

**MINUTES-MEETING OF THE
TARGETED LOCAL HIRE WORKING GROUP**

**Monday, April 18, 2016
11:00 a.m.**

**Personnel Department Medical Services
520 E Temple St. Training Rooms A and B
Los Angeles, CA 90012**

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

Introductory

- **Item 1. Call to Order**

Ms. Jackie Goldberg called the meeting to order at approximately 11:03 a.m.

- **Item 2. Public Comments**

Ms. Goldberg called for Public Comments; however, no public comments were made.

Administrative Items

- **Item 3. Minutes**

Ms. Goldberg explained that there would be no voting on the minutes from the March 16, 2016 meeting of the Targeted Local Hire Working Group (TLHWG) because its governance has not been established. Ms. Goldberg asked if any of the attendees had issues or recommendations for revisions to the March 16, 2016 minutes. Attendees did not express issues, concerns, or recommendations for revisions to the March 16, 2016 minutes; therefore, the minutes were approved as submitted by the Personnel Department staff.

- **Item 4. Discussion on Community Based Organizations Participation in Subcommittee Work**

Ms. Goldberg acknowledged the hard work and contribution to the Workforce Restoration efforts of Fix LA, a broad-based, community-based coalition of approximately 25 organizations. Ms. Goldberg further explained that Fix LA has requested to participate in the efforts of the TLHWG related to service restoration in the City. Ms. Goldberg recommended that Fix LA identify one (1) member to represent Fix LA in each of the three (3) subcommittees that have been created by the TLHWG. Ms. Goldberg stated that the work performed by the subcommittees is not confidential; therefore, Ms. Goldberg did not anticipate any issues with welcoming a representative from Fix LA. Ms. Goldberg asked attendees if anyone opposed her recommendation; however, no public comments were made.

Mr. Bill Weeks, Personnel Department, asked for clarification on whether we should notify and invite all organizations that express an interest in the subcommittee work. Ms. Goldberg clarified that Fix LA will discuss amongst themselves and identify one (1) individual to represent their coalition of organizations. The individual identified by Fix LA would be a subcommittee member. Ms. Goldberg stated the individual identified by Fix LA would be able to provide the subcommittee with feedback or information that any of the organizations that comprise Fix LA would like to share with the subcommittee.

Ms. Marleen Fonseca, Engineers and Architects Association (EAA), stated that not all unions in the City are part of the Coalition of Unions that are part of Fix LA and that although she did not attend the first meeting of the TLHWG, she would like to be part of the subcommittee work. Ms. Goldberg stated that Ms. Fonseca is welcome to join the subcommittees as there are other union representatives from SEIU and AFSCME. Ms. Goldberg asked Personnel Department staff to include Ms. Fonseca in future subcommittee e-mails.

Ms. Manisha Veza, Strategic Concepts in Organizing and Policy Education (SCOPE), asked for clarification on whether the subcommittees would include one (1) person from each of the 25 organizations that comprise Fix LA or if Fix LA should identify only one (1) person to represent the coalition of 25 organizations. Ms. Goldberg clarified that the 25 organizations that comprise Fix LA should identify one (1) person to represent the coalition as a subcommittee member. Furthermore, representatives from all 25 organizations can still attend the meetings of the TLHWG because such meetings are public.

Mr. Gregory Dion, Personnel Department, stated that the governance of the TLHWG has not been established so there may be a need for further discussion on whether the representative from Fix LA can be an actual member of the subcommittees or TLHWG. Ms. Goldberg acknowledged Mr. Dion's public comment and stated that the Governance Subcommittee should consider this interim ad-hoc proposal, which can be changed by the Governance Subcommittee.

Ms. Goldberg summarized Item 4 by stating that on an ad-hoc basis, staff will send a message to the coalition of organizations that comprise Fix LA to invite them to select amongst their group, a representative for each of the three (3) subcommittees. Through the representative of their choice, Fix LA will have a voice. Furthermore, staff will refer to the Governance Subcommittee to determine how the governance will be established, including the subcommittees. Therefore, this arrangement will be interim until the Governance Subcommittee presents their proposal in the next meeting of the TLHWG.

- **Item 5. Funded Vacant Positions & 900-Hours Subcommittee**

Ms. Cinthia Ramirez, Personnel Department, noted that the Funded Vacant Positions and 900-Hour Subcommittee was created during the March 16, 2016 meeting of the TLHWG in order to identify the number of full-time, funded vacancies in each of the 6 pilot departments that may be filled in-lieu with Trainees or Assistant classifications.

Ms. Ramirez stated that the six (6) pilot departments identified during the March 16, 2016 meeting of the TLHWG included the Los Angeles World Airports, Harbor, Public Works/Bureau of Sanitation, Public Works/Bureau of Street Services, General Services Department, and the Department of Recreation and Parks.

