

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

**Tuesday, June 28, 2016
12:30 p.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.

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Jackie Goldberg, Chairperson

Jody Yoxsimer (A), Office of the City
Administrative Officer

Roy Morales (A), Office of the Chief
Legislative Analyst

Wendy G. Macy, Personnel Department

Robert M. Sainz (A), Economic Workforce
Development Department

Edward R. Johnson, Representative from the
Office of Councilmember Wesson, Council
District 10

Bernard Dory, Representative from the Office
of Councilmember Harris-Dawson, Council
District 8

Anna Aroutiounian, Representative from the
Office of Councilmember Krekorian, Council
District 2

Lisa Salazar, Representative from the Mayor's
Office

David Sanders, Service Employees
International Union, Local 721

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

Gavin Koon, International Union of Operating
Engineers

Not Present

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

INTRODUCTION

(1) Call to Order

Ms. Jackie Goldberg called the meeting to order at approximately 12:30 p.m.

(2) Public Comments

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

ADMINISTRATIVE ITEMS

(3) Minutes

A motion was made by Ms. Goldberg, seconded by Mr. Roy Morales, to approve the June 13, 2016 Meeting minutes; the motion was unanimously adopted.

Ms. Aroutiounian, Mr. Dory, and Mr. Sanders were not yet present for this motion.

(4) Update on the Status of the 2016-17 City Budget

Ms. Jenny M. Yau, Office of the City Administrative Officer, stated that in the month of June, the Mayor and Council adopted the 2016-17 City budget, which provides for a total of 483 new, partially or completely funded positions. Ms. Yau noted that although new positions were not added to the 2016-17 City budget for the purposes of the Targeted Local Hire Program ("Program"), departments are not limited to the new positions added to the City budget. Ms. Yau further explained that the hiring approach that may be taken for the Program is to follow the Mayor's Executive Directive (ED) No. 15, wherein City departments may analyze their funded vacancies to determine how they may be filled in-lieu with Assistant or Trainee positions through the Program based on the City departments' operational needs. Ms. Yau also noted that ED No. 15 sets a deadline for City departments to submit vacancy information by September 30, 2016. Ms. Yau stated that fiscal year (FY) 2015-16 marks year zero (0) as the City embarks on strategic plans that allow the City departments to factor targeted local hiring into their budget and FY 2016-17 will be year one (1) where the identification of funded positions that can be filled in-lieu with Assistant or Trainee classifications will be made and targeted local hiring will be incorporated into the budgets for FY 2017-18.

Mr. Hannan asked if the 483 positions have already been filled.

Ms. Yau stated that the 483 positions are new positions added to the 2016-17 City Budget, which is effective on July 1, 2016.

Mr. Hannan asked if there was a list of the 483 positions.

Ms. Yau stated that the classifications have not been identified. Ms. Yau also stated that the last financial status report, which identifies the current vacancies in each department, was approved in June 2016 and it reported approximately 3,091 civilian vacancies as of the end of March 2016, which does not include sworn positions, proprietary, or semi-proprietary departments.

Mr. Koon asked if any discussions have taken place to determine if the Program can be used to fill any of the 3,091 civilian vacancies reported as of the end of March 2016.

Ms. Yau noted that departments may already be working on identifying positions to fill in-lieu with Trainee or Assistant classifications and continuously update this information throughout the year.

Mr. Koon stated it may be helpful to review the data as it is being developed.

Ms. Yau noted that earlier in the year, there was a subcommittee dedicated to identifying the number of full-time, funded vacancies in each department.

Mr. Sanders noted that ED No. 15 states that September 30, 2016 is the deadline for departments to submit their number of vacancies along with how they plan to use the Program.

Mr. Koon suggested that it may be helpful to begin collecting the vacancy information now rather than waiting for September 30, 2016.

Ms. Goldberg requested that staff follow-up with the pilot departments to gather information on their number of vacancies that may be filled in-lieu with Trainee or Assistant classifications.

Ms. Yau noted that the task can be accomplished by the CAO staff and Personnel Department staff. Ms. Yau also stated that departments may need time to gather their number of vacancies as they must take into account their natural attrition rate.

Mr. Joseph Devall, Community Coalition, asked if there are natural reporting periods for departments to provide vacancy information.

