

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

**PROPOSED MINUTES  
Tuesday, December 6, 2016 – 1:00 p.m.  
520 Temple Street, Training Rooms A & B**

**TARGETED LOCAL HIRE WORKING GROUP MEMBERS**

**Present**

Jackie Goldberg, Chairperson

Melissa Fleming (A)  
Office of the City Administrative Officer

Rudy Guevara  
Service Employees International Union  
Local 721

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

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

Anna Hovasapian  
Office of Councilmember Krekorian  
Council District 2

Gavin Koon  
International Union of Operating Engineers  
Local 501

Wendy G. Macy  
Personnel Department

Roy Morales (A)  
Office of the Chief Legislative Analyst

Robert M. Sainz (A)  
Economic Workforce Development Department

Lisa Salazar  
Office of the Mayor

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

David Sanders  
Service Employees International Union  
Local 721

**Not Present**

Bernard Dory  
Office of Councilmember Harris-Dawson  
Council District 8

Edward R. Johnson  
Office of Councilmember Wesson  
Council District 10

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

Molly Rhodes  
Service Employees International Union  
Local 721

**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 1:04 p.m. and established that a quorum was present.

### **(2) Public Comments**

No public comments were made.

## **ADMINISTRATIVE ITEMS**

### **(3) Minutes**

**A motion was made by Mr. Gavin Koon, seconded by Mr. David Sanders, to approve the minutes of the November 17, 2016 meeting; the motion was unanimously adopted.**

### **(4) Discussion related to the potential addition of a new targeted population**

Ms. Goldberg asked for comments related to the consideration of adding limited English speakers as a category for the Targeted Local Hire Program. She stated it was her belief that the City in general did not currently assess or track limited English speakers as any type of category. Ms. Wendy Macy confirmed. Ms. Goldberg then opened up the discussion to the public and the other Working Group members.

Mr. Vincent Cordero stated Ms. Hyepin Im, President/CEO of Korean Churches for Community Development (KCCD), had forwarded information for consideration related to those with limited English proficiency. He stated that upon review of this information, a significant number of the limited English population also experienced high unemployment rates and were lower income. He stated the latter two populations were already part of the Program and were included within a category of the Tier 1 applicant pool: residents living in zip codes with high unemployment or below median poverty rates, per Public Works' project labor agreements. He stated the City currently did not have a standardized way of assessing English proficiency levels, which would present a challenge to creating a separate category under Tier 1 for this population. He recommended Program staff continue to work with Ms. Im to ensure appropriate outreach was made to collaborate with organizations serving these populations, and that the Program's Self-Identification Form include an area for an individual to indicate their level of English proficiency. He stated the latter would allow the Program to track those identifying as limited English proficient and see what other categories under Tier 1 they may be concurrently identifying with. He stated staff could report back once more data could be collected on this group within the Program. Mr. Koon stated level of proficiency should be clearly defined so applicants would have an understanding of what level of proficiency was recommended for the Program.

Mr. Raul Lemus asked whether Mr. Cordero's recommendation to add limited English proficiency as a section to the Self-Identification Form would be in addition to the other groups to see where there may be an overlap. Ms. Goldberg confirmed that each applicant would have the option to select as many categories and demographic groups he/she identified with.

Mr. Moses Kim, Program Manager from KCCD, stated that HUD uses a standard for limited English proficiency that the City may be able to replicate or revise for its purposes. He stated individuals with limited English proficiency experience a significant barrier to employment and

were more likely to work in lower paying jobs, compared to those that were not limited English proficient. He requested the Working Group consider incorporating individuals with limited English proficiency as a separate targeted category, and not part of any other group.

Mr. Chris Hannan stated that apprenticeships under his represented MOUs did require a certain level of English proficiency in order to complete the schooling portion, though a few programs could accommodate limited English. Regardless, he indicated the Program should try and include limited English speakers as much as possible without setting up individuals for potential failure. He stated that if the Program's training required a certain level of proficiency but the Program outreached to individuals with English proficiency at a level that was not compatible, it may not yield the desired results for the candidate or the Program.

Ms. Teresa Sanchez stated she represented individuals with limited English proficiency working in positions such as Gardener Caretaker or Custodian at the City, indicating that it could be accommodated in certain job types. She indicated the Program could work with WorkSource Centers and LAUSD to assist people in accessing resources to improve English proficiency. She agreed with including limited English proficiency individuals as a category but with the understanding that certain positions, such as clerical positions, would need a higher level of proficiency.