Ms. Ramirez noted that a memo was sent to the General Manager (GM) of each pilot department to notify them that their department was selected as a pilot department. Additionally, the Personnel Director of each pilot department received a copy of the GM memo and was asked the following questions: (1) How many of your vacancies have already been filled? What classifications were used to fill these vacancies?; (2) How many funded, full-time vacancies do you currently have available this 2015/2016 fiscal year?; (3) How many funded, full-time vacancies do you anticipate to have in the upcoming 2016/2017 fiscal year?; (4) Of the current and anticipated full-time vacancies, is your department interested in filling them with Trainees or Assistant classifications? If so, which classifications/positions would you fill and with which Trainee or Assistant class? The existing Trainee classifications include Vocational Worker and

Office Services Trainee. These existing classifications will transition to the existing Assistant classifications which include Assistant Tree Surgeon, Garage Assistant, Assistant Gardener, Custodial Services Assistant, Maintenance Assistant, and Office Services Assistant; (5) Would your department be interested in filling full-time positions with trainee jobs other than those listed above?; (6) How many of your current, full-time positions are filled in-lieu with trainee level classifications?

Ms. Ramirez noted that the General Services Department (GSD) has reported that they currently have seven (7) Custodian/Vocational Worker vacancies, one (1) Maintenance and Construction Helper vacancy, and one (1) Maintenance Laborer vacancy. GSD reported that all aforementioned vacancies have been delayed. Finally, GSD also confirmed that they have 94 part-time employees.

Ms. Goldberg asked if GSD intended to fill their seven (7) Custodian vacancies through the Targeted Local Hire Work Program.

Ms. Ramirez stated that GSD reported that these vacancies were delayed until the Senior Custodian eligible list is established, at which time, GSD will make a decision on how to fill their vacancies.

Ms. Goldberg asked if GSD was aware that the Targeted Local Hire Work Program is available to help them fill their vacancies.

Mr. Cordero stated that the GM Memo informed the departments, including GSD that the Targeted Local Hire Work Program is in place to assist them with filling vacancies.

Ms. Goldberg inquired about GSD's 94 part-time positions. Specifically, Ms. Goldberg asked if the aforementioned positions were truly part-time or if they were using part-time positions due to budget issues.

Ms. Ramirez stated that GSD reported having 94 truly part-time positions.

Ms. Goldberg requested that Personnel Department staff ask GSD how many of the 94 part-time positions would they convert to full-time positions if they had the funding.

Ms. Teresa Sanchez, American Federation of State, County, and Municipal Employees (AFSCME) recommended that Personnel Department staff ask all pilot departments how many of their part-time positions would they convert to full-time positions if they had the funding. Ms. Sanchez commented that having this information from pilot departments would be useful prior to budget deliberations because union representatives may be able to advocate for such funding. Ms. Sanchez further commented that Personnel Department staff should be prepared to fill the seven (7) Custodian vacancies in GSD through the Targeted Local Hire Program in the event that GSD decides to use such program. Finally, Ms. Sanchez asked Personnel Department staff to follow-up with the pilot departments that have not responded.

Ms. Goldberg asked the Funded Vacant Positions and 900-Hour Subcommittee to draft procedures for filling the seven (7) Custodian vacancies in GSD through the Targeted Local Hire Program in order to ensure that there is something in place in case GSD chooses such route.

Mr. Cordero stated that there is a separate letter of agreement specifically for the 900-hour part-time employees that is distinct from the letter of agreement for the TLHWG. Mr. Cordero

recommended that the letter of agreement for 900-hour part-time employees be addressed through the efforts of the TLHWG. Furthermore, Mr. Cordero recommended that the Funded Vacant Positions and 900-Hour Subcommittee continue its efforts to gather information pertaining to the 900-hour, part-time employees from the pilot departments.

Ms. Goldberg agreed with Mr. Cordero's recommendation and asked the Funded Vacant Positions and 900-Hour Subcommittee to continue to gather information pertaining to the 900-hour part-time employees.

- **Item 6. Governance Subcommittee**

Mr. Dion stated that per e-mail exchanges with Mr. Curtis Kidder, City Attorney's Office, there is an issue with establishing the governance of the TLHWG. Mr. Dion explained that on one hand, there are facts that support the notion TLHWG is subject to the Brown Act because the City Council approved the Memorandum of Understanding, which created the TLHWG and identified its members. On the other hand, there are arguments that support the notion that the TLHWG is not subject to the Brown Act because the TLHWG includes unions and they have the ability to appoint representatives to be part of the TLHWG. Mr. Dion also mentioned that there is a new Attorney General Opinion about Joint Labor Management Benefits Committee (JLMBC) and whether they are subject to the Brown Act. Mr. Dion stated that the City Attorneys are still working to determine whether or not the TLHWG is subject to the Brown Act.

Ms. Goldberg recommended that the TLHWG continue to abide by the Brown Act until the City Attorneys provide clarification. Ms. Goldberg asked if the Governance Subcommittee investigated any other issues.

Mr. Cordero stated that the Governance Subcommittee also asked the City Attorney's Office to clarify the membership of the TLHWG, as well as the structure for voting.

