PROPOSED MINUTES

Thursday, April 22, 2021
1:00 p.m.

Personnel Department
Virtual Zoom Meeting
Meeting ID: 838 2167 7732

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Matias Farfan
Office of the Chief Legislative Analyst

Morgan Sutton
Office of the Councilmember Krekorian
Council District 2

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

Maurice Johnson
Office of Councilmember Harris-Dawson
Council District 8

Melissa Velasco (A)
Office of the City Administrative Officer

Grayce Liu (A)
Personnel Department

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

Lisa Salazar
Office of the Mayor

Gavin Koon
International Union of Operating Engineers
Local 501

Teresa Sanchez
Service Employees International Union
Local 721

David Sanders
Service Employees International Union
Local 721

Molly Rhodes
Service Employees International Union
Local 721

Not Present

Office of Councilmember Ridley-Thomas
Council District 10

Gerardo Ruvalcaba
Economic and Workforce Development
Department

Rudy Guevara
Service Employees International Union
Local 721

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

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, Service Employees International Union, Local 721, called the meeting to order at 1:01 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 Ms. Salazar, to adopt the minutes of the March 11, 2021 meeting of the Targeted Local Hire Working Group ("Working Group"); the motion was unanimously adopted by those present. *Ms. Molly Rhodes was not present during this motion.*

(4) General Update

Ms. Cinthia Fletes, Personnel Department, stated that as of March 31, 2021, there were a total of 3,747 individuals active in the Targeted Local Hire Program ("TLH Program") applicant pool, in which about 88% identified with one or more of the targeted categories in Tier 1 (3,301) and about 12% identified with Tier 2 (446). 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 1,033 hires and pending offers have been made. There are 14 active referral requests. The largest utilized class currently is Office Trainee with 591 hires, Vocational Worker Custodians with 157 hires, and Vocational Worker Gardener Caretakers with 115 hires. The top three user departments are Airports (149 hires), Recreation and Parks (122 hires), and Public Works Bureau of Sanitation (99 hires). There are 742 individuals who have completed the program and have received full civil service status, 91 individuals currently in the On the Job Training phase and 74 in the Assistant (Probation) phase. Additionally, 15 individuals promoted out, 57 individuals were terminated, and 43 individuals resigned before completing the program.

During the March meeting of the Targeted Local Hire Working group, a request was made to show the TLH Program terminations broken down by month and year. Ms. Fletes presented these numbers and stated that as of March 31st 2021, the highest number of TLH terminations occurred in 2019 (24), followed by 2020 (17). There was another request in the March meeting to compare the rate of TLH terminations to those in the Civil Service process in the classifications used in the TLH Program. Ms. Fletes presented this breakdown and stated that in the period since program launch (February 2017) to March 31, 2021, the TLH Program had an overall termination rate of 5.6%, while the termination rate in the Civil Service process for the classifications used in the TLH Program was 9.9%. The termination rate in the TLH Program is lower than the Civil Service process in all classifications except Gardener Caretaker (5.2% [6/115] vs 3.4% [1/29]) and Garage Attendant (11.1% [1/9] vs 0% [0/30]).

Ms. Teresa Sanchez, Service Employees International Union, Local 721, asked to clarify the total number of people hired since program inception. Ms. Fletes stated that 1,022 have been hired in

the TLH Program through March 31st, 2021. 1,033 have been either hired (1,022) or have a pending job offer (11).

Mr. Gavin Koon, International Union of Operating Engineers Local 501, asked why the Custodian classification has the highest termination rate and requested that staff take a look at the reasons behind these terminations to determine if there is any training or implementation staff can provide to reduce this number in the future.

Mr. Matias Farfan, Office of the Chief Legislative Analyst, asked if the terminated numbers include those that have resigned as well. Ms. Fletes stated that it does not. As of March 31st, 2021, the TLH Program has a total of 43 resignations.

Mr. Sanders asked for clarification on the 11 pending job offers. Ms. Fletes stated that these candidates have been offered a job with the department, and the department is either awaiting a response from the candidate or they are currently going through the background review process.