Ms. Yau stated that departments complete a financial status report (FSR) quarterly. As part of the FSR, departments are required to report employment levels. The first FSR for FY 2016-17 is expected to be out by October.

Mr. Sanders asked how a determination is made that a department must have salary savings.

Ms. Yau stated that salary savings rates are determined based on each department's natural attrition rates. Ms. Yau explained by providing the following example: a department may have a Management Assistant position that is filled on July 1st but the person in that position may leave to go to another department in August. The civil service process may take time about three months and the positions may not get filled until October; therefore, that Management Assistant position may be vacant for about three (3) months. The department would have salary savings during those three (3) months. The salary savings rates for departments are set by taking into account the natural attrition rate that occurs in departments when employees vacate positions to go to a different City department, retire or leave civil service.

Mr. Sanders commented that there is sometimes official withholding of positions for salary savings.

Ms. Yau noted that the salary rate is determined based the departments' natural rate of attrition.

Ms. Goldberg noted that there may funds in the 2016-17 City budget for homeless prevention and asked if any of the funds for homeless prevention can be used for training of Assistants or Trainees as a tool to prevent homelessness by preparing them for a job.

Ms. Yau stated she would have to research and report back.

Ms. Goldberg also noted that there was a gang injunction settlement that provides funding for individuals to be trained and employed, including family members. Ms. Goldberg asked if additional positions were added to the budget as a result of the settlement.

Ms. Yau stated she would have to research and report back on this matter as well.

Ms. Goldberg asked for a report back during the next meeting.

Mr. Sainz stated that in regards to the homeless prevention funds, there were approximately two million dollars that were set aside in the City's General Fund to serve 275 individuals through the Workforce Development WorkSource Centers in partnership with Homeboy Industries and other agencies that help individuals with re-entry and homeless prevention. Mr. Sainz further noted that this will begin on July 1, 2016.

Mr. Sainz stated that a formal report will be provided to the CAO on the status of the court injunction. Specifically, the City Attorney's Office is still having legal discussions and negotiations on the settlement. There is an anticipated start date of January 1, with an annual \$ 7.5 million to serve up to 3,000 individuals with 400 hours per individual for on-the-job training, which is subsidized employment. Mr. Sainz added that both programs will be natural pipelines for the Program.

Ms. Goldberg asked for a report back once the details of the programs are finalized.

(5) Report back from the Governance Subcommittee

Ms. Cinthia Ramirez, Personnel Department stated that during the June 13, 2016 meeting of the Working Group, the rules of governance were adopted. Article B of such rules state that the Working Group shall be comprised of eight (8) Working Group members representing City Management and eight (8) Working Group members representing the Coalition of City Unions. Additionally, Article B states that each Working Group Member may designate an Alternate (A) Working Group Member.

Ms. Ramirez stated that the following Working Group Members and their alternates have been identified: Miguel Santana, City Administrative Officer (CAO); Jody Yoxsimer (A), CAO; Sharon M. Tso, Chief Legislative Analyst (CLA); Roy Morales (A), CLA; Karen Kalfayan (A), CLA; Wendy G. Macy, General Manager (GM) of the Personnel Department; Raul Lemus (A), Personnel Department; Jan C. Perry, General Manager (GM) of the Economic and Workforce Development Department (EWDD); Robert M. Sainz (A), EWDD; Edward R. Johnson, Assistant Chief Deputy for Herb J. Wesson, Jr., Council District 10; Bernard Dory, Representative from Councilmember Marqueece Harris-Dawson , Council District 8; Anna Aroutiounian, Representative from Councilmember Paul Krekorian, Council District 2; Matthew Hale (A), Representative from Councilmember Paul Krekorian, Council District 2; Lisa Salazar, Representative from the Mayor's Office; Alma Guerrero (A), Representative from the Mayor's Office; Cheryl Parisi, American Federation of State, County and Municipal Employees (AFSCME); David Sanders, Service Employees International Union (SEIU), Local 721; Chris Hannan, Los Angeles /Orange Counties Building & Construction Trades Council AFL-CIO (LA/OC BCTC); Gavin Koon, International Union of Operating Engineers (IUOE), Local 501; and Hanns Russo (A), IUOE, Local 501.

Ms. Ramirez further noted that the remaining four (4) Working Group members from the Coalition of City Unions would be announced at the next meeting of the Working Group.

