

**CITY OF LOS ANGELES
TARGETED LOCAL HIRE WORKING GROUP**

**PROPOSED MINUTES
Wednesday, September 14, 2016 - 1:00 P.M.
520 Temple Street, Training Rooms A&B**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Jackie Goldberg, Chairperson

Anna Hovasapian
Office of Councilmember Krekorian
Council District 2

Lisa Salazar
Office of the Mayor

Carmen Hayes-Walker
American Federation of State, County,
and Municipal Employees

Chris Hannan
Los Angeles/Orange Counties Building
and Construction Trades Council AFL-CIO

Wendy G. Macy
Personnel Department

Hanns Russo (A)
International Union of Operating Engineers,
Local 501

Teresa Sanchez
American Federation of State, County,
and Municipal Employees

Jody Yoxsimer (A)
Office of the City Administrative Officer

Molly Rhodes
Service Employees International Union
Local 721

Jaime H. Pacheco Orozco (A)
Economic Workforce Development Department

Roy Morales (A)
Office of the Chief Legislative Analyst

Rudy Guevara
Service Employees International Union, Local 721

Not Present

Cheryl Parisi
American Federation of State, County,
and Municipal Employees

David Sanders
Service Employees International Union
Local 721

Bernard Dory
Office of Councilmember Harris-Dawson
Council District 8

Edward R. Johnson
Office of Councilmember Wesson
Council District 10

Please Note: The minutes are a summary of the proceedings. The minutes are not verbatim statements by the speakers.

INTRODUCTION

(1) Call to Order

Ms. Jackie Goldberg called the meeting to order at approximately 1:00 p.m. A roll call was taken to confirm a quorum was present.

(2) Public Comments

No public comments were made.

ADMINISTRATIVE ITEMS

(3) Minutes

A motion was made by Ms. Jody Yoxsimer, seconded by Mr. Roy Morales, to approve the minutes of the September 14, 2016 meeting; the motion was unanimously adopted. *Mr. Chris Hannan, and Mr. Jaime H. Pacheco Orozco were not yet present for this motion.*

(4) Applicable Provisions of the Ralph M. Brown Act

This item was continued to the next meeting of the Targeted Local Hire Working Group.

(5) Staff Reports

Ms. Cinthia Ramirez stated that the Referral to Departments Subcommittee identified that candidates for the Targeted Local Hire Program ("Program") would be from the WorkSource Centers/YouthSource Centers; Los Angeles Unified School District Division of Adult and Career Education (LAUSD DACE); Los Angeles Community College District (LACCD); Community-Based Organizations (CBOs); or the general public. Some of these pipelines are currently providing job readiness training and even technical skills training.

All individuals interested in the Program will be directed to the six (6) designated WorkSource Centers (WSCs), including El Proyecto del Barrio, Inc. to serve the valley area of Los Angeles; Goodwill Southern California to serve the northeast of Los Angeles; Harbor Gateway to serve the Harbor and San Pedro area of Los Angeles; Jewish Vocational Services (JVS) WorkSource Center to serve the west of Los Angeles; Pacific Asian Consortium in Employment (PACE) to serve the downtown/Pico Union area of Los Angeles; and UAW-Labor Employment and Training Corporation to serve the south of Los Angeles. The WSCs will screen interested individuals and offer additional supportive services through enrollment in the Workforce Innovation and Opportunity Act (WIOA).

If an interested individual declines additional supportive services through WIOA, the WSCs will determine if the individual was referred by a CBO approved by the Working Group. If the individual was not referred by an approved CBO and does not wish to enroll for supportive services, the WSCs will provide the individual with a list of the CBOs approved by the Working Group. However, if the individual declines additional supportive services but has a valid referral form from an approved CBO, then the WSC staff will assist the individual with submitting an online application to the Program.

If an interested individual needs and accepts additional supportive services through WIOA, staff at the designated WSCs will be able to conduct an assessment to determine if the individual needs job readiness training. If the individual does not need job readiness training and is ready to apply for the Program, WSC staff will assist the individual with submitting an online application to the Program. If the WSC determines that the individual is not ready to be successful in the Program and can benefit from job readiness training, the WSC will either provide the job readiness training or enroll the individual in LAUSD's job readiness training. Once the individual successfully completes the job readiness training, the WSC will assist the individual with submitting an online application to the Program.

