

PROPOSED MINUTES

**Thursday, March 7, 2024
3:00 p.m.**

**Personnel Department
Virtual Zoom Meeting
Meeting ID: 822 3010 6672**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Dana Brown
Personnel Department

Lidia Manzanares
Office of the Mayor

Maria Souza-Rountree
Office of the Chief Legislative Analyst

Adam Acosta
Office of Councilmember Tim McOsker
Council District 15

Donny Brooks
Economic and Workforce Development
Department

Matt Szabo
Office of the City Administrative Officer

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

Adda Murillo
American Federation of State, County,
and Municipal Employees

Larry Gates
American Federation of State, County,
and Municipal Employees

Karla Salazar
American Federation of State, County,
and Municipal Employees

Teresa Sanchez
Service Employees International Union
Local 721

Jenita Igwealor
Service Employees International Union
Local 721

Not Present

Maurice Johnson
Office of Councilmember Harris-Dawson
Council District 8

Chad Boggio
Los Angeles/Orange Counties Building
and Construction Trades Council AFL-CIO

Jose Barba
International Union of Operating Engineers
Local 501

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. Vincent Cordero, Personnel Department, called the meeting to order at 3:07 pm. Ms. Cinthia Fletes, Personnel Department, established that a quorum was present.

(2) Public Comments

There were no public comments.

ADMINISTRATIVE ITEMS

(3) Nomination and Election of Co-chairs

Mr. Vincent Cordero, Personnel Department, stated that the next item of business would be to nominate and elect two (2) Targeted Local Hire Working Group Co-chairs for Calendar Year 2024 in accordance with Section C of the Rules of Governance of the Targeted Local Hire Working Group. Mr. Cordero stated that per the Rules of Governance of the Targeted Local Hire Working Group Section C, there shall be two (2) Co-chairs, one representing City Management and one representing the Coalition of LA City Unions, whose terms shall be one (1) calendar year beginning January 1st or the portion remaining thereof should there be a vacancy prior to the end of the calendar term.

A motion was made by Ms. Teresa Sanchez to nominate Ms. Dana Brown of the Personnel Department as co-chair representing City Management, seconded by Ms. Lori Condinus; the motion was unanimously adopted by those present.

A motion was made by Ms. Teresa Sanchez to nominate Ms. Jenita Igwealor of Service Employees International Union Local 721 (SEIU Local 721) as co-chair representing the Coalition of LA City Unions. A motion was made by Mr. Larry Gates to nominate Ms. Adda Murillo of American Federation of State, County, and Municipal Employees (AFSCME) as co-chair representing the Coalition of LA City Unions. A vote was then held to elect the co-chair representing the Coalition of LA City Unions. "Yes" votes for Ms. Jenita Igwealor were made by Mr. Teresa Sanchez, Mr. Matt Szabo, and Ms. Dana Brown. "Yes" votes for Ms. Adda Murillo were made by Ms. Lori Condinus and Mr. Larry Gates. TLH Working Group members abstaining from the vote included Ms. Maria Souza-Roundtree, Mr. Donny Brooks, Mr. Adam Acosta and Ms. Lidia Manzanares. Ms. Jenita Igwealor, SEIU Local 721 was elected as the co-chair

representing the Coalition of LA City Unions by consensus of the TLH Working Group as defined by Section F of the Rules of Governance of the Targeted Local Hire Working Group.

(4) Minutes

A motion was made by Ms. Maria Souza-Roundtree, seconded by Ms. Lori Condinus, to approve the minutes of the August 16, 2023 meeting of the Targeted Local Hire Working Group (“TLHWG”); the motion was approved by those present.

