



Our Vision: All adult learners will have access to and participate in education and resources leading to meaningful employment or higher education.

Adult Education Implementation Meeting

Verdugo Jobs Center
1255 S. Central Avenue, Glendale CA 91204
February 21, 2019 ♦ 1:00pm-3:00pm

Agenda

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	Introduction	A. Welcome & Introductions	Alfred	5 min.
II.	Public Comments	A. Community Comments	Community	5 min.
III.	Minutes	A. Review & Approval of Minutes for January 24, 2019	Board	5 min.
IV.	Director's Report	A. Updates from the Director B. Review of Accomplishments	Alfred	20 min.
V.	Planning	A. Three Year Plan i. CAEP Self-Assessment	MaryAnn	40 min
VI.	Member & Partner Updates	A. Committee Updates B. Partner Updates	All All	40 Min
VII.	Next Steps	A. Next meeting date: March 21, 2019	All	5 min
VII.	Adjourn	Adjourn: 3:00 pm		

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Adult Education Implementation Meeting

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1255 S. Central Avenue, Glendale CA 91204
December 20, 2018 ♦ 1:00pm-3:00pm

Meeting Minutes

Members: Alfred Ramirez, Felix Melendez

Partners Present: Tina Andersen-Wahlberg, Abigail Espericueta, Hilda Ghazarian, Rubina Markosyan, Louis Melendez, Caryn Panec, Mirna Najera, Naomi Sato, Rick Saunders

GlendaleLEARNs Staff: MaryAnn Pranke, Jesse Holm

Agenda Item		Purpose
I.	Public Comments	A. Community Comments 1. No comments were submitted from the community.
II.	Minutes	A. Review & Approval of Minutes for December 20, 2018 1. Minutes were reviewed and approved as submitted.
III.	Director's Report	A. Updates from the Director 1. Alfred provided an update on Glendale Community College's (GCC) efforts to expand space for adult education. Alfred is in negotiations with medical office building across the street from Garfield campus. GCC has also purchased homes surrounding Garfield campus and will continue to purchase property in the surrounding area to expand both classroom and parking lot space.
IV.	Planning	A. Local Plan Modification Update 1. MaryAnn provided an overview on the Verdugo Workforce Development Board's Local Plan Modification including results of the community and stakeholder forums held to gather input. The Modification will be released on Friday, January 25, 2019 for public comment prior to being submitted to the state. MaryAnn encouraged all partners to review document and

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		provide input. She will send document to all partners via email. B. Three Year Planning: Community Needs Assessment 1. MaryAnn reviewed the demographic and economic data prepared for the Local Plan Modification. She noted that this data will be the basis for the Community Needs Assessment for preparing the GlendaleLEARNs Three-Year Plan.
V.	Member & Partner Updates	A. Committee & Partner Updates 1. Naomi, Garfield Campus, announced that Level 4 Intermediate class is scheduled for the spring semester which begins February 19th. She also reported that she has negotiated ESL classes at the Hilton for employees which will occur on Mondays and Wednesdays, 4:00-6:00pm. 2. Hilda reported on behalf of IRC: ESL classes have started for beginners and a conversational class is also underway in addition to a citizenship class. She also noted that immigrant, refugee and asylees entering Glendale and LA as whole have declined significantly. She will check on providing reports to the partners on the numbers and try to get number for Glendale. IRC also provides home studies for homes providing shelter to unaccompanied minors. 3. Rick, representing Foothill SELPA, announced that College Night was happening this evening at GCC, in the Student Center. GlendaleLEARNs will be represented as well as DOR to provide parents and students with information on available resources and career/college options so they can make informed decisions about next step after college. There will be another similar event on March 14th, for students that have moderate to severe disabilities. 4. Jesse provided an update on the Uniquely Abled Academy which just completed in December. She taught Work Readiness and serves as liaison between students and instructors to provide additional support. Graduation