The Personnel Department staff will review all applications in order to confirm that the applications are complete and contain a valid referral code from one (1) of the six (6) designated WSCs. Applications will be placed in either Tier 1 of the candidate pool or Tier 2 of the candidate pool. Tier 1 of the candidate pool will include the targeted under-served populations, including former gang members, formerly incarcerated individuals, foster youth, formerly homeless individuals, veterans, LGBTQ community, individuals with disabilities, older workers protected under the Age Discrimination in Employment Act of 1967 (ADEA), and individuals from under-served zip codes. The identified zip codes are designated by the Public Works/Bureau of Contract Administration as part of Project Labor Agreements (PLAs). Tier 2 of the candidate pool will include any applicants who are not part of a targeted under-served population such as the general public or under-employed individuals.

Operational departments will submit a "Departmental Needs Form" when there is a funded, full-time vacancy that may be filled in-lieu with a Trainee or Vocational Worker through the Program. On the "Departmental Needs Form", operational departments will indicate the total number of funded, full-time vacancies that they wish to fill in-lieu with a Trainee or Vocational Worker from the Program along with specific needs that the operational department may have.

The Personnel Department will filter the candidate pool based on the "Departmental Needs Form" as well as the preferences that the applicants indicated on the application so as to identify all applicants in the candidate pool that match the operational needs of the hiring department. Five (5) candidates plus the number of vacancies will be randomly selected from the candidate pool to be referred to the hiring department for hiring consideration. Eighty percent (80%) of the candidates referred will be referred to hiring departments from Tier 1 of the candidate pool and twenty percent (20%) will be from Tier 2 of the candidate pool. The Personnel Department will then provide the names and contact information of the referred candidates to the hiring department. The hiring department will contact referred candidates to schedule a selection assessment, if needed. The hiring department will make a hiring decision and notify the Personnel Department of which candidate(s) were hired and which candidate(s) were not hired. Candidates that were not selected will return to the candidate pool and will be eligible for all future referral opportunities for a period of one (1) year from the date of application. Candidate(s) who were selected for hiring will be entered into the Program's tracking system in order to track all employees hired through this Program and to ensure that the employment timeline is followed.

Ms. Hovasapian asked how the under-served zip codes would be determined.

Ms. Goldberg stated that the zip codes used by the PLAs would be used for the Targeted Local Hire Program.

Ms. Macy stated that some operational departments have pre-existing relationships with either part-time employees or community-based organizations; therefore, how can these operational departments refer interested individuals to the Program?

Mr. Cordero stated departments would be able to write a referral letter as if they were a CBO to refer interested individuals to the Program. Ms. Goldberg added that interested individuals who are currently employed by an operational department can also visit any of the designated WorkSource Centers to apply for the Program.

Ms. Goldberg stated that the referral procedures put forth in Staff Report 16-03 may be revised in the future, if needed based on the feedback and comments received from operational departments and other stakeholders.

Ms. Yoxsimer asked how operational departments would be informed about the Targeted Local Hire Program, including the referral procedures.

Mr. Cordero stated that the Personnel Department would make an announcement and offer an orientation to operational departments once the Program is ready to launch.

Ms. Rhodes inquired if Staff Report 16-03 could be shared with CBOs.

Ms. Goldberg stated that Staff Report 16-03 would be posted online and available to the public.

Mr. Pacheco Orozco stated that feedback from the hiring departments about the candidates that were referred but not selected would be crucial for the WorkSource Centers to better prepare candidates for the hiring process and to ensure retention after selection.

Mr. Cordero stated that feedback will be incorporated into the tracking system and would be shared with the WorkSource Centers.

A motion was made by Ms. Yoxsimer, seconded by Ms. Salazar, to receive and file Staff Report 16-02 dated September 14, 2016; the motion was unanimously adopted. Mr. Hannan was not yet present for this motion.

