

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

**PROPOSED MINUTES
Thursday, November 17, 2016 – 3:30 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

Cheryl Parisi
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

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

Gavin Koon
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

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

David Sanders
Service Employees International Union
Local 721

Anna Hovasapian
Office of Councilmember Krekorian
Council District 2

Not Present

Bernard Dory
Office of Councilmember Harris-Dawson
Council District 8

Edward R. Johnson
Office of Councilmember Wesson
Council District 10

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 3:43 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. Morales, seconded by Mr. Sainz, to approve the minutes of the October 26, 2016 meeting; the motion was unanimously adopted.

(4) Presentation of Community Based Organization Briefing

Ms. Esther Chang, Personnel Department, stated that Community Based Organizations (CBOs) would be referred to as “Referral Agencies”. All approved Referral Agencies will be invited to attend a briefing by Program Staff and be provided the PowerPoint slides presented by Ms. Chang.

Ms. Chang stated that the presentation was divided into five (5) categories: I. Program Overview; II. Application Process and Candidate Intake; III. Referral Process; IV. Conditions of Employment; V. Designated Referral Agency – Ongoing Role. The “I. Program Overview” will provide a brief background about the Targeted Local Hire Program (“Program”), including a brief overview of the letter of agreement (LOA), Executive Directive 15, and that the Targeted Local Hire Working Group was convened by mutual agreement. Referral Agencies will also be informed that the populations targeted by the Program include: homeless and formerly homeless; formerly incarcerated individuals; former gang members including those affected by the City’s Rodriguez settlement; disconnected youth, foster youth, transition age youth; veterans; local residents in zip codes with high unemployment and incomes below median poverty rate; individuals with disabilities; transgender; and older workers.

Mr. Koon requested that a statement be added to slide five (5) informing Referral Agencies that the list of targeted populations is the initial list and it may change over time.

Ms. Goldberg asked staff to add the words “currently approved list” to slide five (5).

Ms. Chang stated that the briefing provided a visual explanation of the current career pathways available through the Program, including the employment timeline in each classification.

Ms. Chang stated that the section “II. Application Process and Candidate Intake” covered the procedures previously approved by the Working Group in Staff Report 16-05. Generally, potential candidates will obtain a referral form from a designated Referral Agency and visit an approved Application Site, which refers to the six (6) designated WorkSource Centers. Each Referral Agencies will: (1) assess the potential candidate’s job readiness, including reviewing the potential candidate’s current situation and determining whether they will be successful in the Program, including ensuring that their basic needs are met, that they have received job readiness preparation and that they have demonstrated general success indicators such as punctuality, reliability, ability to follow instructions, etc.; (2) review City job pathways; (3) complete and submit the referral form; and (4) refer the potential candidates to the Application Site to submit the Program application. Next, Program staff will review the Referral Agency

Referral Form and will explain that Referral Agencies will need to complete the form and e-mail it to one (1) of the six (6) designated Application Sites. Referral Agencies will obtain the contact information for a designated point of contact at each Application Site.

Ms. Chang stated that at the Application Sites, candidates will complete the Program Orientation, create an account profile on the job application site, and submit the Program Application for review by Program staff. Upon review and approval, the application will be added to the Application Pool.

Mr. Koon requested that notes be added indicating that in the future, additional career pathways may be added to the Program such as Apprenticeships.

Ms. Goldberg stated that a note may be added to slide six (6); however, it is important to avoid confusion by leading people to believe that there are additional career pathways that are not currently available. Therefore, a note should be added to slide six (6) indicating that additional classifications may be added in the future but there is no need to add the note to every slide.

Mr. Sainz requested that a note be added stating that there will be Program orientations available.

Mr. Sanders asked how the City will address the basic needs listed on slide ten (10). Additionally, Mr. Sanders expressed concern with requiring candidates to create an online profile for the application process because the targeted populations may not have access to internet or a computer.

Ms. Goldberg stated that the approved Referral Agencies will help candidates with basic needs, which is why the Program is establishing partnerships with various CBOs. Mr. Sainz added that the WorkSource Centers will also assist candidates with creating an e-mail address. Candidates may then visit a public library or use the computers at the WorkSource Centers to monitor e-mail communication.

