

PROPOSED MINUTES

Friday, October 30, 2020
10:30 a.m.

Personnel Department
Virtual Zoom Meeting
Meeting ID: 859 6267 1443

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Tristan Noack (A)
Office of the Chief Legislative Analyst

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

Breana Weaver
Office of Councilmember Harris-Dawson
Council District 8

Wendy G. Macy
Personnel Department

Lisa Salazar
Office of the Mayor

Gavin Koon
International Union of Operating Engineers
Local 501

Hannah Levien (A)
Office of Councilmember Krekorian
Council District 2

David Sanders
Service Employees International Union
Local 721

Melissa Velasco (A)
Office of the City Administrative Officer

Teresa Sanchez
Service Employees International Union
Local 721

Molly Rhodes
Service Employees International Union
Local 721

Not Present

Edward R. Johnson
Office of Councilmember Wesson
Council District 10

Rudy Guevara
Service Employees International Union
Local 721

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

Lori Condinus
American Federation of State, County,
and Municipal Employees

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

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

INTRODUCTION

(1) Call to Order

Mr. David Sanders called the meeting to order at 10:32 a.m. It was 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 Ms. Carmen Hayes-Walker, to adopt the minutes of the September 30, 2020 meeting of the Targeted Local Hire Working Group (“Working Group”); the motion was unanimously adopted.

(4) General Update

Ms. Cinthia Fletes stated that as of September 30, 2020, there were a total of 4,620 individuals active in the Targeted Local Hire Program (“TLH Program”) applicant pool, in which 88% identified with one or more of the targeted categories in Tier 1 (4,106) and 11% identified with Tier 2 (514). The three largest categories under Tier 1 with the current active applicant pool are residents living in local ZIP codes with high unemployment and incomes below the median poverty rate, older workers, and homeless/formerly homeless individuals. A total of 956 hires and pending offers have been made. There are 54 active referral requests. The largest utilized class currently is Office Trainee with 556 hires, Vocational Worker Custodians with 137 hires, and Vocational Worker Gardener Caretakers with 101 hires. The top three user departments are Airports (149 hires), Recreation and Parks (100 hires), and Sanitation (91 hires). There are 579 individuals who have completed the program and have received full civil service status with 257 individuals currently in the On the Job Training or Assistant (Probation) phase. Additionally, 14 individuals promoted out, 53 individuals were terminated, and 35 individuals resigned before completing the program.

Mr. Koon requested that the next General Update include a separate statistics report for the year 2020 to get a better understanding of the impacts COVID-19 and the hiring freeze have had on the program’s operations. Mr. Sanders asked about the reporting period of the General Update report. Ms. Fletes responded that the General Update reports data between February 2017 and September 30, 2020. Ms. Hayes-Walker agreed with Mr. Koon. Ms. Fletes stated that a report can be generated to show statistics focused on the calendar year, starting January 2020.

(5) Council Motion – Requests for New Targeted Local Hire Eligible Position Authorities

Ms. Melissa Velasco, CAO, provided updates on the motion adopted by City Council in late August 2020. The Personnel Department and CAO surveyed all City departments for requests for new TLH position authorities. The CAO released a report in response to this motion, which is available in the City’s Council files. The departments reported a total of 92 requests for new TLH position authorities as well as plans to hire TLH candidates into 350 existing position authorities in the current fiscal year for a total of 442 potential TLH hires in the current fiscal year. In CAO’s report, it was recommended that no new positions be added and instead City Council remove the current exemption from the City’s hiring freeze for TLH positions. This item was discussed in the Personnel and Animal Welfare Committee Meeting on October 21, 2020 and in the Budget and Finance Committee Meeting on October 26, 2020. Both committees agreed with the

recommendation to remove the exemption from the City's hiring freeze for new positions hired through the TLH Program on a temporary basis until Council has decided not to engage in layoffs, at which point, hiring under the TLH Program can resume with exemptions from the hiring freeze being automatic. Ms. Velasco explained that if the City does consider layoffs, the City would not hire new TLH employees. Conversely, if Council decides not engage in layoffs, the City would continue to have the TLH Program as an automatic exemption from the City's hiring freeze. This item is pending City Council scheduling for final City Council action.

Ms. Fletes opened up discussion and requested guidance from the Working Group on whether the TLH Program should continue to accept new TLH applications during the hiring freeze or temporarily pause the application intake during the time the TLH Program is subject to the hiring freeze.

Mr. Sanders stated that the TLH Program should not take any action at this point in time and he suggests that the Program continues to move forward, pending City Council approval. Mr. Koon agreed by stating that discussions related to this matter should be postponed until City Council takes final action on the motion. Mr. Koon stated that the TLH Program should continue normal business operations because even if the City Council removes the hiring freeze exemption from the TLH Program, the Program will eventually resume operations.