Ms. Goldberg requested that the minutes of each meeting reflect the Working Group Members that were present and the Working Group Members that were absent from the meeting.

(6) Report back from the Referral to Department Procedures Subcommittee

Mr. Vincent Cordero, Personnel Department, stated that the second meeting of Referral to Department Procedures Subcommittee took place on June 17, 2016 and the next meeting will take place on June 29, 2016. Mr. Cordero stated that the Subcommittee is working towards developing the procedures on how candidates will be referred to hiring departments for hiring consideration.

Mr. Cordero stated that the Project Labor Agreements zip codes are being considered for use in the Program by the Referral to Department Procedures Subcommittee. Additionally, a short application is being developed in order to make the application process easy for the targeted under-served populations. Mr. Cordero stated that the Subcommittee is also considering the use of tiers and filters. Finally, Mr. Cordero noted that staff is working on a memo to the City Attorney to ensure that all proposals made by the Referral to Department Procedures Subcommittee are legally defensible.

(7) Report back from the Outreach Subcommittee

Ms. Goldberg stated that the Outreach Subcommittee recently met with the Korean Immigrant Workers Association (KIWA), Los Angeles Urban League, UAW Employment and Training Corporation, and Los Angeles Area Chamber of Commerce.

Ms. Goldberg noted that the process to identify the designated WorkSource Centers has begun. Specifically, five to seven WorkSource Centers that have an outstanding record of helping hard-to-place individuals get a job will be selected as the designated WorkSource Centers. Ms. Goldberg stated that as part of this process, the Outreach Subcommittee met with El Proyecto Del Barrio in Sun Valley and they were excited to be the designated WorkSource Center for the Valley area of Los Angeles. Ms. Goldberg commented that she referred the WorkSource Centers to Mr. Sainz if they need additional resources or help with servicing the large number of individuals who may be interested in the Program. Ms. Goldberg also noted that UAW Labor Employment and Training Corporation also agreed to be a designated WorkSource Center for the communities in South Los Angeles and they are willing to use their satellite location to service the communities in the southernmost point of South Los Angeles.

Ms. Goldberg noted that the Outreach Subcommittee met with Councilmember Ryu's staff from Council District 4, who will provide the Outreach Subcommittee with a list of community-based organizations for outreach purposes. Finally, Ms. Goldberg spoke at the recent convention of the Community Coalition. Ms. Goldberg further invited attendees to recommend community-based organizations.

Mr. Dory inquired about the criteria being used to designate the WorkSource Centers, besides an excellent record of helping hard-to-place individuals obtain employment.

Ms. Goldberg noted that some recommendations were made by the City's Economic Workforce Development Department (EWDD) along with analyzing each WorkSource Center's history of placing individuals from under-served communities, such as those targeted by the Program. There are some WorkSource Centers who only have experience working with individuals from the general population who simply need help finding employment opportunities while there are other WorkSource Centers who have demonstrated that they can help formerly incarcerated individuals, foster youth, and other under-served populations prepare to re-enter the workforce and find employment. Ms. Goldberg further stated that geographical location is also a factor being considered in designating the WorkSource Centers in order to ensure that all major areas of the City are covered; therefore, a WorkSource Center is being selected for the Harbor/San Pedro area, West, East, South, and Valley area of Los Angeles.

Mr. Devall asked if there is any consideration to using a hub-model so that a WorkSource Center services other WorkSource Centers in its area.

Ms. Goldberg confirmed that the designated WorkSource Centers will be the hub for their region and all other WorkSource Centers may refer interested individuals to the designated WorkSource Centers.

Ms. Teresa Sanchez, AFSCME, commented that the WorkSource Centers are not only referring and screening individuals that are interested in the Program but they are also helping individuals determine the type of work that they wish to pursue with the City of Los Angeles. For example, some individuals may wish to work indoors or outdoors, or may want to pursue an apprenticeship program.

Ms. Goldberg noted that once the Program is launched, changes can be made, such as designating additional WorkSource Centers, if necessary.

(8) Report back on the status of the Bulletins

Mr. Cordero stated that the competency model for Garage Attendant has been completed since the last meeting of the Working Group and it will be posted on the Personnel Department website as well as the TLHWG website.