Mr. Koon asked if we have looked into the reasoning behind the 43 resignations by conducting exit-interviews to evaluate if they resigned due to performance issues or personal issues. Mr. Koon added that if they resigned due to work-related issues, perhaps we can look into addressing those issues. Ms. Fletes stated that generally, resignations are decisions made by the candidate and that we typically only look into separations initiated by the department. Mr. Sanders asked if we conduct exit-interviews regularly. Ms. Fletes stated that staff does not have an official TLH Program exit-interview, but staff can continue to follow up with departments when they notify us of terminations and resignations to see if they can share additional details about those individuals. Mr. Sanders agreed that that would be helpful. Ms. Sanchez suggested that, in order to gain more details regarding terminations and resignations, staff should reach out to both the department and the individual who has been terminated or is resigning through a short voluntary questionnaire/survey or email. Mr. Koon stated that the termination and resignation numbers are low and spread-out through time, so it should be manageable to conduct these. Ms. Sanchez added that an employee may potentially be having difficulties with a manager or co-worker and simply resign because they do not know what else to do. Ms. Sanchez added that this can be a way to reach out to those individuals who are having these types of difficulties, much like we do with those having performance based issues. Ms. Fletes noted that staff will look into these recommendations.

Ms. Fletes presented and provided an overview and explanation of the TLH Program's monthly Stats Report, as requested by the Working Group in the previous meeting on March 11th, 2021. Ms. Fletes noted that anyone that would like to receive this monthly report should reach out to TLH Program Staff to be added to the distribution list. Ms. Fletes noted that the first section of the report covers active applicants in the TLH Program pool by tier and targeted category. There are currently 3,747 active applications in the pool, in which about 88% identified with one or more of the targeted categories in Tier 1 (3,301) and about 12% identified with Tier 2 (446). This section also notes that number of applicants referred to at least one requisition. Ms. Fletes noted that the term "requisition" refers to a request made by a City department for a list of TLH Program candidates for hiring consideration. As of March 31st, 2021, over 2,200 active candidates have been referred to at least one requisition in the TLH Program. The second section of the report looks at the active applicant pool by Application Site (16 WorkSource Centers), broken down by tier and targeted category. The third section of the report shows the status of each requisition made in the TLH Program. As of March 31st, 2021, there were 14 active requests, which are lists of candidates that are currently being considered for hire by City departments. This section also shows which departments have an active request, the number of vacancies under each active

request, the number of individuals currently being considered for a vacancy (referrals), the number of hires that have been made from active requests, and the number of pending offers under active requests. The fourth section of the report displays data on filled requests, which are requisitions that have been completed with hires, canceled requests, and completed requests, which are requisitions that have been completed with no hires made. This can occur when departments decide not to fill positions after submitting a request, or instead fill the position(s) through a separate list.

Ms. Lisa Salazar, Officer of the Mayor, asked if we know the number of hires by targeted category, for example the number of hires among those who self-identified as homeless or formerly homeless. Ms. Fletes noted that staff does have those numbers internally and that we can add that data to the monthly stats report. Ms. Salazar stated that she is curious to see that information for the homeless, Veterans, etc.

Mr. Sanders asked if the referrals that do not respond or are not made offers are returned back to the pool in any particular order. Ms. Fletes stated that these candidates are returned back into the candidate pool and made available to be randomly selected for referral to other departments making requests in the TLH Program. Ms. Fletes added that after a candidate has been on a TLH requisition for more than 30 days, they are eligible to be referred to other departments that have made a request to fill positions through the TLH Program, and may be considered for hire by those departments as well. Mr. Sanders asked if, due to the random selection process, some candidates can be referred to a department multiple times while others are not referred once. Ms. Fletes confirmed that this can be the case due to the randomization process. Once the candidate pool is filtered to identify the candidates that have expressed an interest in the type of work that meets with the needs of the department, candidates are randomly selected so that each candidate in the pool has an equal chance of being referred.