Ms. Sanchez asked CAO about the hiring freeze and managed hiring process. Ms. Velasco explained that the hiring of the TLH Program is subject to the same process that is currently applicable for all City hires. The departments are required to submit a request for TLH positions as they would for any other positions in the City. The requests involve submitting a narrative description to the department's CAO Budget Analyst. For positions not automatically exempt, they are routed to the Mayor's Office, and/or the Managed Hiring Committee for a more detailed review process. Ms. Velasco noted that this process does not mean that there is a full freeze, but that the departments need to go through this process for hiring approval.

Ms. Salazar asked whether the TLH application intake has slowed down since the pandemic. Ms. Fletes stated that although TLH staff has received fewer applications since the pandemic, the Program has received new applications from all application sites every month.

Ms. Weaver asked for the number of individuals that are currently in the TLH candidate pool. Ms. Fletes stated that there is a total of 4,620 individuals that are currently active in the pool. Ms. Fletes highlighted that through the application renewal process, these individuals have indicated that they are active, interested in TLH Program and are waiting for an opportunity to be referred to City departments for hiring consideration.

Ms. Weaver stated that there are approximately less than 100 vacancies based on the departments' budget and their ability to hire. Ms. Weaver asked whether it is beneficial or fair to add individuals to the candidate pool while current candidates are still waiting for an opportunity. Ms. Weaver stated that adding individuals to the candidate pool would impact the probability that candidates have since the TLH Program refers candidates by a random selection method. Ms. Weaver recommended that the program delay application intake and she suggested that the program focus on thousands of people who are already in the pool so that they can have a greater chance to gain employment.

Ms. Velasco stated that there are staff reductions happening in both Referral Agencies and Personnel. Ms. Velasco asks whether delaying TLH applications would help Referral Agencies and Personnel in their efforts to review and process new candidates and applications.

Ms. Fletes stated that the Referral Agencies and Worksouce Centers (WSCs) continue to review every candidate that they refer to the TLH Program. The review process consists of an initial

orientation, where they provide applicants all the information that they need in order to understand the TLH Program. This orientation is followed by a Job Readiness Assessment in which the Referral Agencies and WSCs make sure that individuals applying to the TLH Program have the job skills necessary to be successful in the City. Ms. Fletes explained that depending on their assessment of the applicant, some applicants may go through training, including interview skills training or other training that the organization feels would be helpful for that individual. Once applicants go through that process, they receive a referral form and are referred over to a WSC. At that time, the WSC holds a secondary orientation and assist applicants in submitting an online application. TLH staff then reviews their application along with their referral form. TLH staff approves the applicant and adds them to the candidate pool or return the application to the WSC. Ms. Fletes stated that although the TLH Program has received fewer applications, the process has not changed. Ms. Fletes reiterated that TLH's partners are still working with every individual coming into the program to make sure they are job ready before they enter the candidate pool.

Ms. Velasco stated that she supports pausing the program's application intake if Council approves the recommendation made by the Personnel and Animal Welfare Committee and the Budget and Finance Committee. She stated that it is a lot of work to review and process new applications and candidates for the limited number of individuals that are being hired at this time.

Ms. Fletes shared with the Working Group that at the beginning of the pandemic when the hiring freeze was first implemented, one of the Community Based Organizations (CBOs) reached out to her to express concerns about the City's hiring freeze and the likelihood candidates have to get City employment during a hiring freeze. The CBO also voiced concerns regarding potentially disappointing the vulnerable communities by having them apply to the TLH Program only to sit in the candidate pool without getting hired.

Mr. Sanders reiterated that he is not supportive with stopping the application intake. He stated that the program should continue the process and if there is a concern, Referral Agencies can pause or delay the process on their end. Mr. Sanders asked for the number of applications received since the pandemic. Ms. Fletes stated that she can complete an analysis and include those numbers in the next statistics report. Mr. Koon concurred with Mr. Sanders by adding that there is a budget for hiring and that the TLH candidate pool has always been large.

Ms. Sanchez stated that it is premature to stop application intake at this time. She stated that the program has developed an efficient system and partnership with WSCs. Ms. Sanchez stated that systematic problems may occur if the program instructs WSCs to delay application intake and eventually resume. Ms. Sanchez stated that the program has no way of knowing how many individuals in the candidate pool are available to work for the City at any given time.

Ms. Weaver suggested taking a proactive approach to make sure that the Working Group will have a plan to implement once Council makes a decision. Ms. Weaver stated that although the program has had a large pool before, during the pandemic people are under the notion that they have a chance to get a job with the City to assist with any financial hardships they are facing. Ms. Weaver stated that the 4,600 individuals currently in the candidate pool are individuals who are actively responding to TLH staff saying they are still active and still want to move forward with the program.

Ms. Fletes confirmed that the TLH Program has an application renewal process in place. Ms. Fletes explained that every month TLH staff reaches out to individuals whose applications are about to expire to make sure that they are still interested in the program and are available to accept a job with the City. Every month individuals will confirm with TLH staff that they are still interested and ready to work with the City.

Ms. Weaver asked for more details regarding Ms. Sanchez's statement regarding WSCs having problems if the program decides to delay the application intake. Ms. Weaver stated that she has

been in contact with the WSCs to talk about Workforce Development Initiatives and understand that a lot of the WSCs are operating TLH online.