(5) General Update

Ms. Cinthia Fletes, Personnel Department, shared that as of January 31, 2024, there were 3,794 individuals active in the Targeted Local Hire (“TLH”) Program applicant pool, in which approximately 50% self-identified with one of the targeted categories under Tier 1, 35% of individuals identified with multiple targeted categories under Tier 1, and 15% of individuals self-identified with Tier 2. The three largest categories in Tier 1 continue to be zip codes, older workers, and homeless/formerly homeless individuals. As of January 31, 2024, there have been 2,052 individuals hired through the program, 52% of which were hired as an Office Trainee and 48% of which were hired into one of the Vocational Worker pathways. There are currently 127 active referral requests with 208 hires or pending offers. The top three user departments are Recreation and Parks with 320 hires, followed by Public Works Bureau of Sanitation with 231 hires, and Police with 200 hires. 1,272 individuals have completed the TLH Program, with 247 currently serving their probationary period, and 238 currently in the on-the-job training phase.

Ms. Dana Brown asked if these statistics are for the entire life of the program since its inception. Ms. Cinthia Fletes confirmed that they are. Ms. Brown asked if LA Local Hire staff can provide statistics on the program since December of 2022, when the new Mayoral staff was inducted. Ms. Fletes confirmed that LA Local Hire staff can send that report to the Working Group. Ms. Brown stated that this will help highlight the effects of the Mayor’s team’s efforts on reducing vacancies in the City of Los Angeles, particularly with regard to the TLH Program. Mr. Adam Acosta asked if the report can include a breakdown of metrics by zip code or Council District. Ms. Fletes confirmed that LA Local Hire staff can include that information on the report.

Ms. Dana Brown noted the importance of tightening up aspects of the Targeted Local Hire Program in an effort to expand aspects of it to Civil Service and have departments use the program more extensively. Ms. Dana Brown highlighted the success of being able to develop a pathway for part-time employees based on the TLH Program and noted the aim to continue developing and expanding similar opportunities.

Ms. Teresa Sanchez noted the effort to work with departments to accelerate the hiring process. Ms. Teresa Sanchez highlighted the success of adding Security Officer to the Bridge to Jobs Program to accelerate hiring with Los Angeles World Airports and emphasized the need for the Working Group to continue to discuss breaking down barriers in the hiring process in order to employ candidates sooner and alleviate departments that are understaffed. Ms. Dana Brown mentioned a separate Working Group that is focused on accelerating the hiring process and noted that there are a number of things that have been done to do so and are currently being done, including a current motion aiming to reform City Charter employment to accelerate the hiring process.

(6) Recommendation for New Subcommittee: Job Readiness Assessment and Hiring Events

Ms. Alexis Nakamura, Personnel Department, discussed the recommendation to form a new subcommittee related to the TLH Program's job readiness assessment process and the various City of Los Angeles hiring events in which candidates are hired through the program. More specifically, this subcommittee will discuss establishing a set of standards that TLH Application Sites use when evaluating the job readiness of their clients, which is a necessary aspect of applying to the program. The subcommittee will also evaluate the aspects of the TLH Program application and hiring process that may take place at hiring events, such as onsite interviews and same day job offers.

In accordance with Section E of the Rules of Governance for the Targeted Local Hire Working Group, the formation of a subcommittee must be approved by a consensus of the Working Group. Subcommittees must be comprised of no more than eight (8) Working Group members with equal representation from the Coalition of Unions and the City. The members of each subcommittee must be selected and agreed upon by the Co-chairs of the Working Group. The subcommittee must then be approved by the Working Group by a unanimous vote.

Ms. Dana Brown asked to table the formation of this subcommittee until we have an understanding of current existing subcommittees within the Working Group. Mr. Vincent Cordero noted that there are currently no other active subcommittees within this Working Group and recommended moving forward with forming this subcommittee and the subcommittee in item #7 to look further into the given issues. Ms. Brown agreed to continue with the formation of the subcommittee.

Ms. Maria Souza-Roundtree volunteered the Office of the Chief Legislative Analyst for this subcommittee. Other volunteers were Ms. Teresa Sanchez, a representative from the Mayor's

Office, and Mr. Larry Gates. A motion was made by Ms. Teresa Sanchez, seconded by Ms. Lori Condinus, to confirm the formation of this subcommittee and its members.

