

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

**PROPOSED MINUTES
Wednesday, October 26, 2016 - 12:00 p.m.
520 Temple Street, Training Rooms A&B**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Jackie Goldberg, Chairperson

Maritta Aspen (A)
Office of the City Administrative Officer

Alice Goff (A)
American Federation of State, County,
and Municipal Employees

Rudy Guevara
Service Employees International Union
Local 721

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

Molly Rhodes
Service Employees International Union
Local 721

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

Roy Morales (A)
Office of the Chief Legislative Analyst

Wendy G. Macy
Personnel Department

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

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

Anna Hovasapian
Office of Councilmember Krekorian
Council District 2

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 12:04 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 Ms. Salazar, seconded by Ms. Aspen, to approve the minutes of the October 5, 2016 meeting; the motion was unanimously adopted.

(4) Staff Reports

Ms. Cinthia Ramirez presented Staff Report 16-05 regarding the Standardization of the Intake Procedures for the Targeted Local Hire Program. She stated the recommendation included partnering with approved community-based organizations (CBOs) as indicated in Attachment A, which would be amended based on the needs of the Program, hiring City departments, and/or the City of Los Angeles. She stated the recommendation additionally included partnering with the Designated Application Sites as indicated in Attachment B in order to provide assistance to prospective candidates with completing the online Program application.

Ms. Ramirez stated that all CBOs would provide a general overview of the program to candidates using Attachment C, which were presentation slides including general employment timelines and information on the job classifications for the Program. She stated that CBOs would additionally distribute a Frequently Asked Questions (FAQ) document, Attachment D, as well as Information Sheets related to the job classifications, as shown in Attachment E, to all interested candidates.

Ms. Ramirez stated that the CBOs would then work with a candidate for job readiness assessment and training. A candidate would be deemed "job ready" by way of a signed Referral Form, as shown in Attachment F, which would need to be completed by an authorized signer at the CBO and would include information related to the type of training or assessment the candidate was provided. The CBO would then forward the completed Referral Form to the Application Site most convenient for the candidate. Ms. Ramirez indicated the candidate would then contact the Application Site to schedule an appointment. She indicated candidates would also be able to apply directly with an Application Site should he/she choose to receive services from the Application Site directly rather than with a CBO.

At the Application Site, participants would be provided the Program Orientation as shown in Attachment G and would be provided assistance with setting up an online applicant profile and completing the Program application. Ms. Ramirez indicated that once the Application Site confirmed receipt of the signed Referral Form, the Application Site would assign a referral code based on the candidate self-identifying in the targeted categories, as shown in Attachment H. She indicated a candidate could not apply without a valid referral code. Ms. Ramirez stated submitted applications would be reviewed by the Personnel Department and candidates would receive an email notification once the application was approved.

Mr. David Sanders asked whether the Program application was included as part of the attachments. Ms. Ramirez stated the application had previously been approved as part of Staff Report 16-03. Ms. Goldberg indicated an overview of the application was included on page 38.

Mr. Sanders referred to the Information Sheets and asked whether additional information could be provided as part of the job descriptions. Mr. Cordero indicated additional information could be added, particularly when competency models for Maintenance Laborer and Custodian were completed. Ms. Wendy Macy asked whether additional description could be provided as images or videos that might be more engaging for the candidate. Mr. Cordero indicated he would explore this option.

Ms. Teresa Sanchez suggested an abbreviated orientation of some form that would include information on the City as an employer. Ms. Goldberg stated perhaps additional information could be added to the slides to be utilized by the CBOs when they provide a general review for the candidates.

Ms. Goldberg stated she had become aware that the targeted groups for the Program may need to be changed as Executive Directive 15 had not specifically provided for them. She referenced page 18 of the report and indicated most categories would remain the same, but that the categories related to the LGBTQ community and older workers might need additional discussion. She stated she would be attending a meeting with the Mayor's Office and the Personnel Department and would report back on this topic.

Ms. Goldberg asked for an amended motion for Staff Report 16-05 to include the consideration of: additional description on the job information sheets or visual representations, information related to the City as an employer to be added to Program orientation slides, and possible update to the targeted categories. **A motion was made by Mr. Morales, seconded by Mr. Sainz, to approve, receive, and file Staff Report 16-05 as amended; the motion was unanimously adopted.**

Ms. Esther Chang presented Staff Report 16-06 regarding the final overview of the Targeted Local Hire Program and the adoption of the Targeted Local Hire Program Document. Ms. Chang referred to page two of the report, which included a listing of the Working Group members and breakdown of the total number of meetings the Working Group and its subcommittees have held. She indicated well over fifty meetings have been convened, with more to be scheduled due to the on-going status of outreaching to

community based organizations. She stated the Working Group has completed the program development phase and could now pivot to implementation. She indicated staff would work towards implementing the test phase in January 2017, Phase I in March 2017, and full launch by July 2017, as previously reported and approved in Staff Report 16-04.