(6) Report Back from Staff Regarding Part-Time Employees and Succession Plans

Ms. Chang stated that the number of employees coded as “legacy 7” in the payroll system is currently 8,355, which is slightly less than the number reported at the August 31 meeting of the Working Group, which was 8,428. Ms. Chang noted that during the last pay period, only 5,318 of the 8,355 employees coded as “legacy 7” actually received pay. Additionally, staff is working to categorize the types of “part-time employees” that this number encompasses, such as hiring hall employees, regular part-time employees, intermittent, as-needed, relief workers, temporary workers, such as election workers, life guards, etc. Furthermore, staff will be directly asking operating departments how many of their part-time employees do they plan to transition into full-time employment.

Ms. Rhodes asked if there are lists or reports that show the number of part-time employees.

Ms. Chang stated that staff is currently extracting reports from the payroll system.

Mr. Pacheco Orozco stated that it would be beneficial to obtain a list and distinction between the various types of part-time employee categories from the departments because each department may define “part-time employees” differently.

Ms. Goldberg stated that if departments already have a list of categories for “part-time employees” then it would be beneficial to obtain such list and ask how they are managing it.

Ms. Chang stated that each department may have a unique way to define “part-time employment”; therefore, staff is working towards collecting this information.

Ms. Goldberg stated staff should obtain this information from departments on a monthly basis in order to identify which positions are being filled with part-time employees in order to avoid hiring full-time employees.

Mr. Pacheco Orozco stated that ultimately it would be most beneficial to have a City-wide system to track positions and vacancies.

Ms. Goldberg asked if the CAO would be able to help with establishing a City-wide system to track positions and vacancies.

Ms. Yoxsimer noted that additional information and discussions are necessary.

Ms. Rhodes stated that the budget authorizes the as-needed salary levels as well as the use of the as-needed titles.

Ms. Goldberg stated that in addition to salary levels, each department may be using as-needed positions differently; therefore, the Strategic Workforce Development Task Force may need to make a recommendation to the Council or the Mayor for a policy decision on the issue.

Ms. Sanchez recommended that the Funded Vacant Positions and 900-Hour Subcommittee reconvene to further analyze and discuss the issues.

Mr. Cordero stated that the following individuals were part of the Funded Vacant Positions and 900-Hour Subcommittee: Teresa Sanchez, Molly Rhodes, Bernard Dory, Cinthia Ramirez, Vincent Cordero, Dan Yoshimura, Rafael Porter, Carmen Hayes-Walker, Marleen Fonseca, and Andres Ramirez.

Ms. Yoxsimer and Mr. Pacheco Orozco requested to join the Funded Vacant Positions and 900-Hour Subcommittee.

Ms. Goldberg asked the Personnel Department staff to coordinate a meeting of the Funded Vacant Positions and 900-Hour Subcommittee.

Ms. Maria Koo stated that the Personnel Department and ITA have continued to meet with the General Manager of each department in order to offer assistance in responding to

Mayor Garcetti's Executive Directive 15. During these meetings, departments have expressed interest in participating in the Program. Personnel Department staff is currently working with Workforce Analysts in each department to assist them in incorporating strategies to participate in the Program by the September 30 deadline.

Ms. Goldberg asked for a list of the departments that Personnel Department is currently working with.

Ms. Koo stated that there are four (4) Personnel Department staff members, each working directly with ten (10) departments.

Ms. Goldberg asked for a report back on the succession plans to be included in the agenda for the next meeting of the Working Group.

Mr. Cordero stated that Personnel Department staff is also working on drafting an e-mail that will go out to all departments offering additional assistance from the Personnel Department staff as well as the union representatives.

(7) Report Back from the Office of the City Administrative Officer (CAO)

Ms. Yoxsimer noted that the best source to obtain information on the number of current, full-time vacancies is the City departments. Personnel Department has requested such information as part of the Equitable Workforce & Service Restoration Plan; therefore, the information regarding vacancies will be available at the end of the month.

Ms. Goldberg asked if departments are already reporting their number of vacancies to the CAO on a monthly basis.