(5) Communication to City Departments

Ms. Fletes noted that during the previous TLH Working Group meeting, a request was made to remind and urge City departments to utilize the TLH Program for their hiring needs. TLH Program staff recommends sending out a survey to departments, asking them to provide the number of vacancies they have in the FY 21-22 in the 11 classifications used by the TLH Program, the number of those vacancies that they anticipate filling through the TLH Program, and any recommendations for new classifications to be added to the TLH Program. Additionally, staff recommends administering this survey in mid-June of 2021, after the adoption of the FY 21-22 City budget, and reporting back to the Working Group with data and analysis in the subsequent Working Group meeting.

Mr. Koon emphasized the need to urge departments to use the TLH Program.

(6) Adoption of the Updated Rules of Governance for the TLH Working Group

Ms. Lisa Parcero, Personnel Department, noted that the TLH Governance Rules Subcommittee met on March 25th and April 8th, 2021, in order to provide recommendations to update the TLH Working Group Rules of Governance. Specifically, the subcommittee worked to address the vacant Working Group Member seat from Council District 10, previously held by former Councilmember Herb Wesson. Ms. Parcero noted that the subcommittee recommended to revise the language in section B. Composition of Voting Members of the Working Group of the Rules of Governance to state that three (3) representatives from relevant Council Offices hold voting member seats, rather than listing the specific names of three (3) Councilmembers that hold a

seat. The subcommittee also recommended that a note be added which reads: “Where possible, it is intended that representatives from Council Offices are members of relevant Council Committees overseeing matters related to the intent of the TLH Program, including but not limited to the City’s budget and finances, workforce and jobs development, and personnel matters.” The subcommittee recommended that the proposed TLH Working Group Rules of Governance be approved by the TLH Working Group.

Mr. Koon, who served on the TLH Governance Rules Subcommittee, noted that the purpose of these revisions was to ensure that the TLH Working Group does not have to regularly revise the Rules of Governance every time a TLH Working Group Member from a Council Office no longer sits in their seat as a Councilmember. Mr. Koon also noted that another purpose of these revisions was to allow Council Offices to determine among themselves who will hold seats in the TLH Working Group, just as do the Union members of the TLH Working Group. Mr. Koon stated that the purpose of the language recommended to be added under the note is to emphasize the intention of having Councilmembers from Council Committees that are relevant to the work of the TLH Program hold seats in the TLH Working Group. Mr. Koon noted that the subcommittee did not want to simply add another Council Office seat, as that would require another Union seat be added as well. The subcommittee agreed that it would be best to avoid this.

A motion was made by Mr. Koon, seconded by Ms. Salazar, to adopt the recommended revisions of the TLH Working Group Rules of Governance. The motion was unanimously adopted with a vote of “Yes” from the following Working Group members: Lori Condinus, David Sanders, Teresa Sanchez, Molly Rhodes, Chris Hannan, Gavin Koon, Melissa Velasco, Matias Farfan, Grayce Liu, Maurice Johnson, Morgan Sutton, and Lisa Salazar.

CONCLUDING ITEMS

(7) Request for Future Agenda Items

Ms. Salazar requested that the new General Manager of the Economic and Workforce Development Department, Carolyn Hull, be introduced to the TLH Working Group in the next meeting.

Mr. Koon requested that the TLH Working Group hold an exploratory conversation on adding additional classifications to the TLH Program, and that such a conversation should be held periodically. Ms. Fletes noted that TLH Program staff will be asking departments, as a part of the survey mentioned in item (5) Communication to City Departments, if they have any recommendations for new classifications to be added to the TLH Program. Ms. Fletes noted that TLH Program staff anticipates sending this survey out in June and proposed that the TLH Working Group hold on discussing this item until TLH Program staff analyzes the data and has recommendations to make. Mr. Koon agreed with waiting to discuss this item after the data from the survey is collected and analyzed.

(8) Future Meeting Dates

Mr. Sanders established Thursday, June 24, 2021 at 1:00 p.m. for the next regular meeting of the TLH Working Group.

(9) Adjournment

The meeting was motioned to adjourn by Ms. Salazar, seconded by Mr. Koon, and unanimously adopted by those present. The meeting adjourned at 1:48pm.