She stated staff would track and analyze performance data for the Program, but would anticipate actionable data to be unavailable until at least one year after Program launch. It was recommended that Program updates be provided to the Task Force on a semi-annual basis as indicated in the original LOA. She stated this reporting schedule would be most effective for providing updates containing sufficient data to be representative of the Program's long-term status.

Ms. Chang acknowledged ITA's proactive role in assisting with the completion of the Program's formal website and tracking system to ensure program success. She also acknowledged the Working Group for the many hours it had spent in creating the mutually agreed upon program.

Ms. Chang then presented the attached Program Document, which was a compilation and an overall summary of all approved components of the Program. She referred to the first section that provided a brief summary and background of the Program's development, with mention to the LOA, the Mayor's Executive Directive 15, and previous programs similar to this endeavor. She referred to the Program Overview next, which was previously reviewed and approved as part of Staff Report 16-03. She indicated this section indicated Personnel staff would operate the Program and that the intent of the Program was to provide additional employment opportunity for underserved populations as indicated. Ms. Goldberg noted again the categories could be subject to revision. Mr. Sanders asked whether "formerly homeless" would preclude currently homeless. Ms. Goldberg stated it did not, though currently homeless individuals might require additional support and time before becoming job ready.

Ms. Chang continued her review and indicated Sections C and D were as previously reviewed and approved by Staff Reports 16-01 and 16-02. These Sections indicated the job classifications to be used in the Program, along with the job advancement timeline. Ms. Chang then referred to the section for the Application Process. She stated candidates who complete a Program Application would be placed in the Application Pool, with applications being valid for one year upon submission, or until the candidate was hired, whichever would be earlier. She stated candidates could only submit one unique application. She then indicated candidates could file applications only at an approved Application Site, which were six WorkSource Centers previously identified by the Working Group. The next section then addressed the Designated Referral Centers, or the partner community based organizations. She indicated that these partners would be responsible for assessing each candidate and their potential to succeed in the Program, or otherwise providing personal support or supportive services. Each agency would also need to provide a referral for the candidate to the Application Site. She indicated staff would maintain a list of the approved Designated Referral Agencies, with the list remaining fluid, based on continuous review and identification of new relationship opportunities.

Ms. Chang then reviewed the section covering the Referral Process, which incorporated the previously reviewed and approved Staff Reports 16-03 and in 16-05. She indicated the section described the two tiers within the Application Pool, and how each department would be referred individuals from the Application Pool. Ms. Chang then referred to the last section, which included the conditions for civil service employment. She indicated all candidates would be subject to a background check and review upon conditional offer of employment, with the understanding that backgrounds would be reviewed based on the nexus to the type of job. She stated civil service employees would further need a legal right to work. She then referred to Attachment A, an excerpt from an existing Project Labor Agreement as prepared by the Department of Public Works that included the applicable zip codes for the Program's Tier 1 consideration. She stated Attachment B was a general City guideline for potentially disqualifying background offenses.

Mr. Morales asked whether the departments would receive information related to the applicant's identified category. Ms. Chang indicated the targeted category would be kept confidential to the departments and would not be included in any documents forwarded to the departments for consideration. Mr. Morales also expressed concern with sections related to background reviews, as indicated on page 13 and Attachment B of the draft Program Document. He stated the format of Attachment B could be discouraging for an applicant, as it could be interpreted as automatically disqualifying rather than a case by case consideration. He suggested clarifying language similar to what was stated in page 39 of Staff Report 16-05. Ms. Goldberg agreed and suggested removing Attachment B or otherwise adding clarifying language. Ms. Macy indicated that Attachment B also included information related to peace officers, which would not be relevant to the Program and should be removed.

Ms. Hayes-Walker asked if the Program Document discussed how a candidate could address issues with the Program. Ms. Chang indicated protocols had been set up with Application Sites and Referral Agencies. Ms. Ramirez stated all candidates would receive a Program Orientation, during which the candidates would be provided with Program staff's contact information. She stated this information would be included in all material provided to the candidates, provided by the Referral Agency and the Application Site. Mr. Cordero indicated Referral Agencies and Application Sites would also be provided with a Program FAQ document to provide to the candidates, as included in Staff Report 16-05. Mr. Robert Sainz stated it would be straightforward for WorkSource Center staff to disseminate contact information to Program candidates.

Mr. Sanders asked whether there may be any anticipated issues related to commingling Program candidates with current employees in exempt positions, such as exempt Vocational Workers, Special Program Assistants at Recreation & Parks, and wastewater workers. Mr. Cordero stated all departments seeking to transition its current part-time employees could participate as a Referral Agency and refer their employees to an Application Site to participate in the Program. Ms. Goldberg stated the Program was meant to be an additional avenue for departments to hire, and would not be replacing any existing hiring pathways, such as hiring off of an eligible list.