Mr. Cordero stated that staff is currently working towards finalizing the bulletins. Additionally, two (2) staff reports will be submitted for approval to the Working Group during the next meeting. One of the staff reports will propose the classifications to use initially in the Program while the second staff report will propose the employment timeline for the Program. Mr. Cordero stated that bulletins will be finalized after the staff reports are updated.

Ms. Goldberg asked how individuals can obtain information about the potential jobs even though they have not been finalized.

Mr. Cordero stated that the TLHWG website lists the proposed classifications and noted that the Program may eventually expand beyond the classifications listed on the website.

(9) Review of the Apprenticeship Programs

Mr. Koon stated that an initial meeting was held with CAO staff and Personnel Department staff to discuss the apprenticeship programs. Mr. Koon noted that IUOE will have one (1) apprenticeship program, which is in the initial stages of development. Mr. Koon anticipates that many more meetings will be required but is excited to continue to work on the development of the IUOE apprenticeship program.

Mr. Hannan began his presentation by distributing handouts with information regarding the various Building Trades apprenticeship programs. Mr. Hannan stated that in June 2012, a motion was adopted at a meeting of the Personnel and Animal Welfare Committee directing the CAO staff to work with the Building Trades to develop civil service apprenticeship programs for the City. Mr. Hannan thanked Ms. Sanchez for her work and dedicated assistance to developing the Building Trades apprenticeship programs.

Mr. Hannan stated that the Building Trades has historically had Project Labor Agreements and apprenticeships program and explained that the models used today stem out of the 1950s Acts and regulations, which allowed apprenticeship programs to be jointly administered by Labor and

Management. Mr. Hannan noted that during negotiations, Labor and City management agreed on the use of the apprenticeship programs for the City.

Mr. Hannan stated that there are various types of apprenticeship programs in various industries, including the construction industry, which is viewed as a “gold standard”. Mr. Hannan noted that the handout that was distributed provides statistical information about the apprenticeship programs in California and nationwide.

Mr. Hannan stated that apprenticeship programs are beneficial to the apprentice, as well as to the employer because it presents opportunities for individuals with different levels of skills to work as a team to accomplish a goal. The apprenticeship programs also allow City management and unions to train apprentices and there is an investment of approximately \$1.3 billion on apprenticeship program learning centers. Mr. Hannan explained that individuals in the apprenticeship programs begin at lower salary levels and as they progress through the program they receive salary increases. Mr. Hannan stated that the City benefits from salary savings because of the lower starting salaries.

Mr. Hannan stated that the Building Trades recognize the importance of local hiring; therefore, the Building Trades have negotiated \$11.2 billion in Project Labor Agreements, some of which were negotiated with the City. Mr. Hannan noted that in the past, some believed that individuals were only accepted into an apprenticeship program if they were related to a union member; however, Mr. Hannan stated that is no longer reflective of apprenticeship programs. Furthermore, Mr. Hannan stated that his own experience was an example of the fair process of the apprenticeship programs because he stood in line with 300 other interested individuals to test for an apprenticeship program.

Mr. Hannan highlighted that the apprenticeship programs are not a “short-cut” to a journey-level position but rather a program to get individuals ready for apprenticeship programs through the Multi-Craft Core Curriculum (MC3), which includes a minimum of 120 hours of training in various subjects such as elements of math, safety, blueprint reading, history, and projects related to various industries of the trades.

Mr. Hannan noted that the Building Trades is forming partnerships with community-based organizations, community colleges, and local school districts to offer the curriculum to those individuals in the community who can benefit. Additionally, Mr. Hannan stated that the Building Trades is utilizing Workforce Investment Boards, local school districts, and community colleges to recruit for the programs in order to ensure that all areas of the community have information and access to the apprenticeship programs. Mr. Hannan also noted that there are programs in over seventeen (17) locations, including Youth Build, which focuses on individuals between the ages of eighteen (18) to twenty-four (24) years of age who may not have a high school diploma. The program is also offered in the Los Angeles Trade Technical College, which is a reputable institution in the community. Additionally, the program is offered at Long Beach City College for the south of Los Angeles and at the Flintridge Center, which services formerly incarcerated and/or gang-impacted individuals. Finally, the Building Trades is also working with the Los Angeles Unified School District (LAUSD) to have the program offered in eight (8) to ten (10) high schools in the northwest valley.