Ms. Yoxsimer stated that departments submit an Employment Level Report, which does not identify the actual positions that are vacant but only the number of positions that are going in and out of a department at any given month; therefore, such report does not provide insight as to which positions are actually vacant.

Ms. Rhodes agreed that asking departments to directly report their number of vacant positions is the best source of information; however, it may be possible to obtain the information from the Controller's Office.

Ms. Yoxsimer noted that the question of number vacancies is complex because the hiring process at the City is very dynamic; therefore, the best source of obtaining the number of vacancies that may be filled through the Program is by directly asking the departments.

Mr. Pacheco Orozco stated that it would be helpful for the Mayor's Office and/or the CAO to give instruction to the departments to provide the number of vacancies that may be filled through the Program on an on-going basis until the budget is approved.

(8) Recommendation to Create a New Subcommittee

Mr. Cordero stated a request was received from the Working Group to create a new subcommittee to focus on supervisory training and performance management for the Program.

Ms. Goldberg stated that during the Welfare to Work Program, many supervisors participated. Some of those supervisors may be available to provide recommendations for the supervisory training and other evaluations. Ms. Goldberg asked Ms. Sanchez to identify City supervisors from the Welfare to Work to provide feedback and recommendations to the Training Subcommittee.

Ms. Goldberg asked for volunteers for the Training Subcommittee. The following individuals volunteered: Jody Yoxsimer, Teresa Sanchez, Rudy Guevara, Carmen Hayes Walker, Ana Hovasapian, and Drian Juarez. Ms. Goldberg asked Personnel Department staff to coordinate the first meeting of the Training Subcommittee.

(9) Update on the WorkSource Centers Standardization Meetings

Mr. Cordero stated that Personnel Department staff has coordinated two (2) meetings with the Economic Workforce Development Department (EWDD), LAUSD, representatives of the Coalition of Unions, and the six (6) designated WorkSource Centers in order to standardize the job readiness assessment. The meetings have proven effective in identifying the tools and procedures that the WorkSource Centers already have in place for the intake process and for providing supportive services. The next meeting is scheduled for Thursday, September 29, 2016 at 1:00 p.m. It is anticipated that two (2) staff reports will be submitted to the Working Group as a result of these meetings. The first staff report will standardize the procedures and intake process at each of the six (6) designated WorkSource Centers. The second staff report will focus on managing expectations and a recommendation to launch the Targeted Local Hire Program in phases.

Mr. Cordero stated that Personnel Department staff is working with ITA to analyze the business requirements of the tracking system for the Targeted Local Hire Program. ITA is to submit a final business proposal by the end of the following week.

(10) Report back from the Outreach Subcommittee

Ms. Goldberg stated that the Outreach Subcommittee scheduled upcoming meetings with the following organizations: follow-up meeting with LATTC and LACCD; Friends Outside; Fix LA and SCOPE; and Los Angeles County, Office of Supervisor Solis. Additionally, the Outreach Subcommittee is working towards scheduling meetings with the following community-based organizations: People Assisting the Homeless (PATH); Aztecs Rising; and Communities in Schools.

Ms. Goldberg stated that the Outreach Subcommittee will be contacting each of the Council offices to ask for their recommendations on community-based organizations that the Outreach Subcommittee should meet with.

CONCLUDING ITEMS

(11) Request for Future Agenda Items

Ms. Goldberg asked for requests for future agenda items in addition to those already requested during the meeting.

Ms. Rhodes stated that the Financial Status Report (FSR) will be released in October and inquired if it could be analyzed to determine if any positions may be filled through the Program. Ms. Goldberg stated that if such information is available for the October 5 meeting, then it should be included in the next agenda; otherwise, it may wait until the November meeting.

Ms. Hayes Walker asked if there is a process in place to allow candidates to provide feedback on their experience applying for the Program. Ms. Chang stated Personnel Department staff is currently considering the immediate needs of the system for the application process but will begin to consider other needs such as incorporating a way for candidates to provide feedback.

(12) Future Meeting Dates

The next meeting of the Working Group to be held October 5, 2016 at 1:00 p.m.

(13) Adjournment

A motion was made by Ms. Salazar, seconded by Ms. Hayes Walker, to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 1:47 p.m.