Ms. Anna Hovasapian asked whether limited English proficiency would be added to the Program application. Mr. Cordero indicated the current recommendation was only to add to the Self-Identification Form, which includes other demographic information such as gender and ethnicity. He stated the Program would initially track those identifying themselves as limited English speakers, to better shape any determinations about the Program and the level of proficiency needed. Ms. Hovasapian asked whether the addition of this group would change the Program's approval timeline. Ms. Goldberg indicated the Program was to be considered the following week at the Personnel and Animal Welfare Committee (PAW), and did not anticipate any change to the timeline. She stated any revision would be verbally reported at the PAW meeting.

Ms. Lisa Salazar stated she also agreed with adding limited English proficiency to the Self-Identification Form, and working with WorkSource Centers and LAUSD to assist those needing additional assistance with English proficiency.

Ms. Goldberg recommended Program Document language be revised, specifically to the targeted category for residents living in a zip codes with high unemployment or below median poverty rates, by including those with limited English proficiency. She clarified the individuals would need to have proficiency sufficient to take advantage of the Program's training.

Mr. Roy Morales indicated that including limited English speakers as a separate Tier 1 category could be a potential "catch 22" as individuals applying under this category could eventually be considered ineligible should they increase their English proficiency. Ms. Goldberg acknowledged this as a possibility. She clarified that her recommended language included limited English speakers within the category identifying residents in zip codes with high unemployment or low income as indicated in the Public Works project labor agreements. Ms. Goldberg stated adding language this way would indicate that the Program was interested in tracking the recruitment and progress of limited English proficiency individuals. Mr. Kim asked if limited English individuals might receive future consideration once Program data was collected. Ms. Goldberg confirmed that staff would be assessing all Program components on an on-going basis, particularly if the data established patterns that necessitated corrective action.

Mr. Hannan stated the building trades were in support of the additional language to include limited English individuals. Mr. Koon concurred, but stated there should be a clearer definition or description of the level of proficiency that would be recommended for a candidate's success in the Program. Ms. Goldberg indicated there had been some internal discussion related to this topic, and indicated that the agencies should not be referring individuals that do not have the appropriate level of proficiency. She stated individuals should generally be at the intermediate or intermediate advanced level, as defined by LAUSD. She stated most beginners would not generally understand enough English to take advantage of this training. Mr. Koon indicated clarification may be needed for English proficiency level as it could be a subjective assessment and could lead to various answers if left an open ended question on the Self-Identification Form.

Ms. Goldberg recommended that the section to be added to the Self-Identification Form indicate whether a person was an English speaker, to be answered "Yes" or "No", and if answered "Yes," at what level of proficiency. She also stated that another recommendation was to revise language in the Program Document, to add to the Tier 1 category related to residents in certain zip codes: "...including limited English speakers so long as their English is sufficient to take advantage of the training program in the job they are seeking." Ms. Goldberg asked for a motion.

**A motion was made by Ms. Salazar, seconded by Mr. Robert Sainz, to include limited English proficiency individuals to an existing Tier 1 category description, and to revise the Program Document accordingly; the motion was unanimously approved.**

Ms. Goldberg asked staff to revise the Program Document accordingly, with applicable updates to the upcoming report to the Personnel & Animal Welfare Committee and any other relevant Program documents.

## **CONCLUDING ITEMS**

### **(5) Request for Future Agenda Items**

Ms. Goldberg asked for a report back from staff after briefings with the initial test launch CBOs were conducted. Mr. Cordero stated that the test launch briefing would be scheduled upon Council's approval in January; he stated an update could perhaps then be provided in early February as the test launch would not be initiated until January.

Ms. Goldberg asked also for report backs from the Outreach Committee and the Vacant Positions & 900 Hours Subcommittee, which was also requested by Mr. Sanders. Mr. Hannan asked about the status of the apprenticeship subcommittee. Ms. Goldberg indicated a placeholder should be made on the agenda for the next meeting so that an update could be provided should the subcommittee be able to coordinate a meeting before then.

Ms. Macy announced that the Program overview and Program Document was being submitted to the Personnel & Animal Welfare Council Committee for consideration on December 14, 2016 at 2:30 p.m.; she noted the meeting agenda was currently tentative. She invited Working Group and Task Force members to attend as all members had contributed much effort.

**(6) Future Meeting Dates – To be determined.**

### **(7) Adjournment**

**A motion was made by Mr. Sanders, seconded by Ms. Carmen Hayes-Walker, to adjourn the meeting; the motion was unanimously adopted.** The meeting adjourned at 1:26 p.m.