Ms. Goldberg inquired about the connection to the Targeted Local Hire Program.

Mr. Hannan stated that these are going to be civil service apprenticeship positions with great pay and that offer a job pathway to a journey-level position.

Ms. Goldberg asked how individuals get selected for the apprenticeship programs.

Mr. Hannan stated that individuals get selected through various methods. The Building Trades works with the Workforce Investment Boards or the WorkSource Centers. For example, Mr. Hannan stated that Pacific Gateways, which is located in the City of Long Beach, recruits for the Long Beach program by relying on community partners to refer local Long Beach residents to Pacific Gateways for the program. Although, the program is open to all students in the Long Beach City College, the active targeted recruitment is directed towards the residents. Mr. Hannan noted that they can also recruit for the south of Los Angeles.

Mr. Koon asked for a description of the pre-apprenticeship program.

Mr. Hannan stated that one of the main elements of the pre-apprenticeship program is math, which is crucial for several of the trades industry, such as for Electrician, Plumber, Carpenter, and Cement Mason. Therefore, the pre-apprenticeship program prepares candidates to be successful in the apprenticeship programs. Additionally, Mr. Hannan stated that the pre-apprenticeship programs give tax payers some level of assurance that the individuals who have gone through the pre-apprenticeship programs have invested time to prepare for the apprenticeship programs. Mr. Hannan noted that there are criteria that have been developed through the Project Labor Agreements that can be used in other areas to help under-served communities by recruiting into the pre-apprenticeship programs to prepare individuals to take the civil service exams for the apprenticeship programs.

Mr. Koon commented that he is very fond of the apprenticeship programs because upon completion, individuals have a life-long career.

Ms. Anita Wallace, AADAP West-Adams WorkSource Center, asked if there are specific entry-level, construction positions within the City that have been identified.

Mr. Hannan stated that during negotiations, all apprenticeship programs were identified, including Cement Mason, Carpenter, Painter, Electrician, Pipefitter, Air Conditioning Mechanic, Sheet Metal Worker, Roofer, etc. Mr. Hannan also highlighted that individuals who complete the apprenticeship program will receive thirty-two (32) college credit units worth of electives that may be counted towards an Associate's degree or a Bachelor's degree.

CONCLUDING ITEMS

(10) Request for Future Agenda Items

Ms. Goldberg asked for a report back on open, funded positions by department. Additionally, Ms. Goldberg asked Mr. Sainz, EWDD to report back on the gang-injunction settlement and the homeless prevention funds. Mr. Sainz noted that LA RISE would report back during the next meeting.

Ms. Sanchez requested a report back on the number of "as-needed" positions, including where they are, and the justification for their use. Ms. Sanchez suggested starting with the pilot departments. Ms. Goldberg asked Personnel Department staff and CAO staff to report back on the matter during the next meeting.

Mr. Cordero noted that staff submitted a report back in March and asked for clarification on whether the request is an update to the aforementioned report.

Ms. Goldberg stated that staff can start with the last report but update it to provide the information requested.

Mr. Dory commented that there is a shared concern in Council District 8 that individuals hired through this program may not have the necessary support system to be successful; therefore, there should be a dialogue and policy around these matters.

Mr. Koon added to Ms. Sanchez comments and stated that during negotiations there were discussions about limiting part-time and "as-needed" positions. Mr. Koon noted that it is important to identify the type of work and positions that should be full-time and those that can be part-time.

Ms. Goldberg noted that limiting the use of part-time or "as-needed" positions may be a policy decision that City Council or the Mayor may have to make; however, the data collected by the Working Group can help in making that policy decision.

Ms. Molly Rhodes, SEIU, stated that there is already a policy that limits the use of temporary, part-time positions.

Ms. Goldberg stated that if policy already exists then we need as much information as possible to determine if the policy is already being implemented and to identify areas of improvement.

(11) Future Meeting Dates

The next meeting of the Targeted Local Hire Working Group will be on August 2, 2016 from 1:00 p.m. to 2:30 p.m.

(12) Adjournment

A motion was made by Ms. Yoxsimer seconded by Mr. Morales, to adjourn the meeting; the motion was unanimously adopted.

The meeting adjourned at 1:35 p.m.