Ms. Alice Goff commented that if there was an existing eligible list, that a department choosing to hire through the Program could be surpassing those on the list. Ms. Goldberg acknowledged that to be a possibility as there were a finite number of jobs and a larger number of interested applicants, adding that even with regular civil service hiring, individuals can remain on an eligible list without being offered employment. She stated the Program was an additional way for departments to consider hiring, and was available to assist individuals facing barriers to employment obtain a better chance at City job opportunities. Ms. Goff asked whether there would be a way to track these individuals. Mr. Cordero indicated Program candidates would be tracked. Ms. Goff asked whether those hired off of an eligible list could also be tracked. Ms. Goldberg indicated it would be beneficial to consider the interplay between hires from an existing list versus hires through the Program, especially in first year. Mr. Cordero indicated staff would explore this request.

Ms. Goldberg asked for an amended motion for Staff Report 16-06 to include the possible revision to the targeted categories and modification of language related to the consideration of background reviews. **A motion was made by Ms. Rhodes, seconded by Mr. Sainz, to approve, receive, and file Staff Report 16-06 as amended; the motion was unanimously adopted.**

(5) Report Back from Staff Regarding the Equitable Workforce & Service Restoration Plans

Mr. Cordero stated staff was nearing completion of its analysis and development of overall findings related to the succession plans. He stated the findings would be presented at the Workforce Development Task Force meeting, likely to take place in the next couple of weeks. He stated the findings would include discussion and analysis on retirement data, Citywide trends, and personnel related themes. Ms. Rhodes asked whether the succession plans would be made available for the Working Group's review. Mr. Cordero indicated he would need to confirm. Ms. Goldberg indicated it would be beneficial to view the plans specifically from the six pilot departments to obtain a better understanding of the general content of the plans.

(6) Report Back from the Funded Vacant and 900-Hour Subcommittee

Ms. Chang stated the subcommittee met on October 20, 2016. She indicated that staff created a shared Google sheet for the pilot departments to input information related to vacancies on an on-going basis. She indicated the survey included fields that asked for the number of civil service positions allocated to the six target job classifications, the number of incumbents in these positions, the number of vacancies for these positions, the number the department is authorized to fill, and how many the department was planning to fill with the Program. She stated however that the information came back slightly different from each department, as each had its own interpretation of each category, and provided some examples. She indicated there would need to be follow up with each pilot department to find a way to standardize the data being reported so that appropriate comparisons could be made, and further, how best to interpret and apply this data. Ms. Goldberg asked for this item to be included again on the next agenda in order for an update to be provided.

Ms. Hilda Garcia from SEIU 721 asked whether there was a question related to how departments utilize contracted employees. Ms. Chang indicated there was not, as the topic had not been a part of the original LOA. Ms. Goldberg indicated it would nevertheless be useful information to identify whether the pilot departments might anticipate the number of contracted positions changing, and whether they would request additional civil service positions. Ms. Sanchez stated she had been participating in discussions with departments related to the number of as-needed positions and contracted positions; and while she expressed some success, she stated it would be helpful to have information related to this question. Ms. Goldberg indicated that this question would be helpful towards shaping the ways the City could get to hiring 5,000 employees.

(7) Report Back from the Outreach Subcommittee

Ms. Goldberg indicated she and staff continued to meet and schedule meetings with community organizations, including the significant list of organizations that was provided by the Council Offices. She stated she had reached out to all City Council Offices for input on identifying additional potential partners.

CONCLUDING ITEMS

(8) Request for Future Agenda Items

Ms. Goldberg asked that the item related to the Funded Vacant & 900-Hour Subcommittee be included again on the next agenda for a report back on the information from the six pilot departments. Ms. Rhodes asked whether there might be a way to extract hires for the year in a simple manner. Ms. Aspen stated there could be search for original hire date, which would include anyone newly hired to the City, but that it would not include those with a status change, such as an intermittent employee being transitioned to full-time. Mr. Cordero stated it would also not include employees such as a student worker who was originally hired but took a break of service and was hired again by the City; he stated the student's original hire date would be the first hire date and not the most recent. Ms. Aspen indicated there would need to be a way to identify the different status changes and a way to separately capture employees with these types of status changes that could not be captured with a simple original hire date search. Ms. Goldberg requested for the original hire request number, with the understanding that it would not capture those with a status change; she indicated this would provide at least an approximate baseline.

Ms. Hayes-Walker asked when an additional discussion would be held related to training for first level supervisors that would be working with candidates hired through the Program. Ms. Goldberg asked for a report back from staff at the next meeting.

(9) Future Meeting Dates

Mr. Cordero stated that the Program would be presented to the Personnel and Animal Welfare Committee and the City Council prior to the Program's initial test launch in January 2017. It was recommended that Program updates be provided to the Task

Force going forward as the Program was shifting to its implementation phase. Ms. Goldberg asked that an additional Working Group meeting be scheduled for the requested report backs. In addition, she asked that at the final meeting the Working Group be shown a copy of what would be presented to the City Council, as well as what would be provided to the CBOs during their Program briefing. Mr. Cordero stated he would provide suggestions for a date.

(10) Adjournment

A motion was made by Ms. Salazar, seconded by Ms. Aspen, to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 1:04 p.m.