Mr. Sanders stated that there is not an agreement to stop accepting applications. He added it is worth the effort and time to continue the process. Mr. Sanders stated that continuing the process is not an undue burden to CBOs. Mr. Sanders also added that it is a positive aspect if TLH has an abundant amount of people in the candidate pool. Ms. Weaver asked the Working Group members why it is helpful to continue accepting applications. Ms. Rhodes stated that the Working Group needs to see what happens before having a discussion about the topic. Mr. Koon agreed with Mr. Sanders and Ms. Rhodes by adding that if City Council explores layoffs then that would require the Working Group members to have a separate conversation at that time.

Ms. Hayes-Walker stated that the candidate pool was larger prior to the hiring freeze and she understands that candidates in the pool have been referred multiple times. Ms. Hayes-Walker stated that the departments will be looking for different things in hires than they did before due to the changing environment. Ms. Hayes-Walker added that the program should continue to add to the candidate pool to help with departments' selections. Ms. Rhodes concurred with Mr. Koon and Ms. Hayes-Walker by adding that the outcome of Proposition 16 might change the hiring process.

Mr. Sanders followed up with TLH staff regarding Ms. Elizabeth Refells, public comment speaker from the last Working Group meeting. Ms. Fletes stated that TLH staff followed up with Ms. Refells to explain the TLH Program, including the random selection process and answered Ms. Refells' questions regarding the program. Ms. Fletes stated that there are no next steps or follow up items that Ms. Refells indicated from the conversation.

(6) Report Back from Terminations Subcommittee

Ms. Fletes stated that the TLH Terminations Subcommittee met on October 19, 2020 to review the TLH Program termination statistics, as well as the current Program Status Update forms. As a result of the discussions, the Terminations Subcommittee agreed that the best course of action at this point would be for TLH staff to continue closely monitoring the Program Status Update forms that are submitted during the 2nd and the 5th month of the on-the-job training phase. If any TLH employee is given a rating of "Needs Improvement," then TLH staff will directly email such TLH employee to provide them with a list of their resources including information about TLH's partnered Referral Agencies, WSCs, and their respective union. TLH staff will work with labor partners to collect the best contact information to include in the email. The TLH employee will be reminded that there are many resources available to them to help them succeed during their time in the program and in the City. Mr. Koon agreed with the recommendations and stated that the Working Group can revisit the topic after implementation, if needed.

Mr. Sanders requested to see the email draft. Ms. Fletes stated that the Terminations Subcommittee wanted to make sure that the Working Group members agreed with the recommendation before finalizing the template. Ms. Fletes stated that TLH staff will collect contact information from SEIU and AFSCME, complete the template, and may submit the finalized template to the Working Group members and/or the Terminations Subcommittee for review.

(7) Disaster Service Worker Assignments for TLH Employees

Ms. Maria Koo, Personnel Department, stated that in the last Working Group meeting there were discussions regarding TLH employees who were activated as Disaster Service Workers (DSWs). In response, TLH staff surveyed departments to gather information regarding TLH employees'

status as DSWs. There were a total of 38 TLH employees who were activated as DSWs, in which 30 employees were Office Trainees and 8 employees were Vocational Workers. The reason for activation as broken down by employees include mandatory requirement to participate (15), operational needs (12), assigned by DSW Coordinator (6), volunteered (3), selected by division (1), and regular work was not suitable for telecommuting (1). For 18 employees, departments indicated that the TLH employees' on-the-job training was impacted by the DSW activation. Ms. Koo stated that it is important to show the details of why TLH employees were being impacted by the DSW activation. The department that had the most TLH employees activated as DSWs was Public Works Bureau of Sanitation.

Mr. Koon stated that he has concerns about the supervisors' ability to evaluate TLH employees while the employees are activated as DSWs. Ms. Koo stated that based on the survey responses, departments reported that the TLH employees assigned to DSW assignments passed probation. Mr. Hayes-Walker stated that she can attest that some TLH employees did not pass probation while serving as DSWs.

Mr. Sanders asked if the on-the-job training period could be extended as a result of the DSW assignments. Ms. Koo stated that departments are not allowed to extend the training period. Ms. Hayes-Walker added that departments have full control over who is on the DSW bench list and she suggests that TLH employees are not placed on the bench list as she feels that the process is unfair and puts the employees at a disadvantage.

Mr. Sanders stated that the Working Group accepts the report.

CONCLUDING ITEMS

(8) Request for Future Agenda Items

Ms. Weaver requested further discussion to explore what could be done with the TLH candidate pool in the event that the City moves forward with removing the hiring freeze exemption from TLH. Ms. Weaver suggested a subcommittee be formed to discuss the application intake for the TLH Program. The members of the Working Group that volunteered to be on the Subcommittee are Breana Weaver, Teresa Sanchez, Molly Rhodes, and Hannah Levien.

(9) Future Meeting Dates

Mr. Sanders established November 30, 2020 at 1:30 p.m. for the next regular Working Group meeting.

(10) Adjournment

The meeting was adjourned by Mr. Sanders at 11:28 a.m.