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		ceremony will take place on March 20, 2019. More information to follow. 5. On behalf of the Department of Rehabilitation, Louis announced that the Glendale office had the most recorded placements for individuals with intellectual and developmental disabilities. 6. Felix reported that Glendale Unified School District had an unexpected decline in enrollment this year, significantly impacting budget. He noted two potential reasons for the decline: 1) families are moving out of the area because of the high cost of housing and overall living; and 2) students are taking the California High School Proficiency Exam (CHSPE) and then exiting school rather than working towards their high school diploma. 7. Rubina provided an updated from Glendale Library: Next Wednesday is customer appreciation day and light refreshments will be offered from 4:00-7:00pm. They continue to hold Career Pathway sessions monthly, provided by the Verdugo Jobs Center. They are offering Digital Literacy in Spanish and Armenian. 8. Mirna announced that Verdugo Campus would be holding Career day on April 26th from 9:00am to 1:00pm, allowing students and potential students to interact with faculty and observe classes. 9. Caryn reminded the group that an Open House was being held on January 28th at Garfield Campus. Flyers were distributed.
VI.	Next Steps	A. Next meeting date: February 21, 2019
VII.	Adjourn	Adjourn: 3:00 pm



FREE Noncredit ESL Classes!

ESL Level 4 High-Intermediate English for Work

Spring 2019 (February 19 – June 12, 2019)

Mondays, Tuesdays, Wednesdays, Thursdays, 8:30 a.m. - 12:00 p.m.

Class Ticket #:3750

Instructor: Naomi Sato

Verdugo Jobs Center, Suite A

1255 S. Central Ave., Glendale, CA 91204

For more information, please call:

(818)240-1000 x 5033 or 5691

Join a Tuition-FREE ESL class!

Free parking and easy access to local buses

Close to Von's Supermarket and Starbucks



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FREE ESL Speaking Classes!

Intermediate English Conversation for Work

Spring 2019 (Feb 20 – June 12, 2019)

Mon./Wed. 12:20 p.m. - 2:20 p.m. or

Garfield Campus, TR210

Glendale Community College

1122 E. Garfield Avenue,

Glendale, CA 91205

Class Ticket #: 3771

Fridays, 9:00 a.m. - 12:00 pm.

Verdugo Jobs Center, Suite A

1255 S. Central Ave.,

Glendale, CA 91204

Class Ticket #: 3761

Instructor: Sarah Van Norman

For more information, please call:

Glendale Community College, Noncredit ESL Division

(818) 240-1000 x 5033 or 5691

Join a Tuition-FREE ESL (English as a Second Language) class!

Free parking and easy access to local buses



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Verdugo CNC Machinist Academy @ GLENDALE COMMUNITY COLLEGE

Save the Date

VERDUGO CNC MACHINIST ACADEMY GRADUATION CEREMONY & OPEN HOUSE *Cohort 4 FALL 2018 GRADUATES*

WEDNESDAY, MARCH 20, 2019
6:00 PM – 8:00 PM
GLENDALE COMMUNITY COLLEGE
STUDENT CENTER
1500 N. Verdugo Rd, Glendale, CA 91208



COME CELEBRATE WITH OUR GRADUATES AND LEARN MORE
ABOUT THE PROGRAM.

RSVP AT cncacademy2018.eventbrite.com

Individuals who require disability related accommodations, including but not limited to an American Sign Language Interpreter, accessible seating or documentation in accessible formats, should contact the Center for Students with Disabilities by no later than noon two business days prior to the event. Please call (818) 240-1000 ext. 5905.



The Verdugo CNC Machinist Academy is the original Uniquely Able Academy founded in 2015 at Glendale Community College in partnership with the Verdugo Workforce Development Board, Department of Rehabilitation, Frank D. Lanterman Regional Center, Verdugo Jobs Center, Exceptional Children's Foundation, and others. For more information, please visit us at: www.glendalelearns.org/cncacademy



Verdugo CNC Machinist Academy @ GLENDALE COMMUNITY COLLEGE

Designed for Adults with Autism Spectrum Disorders



GCC Student Worker alongside a CNC Machine

A Webinar for Service Providers

Learn about the career pathway for CNC Machinists:

- The technical skills curriculum
- Program and individual supports
- How to refer individuals to the program
- Funding available through Workforce Innovation & Opportunity Act (WIOA)
- Employment opportunities for graduates
- Open House scheduled for March 20, 2019

Two Webinars to Choose From:

March 5, 2019: 9:00 – 10:00am OR March 6, 2019: 1:30 – 2:30pm

Register Today at: <https://verdugocncacademywebinar.eventbrite.com>



FRANK D. LANTERMAN
REGIONAL CENTER



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Free Training and Job Placement Services!