(7) Recommendation for New Subcommittee: Non-TLH Employment Programs

Mr. Louie Fernandez, Personnel Department, discussed the recommendation to form a new subcommittee to review non-TLH Employment Programs in the City of Los Angeles that utilize TLH career pathways in order to identify potential duplicative pathways. This subcommittee will discuss programs that are currently active in the City and those that are in the proposal stage, and will discuss what the Working Group's policy will be regarding the desire to expand these programs and establish new ones.

In accordance with Section E of the Rules of Governance for the Targeted Local Hire Working Group, the formation of a subcommittee must be approved by a consensus of the Working Group. Subcommittees must be comprised of no more than eight (8) Working Group members with equal representation from the Coalition of Unions and the City. The members of each subcommittee must be selected and agreed upon by the Co-chairs of the Working Group. The subcommittee must then be approved by the Working Group by a unanimous vote.

Ms. Maria Souza-Roundtree volunteered the Office of the Chief Legislative Analyst for this subcommittee. Other volunteers were Ms. Lori Condinus, a representative from the Mayor's Office, a representative from the Office of the City Administrative Officer, Ms. Teresa Sanchez, and Mr. Larry Gates.

Ms. Teresa Sanchez noted that the TLH Working Group does not have jurisdiction over other employment programs in the City of Los Angeles, but that it can develop recommendations to Council and the Mayor in order to streamline the employment pipelines available in the City to make things more efficient.

Ms. Dana Brown noted that this subcommittee can also discuss how non-TLH employment programs impact the TLH Program.

A motion was made by Ms. Jenita Igwealor, seconded by Ms. Maria Souza-Roundtree, to confirm the formation of this subcommittee and its members.

(8) TLH Working Group Meetings

Ms. Cinthia Fletes noted that since 2016, the Targeted Local Hire Working Group has been meeting as needed to develop, implement and refine the program. Since 2020, the Working Group has been meeting virtually. Ms. Fletes asked the Working Group members if the Working Group would prefer to continue meeting virtually or if they would like to change the format for future meetings. Ms. Lori Condinus noted her preference to maintain virtual meetings. Ms. Maria Souza-Roundtree asked how other similar Working Groups in the City are operating. Ms. Dana Brown asked if this Working Group is bound to operate in accordance with the Brown Act. Ms. Fletes noted that the City Attorney confirmed that the TLH Working Group is not subject to the Brown Act however, it chooses to follow in the spirit of the Brown Act by allowing for public comment in the interest of transparency. Ms. Brown noted that, since the Working Group is not bound to the Brown Act, it would be in the favor of convenience and keeping high attendance rates of members to maintain virtual meetings. Ms. Souza-Roundtree motioned to keep meetings virtual, seconded by Mr. Larry Gates.

CONCLUDING ITEMS

(9) Request for Future Agenda Items

Ms. Dana Brown asked if there were any requests for future agenda items. Ms. Adda Murillo asked for a discussion regarding the training of employees hired through the Targeted Local Hire Program. Ms. Murillo said she will reach out to LA Local Hire staff to further clarify the information to be discussed.

Mr. Donny Brooks requested an item to discuss the hiring freeze in the City and the current Prioritized Critical Hiring process. Ms. Dana Brown noted that it would be helpful to provide data regarding the impact of this hiring process on the Targeted Local Hiring Program in the next meeting to see if positions in the program are being prioritized.

(10) Future Meeting Date

Ms. Maria Souza-Roundtree requested that the next meeting be either before April 20th or at the end of May or beginning of June. Mr. Vincent Cordero noted that LA Local Hire Staff will reach out to the Working Group members to find a meeting day before April 20th.

(11) Adjournment

The meeting was adjourned by Ms. Dana Brown at 3:57 p.m.