Ms. Chang stated that section "III. Referral Process" visually depicts how candidates will be referred to operating departments for hiring consideration. The operating departments may then conduct a selection process like they normally would, including following-up with candidates to schedule interview dates and times and asking candidates for additional information such as job history, resume, or references.

Ms. Goldberg stated that there will be many candidates who will not have a job history, resume or references; therefore, it is important to clarify that the lack of job history, resume or references will not disqualify candidates.

Ms. Chang stated that section "IV. Conditions of Employment" will provide a brief explanation of the City's Background Review and Legal Right to Work policy.

Ms. Goldberg requested that the information related to the Background Review be clarified because some of the terms used such as "commitment to employability" is vague. Additionally, Ms. Goldberg requested that information about "letter of recommendation" also be clarified to show that letters of recommendation are not required.

Mr. Morales inquired about the point in time when candidates go through the background review and the verification of the legal right to work.

Ms. Chang stated that these processes occur after the hiring authority makes a conditional job offer.

Mr. Morales asked if the legal right to work can be incorporated into screening process since it is mandatory rather than allowing a potential candidate to go through the entire process only to determine that they do not have the legal right to work right before they are hired.

Ms. Goldberg agreed that potential candidates should not be in the candidate pool if they do not have the legal right to work.

Mr. Cordero stated that potential candidates cannot be prevented from applying on the basis of their legal right to work; therefore, candidates may go through the entire process but will not be asked if they have the legal right to work until a conditional job offer has been made. Additionally, Mr. Cordero further stated that this is consistent with the City's current hiring process.

Ms. Hayes-Walker asked if candidates have to be eighteen (18) years of age to apply and be hired.

Ms. Goldberg stated that there is no age requirement for the Targeted Local Hire Program.

Ms. Chang stated that the last section of the briefing is entitled "V. Designated Agency-Ongoing Role" and it explains to Referral Agencies that they are expected to assist with job readiness and assessment but also to continue to provide services such as supportive services, on-going career development, on-going personal support and supervisor support.

Ms. Goldberg asked if a designated Referral Agency must provide all services listed on slide twenty-seven (27).

Ms. Chang confirmed that designated Referral Agencies are not expected to provide all services.

Ms. Goldberg requested that a note be added to clarify that not all services are required from every Referral Agency.

Ms. Hayes-Walker asked if candidates remain in the candidate pool even if they are referred to an operating department for hiring consideration but are not extended a job offer.

Ms. Goldberg confirmed that candidates remain in the candidate pool and that operating departments will be asked to provide feedback for the non-selected candidates. Ms. Goldberg further stated that Personnel Department staff is currently working with the City Attorney to confirm the legality of having candidates sign a waiver which would allow the Personnel Department staff to share the feedback on the candidate's performance with their Referring Agency.

Mr. Cordero stated that although operating departments will be asked and strongly encouraged to provide feedback, it will not be mandatory.

Ms. Hyepinn Im, Korean Churches for Community Development (KCCD), stated that if Program candidates still have to compete to demonstrate that they are the most qualified then they may still be disadvantaged because the hiring authority will naturally select those candidates who have the best qualifications.

Ms. Goldberg stated that the hiring departments cannot be forced to hire candidates; however, the Personnel Department will be tracking the candidates who are selected and those who are not selected as to ensure that the targeted populations are not being unfairly left out of the process. Additionally, hiring departments will be asked to provide feedback and justification for their hiring decisions.

(5) Report Back from the Training Subcommittee

Ms. Cinthia Ramirez, Personnel Department, stated that Personnel Department staff is in the process of scheduling the next meeting of the Training Subcommittee. The purpose of the next meeting will be to discuss training needs and strategies for the Targeted Local Hire Program, including the possibility of working with City employees who have supervised Vocational Workers and/or Office Trainee to identify best practices and lessons learned.