If you were laid off from one of the companies on or after the Lay Off Date listed below and want to learn more about qualifying for this training opportunity contact

Veronica Parra (818)937-8017 vparra@glendaleca.gov

Employer	Lay Off Date
Dreamworks Animation NBC Universal Medial LLC	11/18/2016
Dreamworks Animation NBC Universal Media LLC	1/20/2017
Walt Disney Parks and Resorts, Worldwide-Walt Disney Imagineering	10/3/2016
Shire / Baxalta	1/13/2017
Nestle	7/20/2017
Crane Aerospace	1/8/2017
Deluxe Entertainment Services	6/28/2017
Warner Music Inc.	7/23/2017
The Castaway	8/8/2017
YP, LLC	8/29/2017
Toys R Us	5/15/2018
Providence St. Joseph Medical Center	10/27/2017
Aaron Brothers	6/30/2018
Disney Products and Interactive Media Department	12/31/2016
Orchard Supply Hardware	10/20/2018
Calvin Klein	8/28/2018
Barnes & Noble	10/31/20218
Adventist Health	10/31/2018
United Language Group	9/16/2018
Options For Youth	6/30/2018
Full O' Life	9/21/2018
Merkle	12/31/2018
Production Resource Group	1/13/2019
Any Retail Company	11/1/2018



Verdugo Jobs Center

1255 S. Central Ave. Glendale, Ca. 91204

(818) 409-0476

TTY (818) 548-3857



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



VITA

VOLUNTEER INCOME TAX
ASSISTANCE CLINIC

FILE YOUR INCOME TAX RETURN FOR FREE!

If you made under \$54,000 in 2018, our professionally trained and certified volunteers can prepare and electronically file your federal and state income tax returns for free.

What To Bring Us:

- Proof of identification for you and, if married, your spouse. Both spouses must be present.
- Social Security cards or Individual taxpayer identification cards or notices for all listed on the return
- Birthdates for you, your spouse, and any dependents on the return
- All W-2, 1099, and 1098 forms
- Deduction and credit information
- Total daycare payments and Provider's tax ID
- Forms 1095-A, 1095-B, or 1095-C when applicable
- Last year's tax return
- Direct deposit information

Location & Hours of Operation:

City of Glendale
Downtown Central Library
222 East Harvard Street
Glendale, CA 91205.

The Glendale VITA site will operate Tuesdays
from February 5th, 2019 through April 9th, 2019.

Hours of Operation:
10am - 2pm

Make an appointment at tiny.cc/GlendaleVITA

3 hours FREE parking at the Marketplace parking structure with validation at the service desk

CSU5

glendale
Library, Arts & Culture

CSUN

NAZARIAN
COLLEGE

Verdugo Jobs Center 1255 S. Central Avenue
Glendale, CA 91204 818-937-8001



VERDUGO JOBS CENTER HEALTHCARE JOB FAIR

MARCH 1, 2019 9:00am—12:00pm

Must be registered in CalJobs.

www.caljobs.ca.gov



JOB FAIR DATE

**March 1, 2019
9:00am-12:00pm**



LOCATION

**Verdugo Jobs Center
1255 S. Central Avenue
Glendale, CA 91204
818-937-8001**



JOB OPENINGS

- **RNs, LVNs, CNAs**
- **Medical Assistants**
- **Medical Billers**
- **Job Coaches**
- **Medical Administration**
- **Customer Service Rep.**

What to bring with me?