Ms. Goldberg asked the Governance Subcommittee to develop a proposal on the governance structure for the TLHWG and submit it to the City Attorney's Office for review and approval as it may be a more expeditious approach. Ms. Goldberg asked for the proposal by the next meeting of the TLHWG.

Ms. Tina Rodriguez, Personnel Department, asked if the agendas of the meeting of the TLHWG are public.

Ms. Goldberg confirmed that the agendas are posted and made public.

Mr. Cordero explained that the agendas for the meetings of the TLHWG are posted 72 hours prior to the meeting in various locations, including the Personnel Department lobby, the Medical Services Division lobby and training rooms, as well as in City Hall.

Ms. Rodriguez asked if the agendas are posted online.

Mr. Cordero stated that the agendas are not posted online.

Ms. Goldberg recommended that the Governance Subcommittee consider where would be the most appropriate site to post the agendas online and who should have access.

Ms. Molly Rhodes, Service Employees International Union (SEIU), stated that during the Governance Subcommittee it was discussed that there are issues that are strictly items for

negotiation between unions and management. Therefore, such items should not be part of the agendas.

Ms. Goldberg confirmed that items that are strictly for negotiation between union and management are not to be included in the public agendas for the TLHWG.

- **Item 7. Outreach Subcommittee**

Ms. Goldberg stated that the Outreach Subcommittee met with the Black Workers' Center on April 13, 2016 and it was a productive meeting. Specifically, the Black Workers' Center offers a six-month training period for their participants. The Black Workers' Center expressed that they are interested in preparing their participants for all classifications that are part of the Targeted Local Hire Program except Assistant Gardener. Additionally, the Outreach Subcommittee recently met with SCOPE, several WorkSource Center Directors, and various other organizations.

Ms. Goldberg stated that there is an upcoming meeting with California NOW. Additionally, Ms. Goldberg noted that she is working on scheduling meetings with CRBC, WorkSource Directors in the Valley, and Jewish Vocational Services. Ms. Goldberg noted that she postponed meetings with LAUSD Adult and Career Education due to personal reasons. The meeting with LAUSD Adult and Career Education will be rescheduled when Ms. Goldberg is available as it is critical to for her to attend.

Ms. Goldberg stated that there are some organizations that are willing to provide support services for their participants after they are hired. Such organizations have inquired about Federal funding and have been referred to Robert Sainz, Economic Workforce Development Department.

Ms. Goldberg encouraged attendees to provide recommendations on the agencies that the Outreach Subcommittee should meet with. Attendees recommended agencies such as LA Works, Pacoima Beautiful, LA Conservation Corps, and YWCA. Finally, Ms. Goldberg reminded attendees that they may provide additional recommendations after the meeting by contacting Mr. Cordero or Ms. Ramirez.

- **Item 8. Bulletins**

Mr. Cordero stated that the revisions to the bulletins were e-mailed to the appropriate union representatives on April 12, 2016. Mr. Cordero noted that Personnel Department staff is currently waiting for feedback from the union representatives but if no feedback is received then Personnel Department staff will proceed with finalizing the bulletins.

Mr. Cordero also stated that the Vocational Worker exemption was approved by the Personnel and Animal Welfare Commission on April 6, 2016. It is anticipated that City Council will approve the Vocational Worker exemption on April 19, 2016. Finally, a change of test methodology was also submitted for review and approval by the Civil Service Commission for consistency with other trainee and assistant classifications.

Ms. Sanchez noted that the union representatives will need a few more days to review the revisions made to the bulletins.

Ms. Goldberg asked attendees if anyone else would like to review the revisions made to the bulletins.

Mr. Sainz made expressed interest in reviewing the bulletin revisions.

Concluding Items

- **Item 9. Request for Future Agenda Items**

Ms. Goldberg asked attendees for requests for future agenda items.

Mr. Sainz asked that Public Works/Bureau of Street Services (PW/BOSS) provide feedback on their experience with hiring the first group of Vocational Workers recently.

Ms. Goldberg agreed and stated that feedback should also be collected from the direct supervisors overseeing the work of the newly hired Vocational Workers at PW/BOSS, including how the supervisors are doing in their role and any support they may need from the TLHWG in supervising the Vocational Workers.

Ms. Sanchez asked Personnel Department staff to check with PW/BOSS on the rate of pay for Vocational Workers. Specifically, Ms. Sanchez noted that she received second-hand information that the Vocational Workers at PW/BOSS may be receiving an incorrect pay rate that is lower than \$15.00 per hour.

Ms. Goldberg encouraged the attendees to send request for future agenda items via e-mail to Mr. Cordero or Ms. Ramirez.

- **Item 10. Future Meeting Dates**

Ms. Goldberg proposed scheduling the next meeting of the TLHWG on May 16, 2016 at 3:00 p.m., which was agreed upon by the attendees. Ms. Goldberg encouraged each of the three (3) subcommittees to schedule their next meeting date following the adjournment of the TLHWG.

- **Item 11. Adjournment**

Ms. Goldberg adjourned the meeting at approximately 11:38 a.m.