4. Computer Occupations, All Other	358
5. Software Developers, Applications	295
6. Customer Service Representatives	221
7. Marketing Managers	200
8. Medical and Health Services Managers	199
9. First-Line Supervisors of Retail Sales Workers	197
10. Sales Representatives, Wholesale and Manufacturing	179

The total number of job ads for the Top 10 Occupations decreased by 5% from 3187 in April 2022 to 3016 in August 2022. This trend may be due to the current impact of the inflation in the economy.

## TOP 5 EMPLOYERS POSTING JOBS – VERDUGO AREA

 <p>1022 Ads (-27%)</p>	 <p>243 Ads NEW</p>	 <p>196 Ads NEW</p>	 <p>185 Ads NEW</p>	 <p>103 Ads (-81%)</p>
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\*Increase/Decrease from April 2022 Verdugo LMI report.

Source: Employment Development Department Labor Market Information Division  
Reporting Period: August 2022

## DEFINITIONS

**Labor force:** Persons classified as employed or unemployed.

**Employed persons:** Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.

**Unemployed persons:** Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

**Unemployment rate:** The unemployment rate represents the number unemployed as a percent of the labor force.



# We are Hiring!



**2022**

*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**

**Mon - Fri 9:00 AM - 4:00 PM**

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids 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.



# 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  
818-937-6450 OR [LITERACY@GLENDALECA.GOV](mailto:LITERACY@GLENDALECA.GOV)**