✓ **Resumes**

✓ **Government
Identification**

✓ **Social security card
or passport**



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TTY 1(818) 548-3857. Requests must be made within 3 business days

Verdugo Jobs Center

TRAINING OPPORTUNITY

Care Coordinator Training Information Session

Information Session

February 22nd
OR
March 29th
10:00 AM

Location

Verdugo Jobs Center
1255 S. Central Ave.
Glendale

Requirements

ID/DL
SS Card
Must be registered in
CalJobs.ca.gov

This course will assist you in enhancing your career as a Home Health Aide, Medical Assistant or LVN by gaining skills and knowledge used in hospitals, clinics and other patient care settings.

Class Dates

April 27—June 8 or May 4—June 15
Saturdays Only
9AM—4PM

Class Location

Glendale Community College
Garfield Campus

CONTACT Ani @ (818) 937-8018
akhachikyan@glendaleca.gov
www.verdugojobscenter.org



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

Verdugo Jobs Center

TRAINING OPPORTUNITY

What is Care Coordination? Care coordination is a rewarding and fast-growing career in the health care industry. Care coordination is all about health care professionals working together to ensure that patients' health needs are being met and that the right care is being delivered in the right place, at the right time, and by the right person.

Health Care Team

Physicians and Nurses
Pharmacists
Health Practitioners
Specialists
Insurance Providers
Patient, Family and Caregivers



Care Coordination

Assess Patient Needs
Create Proactive Care Plan
Support Patient Goals
Align Resources with Patient Needs
Link to Community Resources
Monitor & Follow-Up
Communicate & Share Knowledge
Help with Transitions of Care



Patient

Improved Health Outcomes



This course will assist you in enhancing your career as a Home Health Aide, Medical Assistant or LVN by gaining skills and knowledge used in hospitals, clinics and other patient care settings. This program prepares you with the knowledge, skills and behaviors necessary to be an effective Patient Navigator. Patient Navigators, who often support the underserved, assist health consumers, families and caregivers overcome barriers and obtain timely access to quality healthcare through all phases of the healthcare continuum.

1255 S. Central Ave.
Glendale, CA 91204
Mon—Fri 8:00 am –
5:00pm

Contact Ani at 818-937-8018
akhachikan@glendaleca.gov

www.verdugojobscenter.org



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City of Burbank's 7th Annual

VETERANS JOB FAIR

Bringing The Community Together To Get Veterans Working

Thursday, March 14th
9:00 a.m. – 12:00 p.m.

McCambridge Recreation Center
1515 North Glenoaks Boulevard

Participant Check List:

- ☐ Register at BurbankVeteransJobFair2019.eventbrite.com
(Registration ends on March 13th)
- ☐ Bring multiple copies of your resume
- ☐ Don't forget to *Dress to Impress!*



This event is a collaborative effort between Burbank WorkForce Connection, Verdugo Jobs Center, and the Employment Development Department

For further details, please contact Burbank WorkForce Connection
(818) 238-5627

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Verdugo Jobs Center

RECRUITMENT

ANDREWS GLOBAL SECURITY

Hiring Security Guards

WORKSHOP

Complete the employment
pre-application

2/21/19 @ 2:00pm-3:00pm

OR

2/22/19 @ 9:00am-10:00am

INTERVIEW

2/27/19

9:00am—11:00am

OR

12:00pm—2:00pm

LOCATION

Verdugo Jobs Center
1255 S. Central Avenue
Glendale, CA 91204

POSITION DETAILS

\$15.00/hour - \$16.00/hour
Full Time and Part Time positions
Benefits

POSITION REQUIREMENTS

Valid Guard Card or
ability to obtain one
Outstanding customer service skills
High School Diploma or Equivalent

*****Must be registered on Caljobs at www.caljobs.ca.gov*****

Must bring your Social Security Card and ID

Verdugo Jobs Center

Cal Job Order #: 16460545

1255 S. Central Ave.
Glendale, CA 91204
Mon—Fri 8:00 am – 5:00 pm

Phone: 818-409-0476
TTY: 818-548-3857
Fax: 818-409-0496

www.verdugojobscenter.org



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