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

Ms. Chang stated that a google spreadsheet was shared with the six (6) pilot departments in order to obtain information related to the number of positions and vacancies in the classifications that are currently part of the Program. Ms. Chang noted that the information presented was a snapshot in time and it is subject to change.

Ms. Chang stated that 88.8% of the 1,973 positions in the classifications that are part of the Program are currently filled. Specifically, Ms. Chang stated the six (6) pilot departments reported that the following positions were filled in each of the classifications that are currently part of the Program as of October 2016: 80.3% of all Administrative Clerk positions; 98.3% of all Custodian positions; 97.3% of all Garage Attendant positions; 80.0% of all Gardener Caretaker positions; 88.5% of all Maintenance Laborer positions; and 50.0% of all Tree Surgeon Assistant positions. Ms. Chang noted that the following departments do not have positions in the following classifications: Airports does not utilize Tree Surgeon Assistant; General Services Department does not utilize the classifications of Gardener Caretaker or Tree Surgeon Assistant; Public Works/Bureau of Sanitation (PW/BOS) does not utilize Tree Surgeon Assistants; Public Works/Bureau of Street Services (PW/BSS) and Recreation and Parks do not utilize Custodian or Garage Attendant.

Mr. Sainz asked how many of the 221 positions that are currently vacant in the targeted classifications will be filled through the Program.

Ms. Chang stated that Airports will use the Program to fill twenty (20) Vocational Worker vacancies and twenty (20) Office Trainee vacancies. Additionally, PW/BOS and PW/BSS only had a handful of positions that may be filled through the Program. Ms. Chang further stated that Personnel Department staff is continuously working with departments to obtain vacancy information.

Mr. Sainz commented that the number of vacant positions available to fill through the Program was somewhere between forty (40) and fifty (50) positions. Ms. Chang confirmed.

Ms. Golberg asked if there are any other departments interested in filling positions through the Program.

Mr. Cordero confirmed that there are other departments interested in filling positions through the Program; however, the Funded Vacant and 900-Hour Subcommittee focused only on the six (6) pilot departments.

Ms. Goldberg asked if the Personnel Department has gathered additional information on the issue of filling positions with City employees rather than using contractors.

Ms. Chang stated the six (6) pilot departments were also asked the following questions: (a) Does your department maintain any contracts where the Charter Section 1022 review indicated City employees could do this work?; (b) If yes: Of these, were any of the targeted classifications identified? (Administrative Clerk, Custodian, Garage Attendant, Gardener Caretaker, Maintenance Laborer, Tree Surgeon Assistant); (b.i.) Please provide number of contracts and short description; (b.ii.) Without consideration to funding/approvals, would your department be interested in having City employees perform this work upon expiration of current contract?

There are a few departments that are pending responses; however, PW/BOS and PW/BSS indicated that they do not have any contracts where the Charter Section 1022 review indicated that City employees could do the work. Ms. Chang stated that the responses are specific to work performed by the classifications that are currently part of the Program and does not include work performed by other classifications such as Communications Information Representative (CIR). Additionally, departments stated that they intend to request additional positions for Administrative Clerk and Maintenance Laborer, which may be filled through the Program.

Mr. Koon suggested that a list of City contracts that have been issued be reviewed for the targeted classifications.

Ms. Hayes-Walker asked if the use of exempt workers had been analyzed.

Ms. Chang noted that the Funded Vacant and 900-Hour Subcommittee focused on the use of contracted employees.

Ms. Goldberg asked Program staff and the Funded Vacant and 900-Hour Subcommittee to report back on whether exempt employees can be converted to regular civil service positions.

Ms. Sanchez requested that Program staff e-mail out the reports presented by Ms. Chang to the Working Group.

(7) Report Back from the Outreach Subcommittee

Ms. Goldberg stated that outreach meetings took place with the following CBOs: Koreatown Youth & Community Center (KYCC); Covenant House and Visionary Youth Center; Los Angeles Beautification Team; Central City Action Committee; Northeast Graffiti Busters; Sylmar Graffiti Busters; and Graffiti Control Systems. There are scheduled meetings with the following CBOs: Coalition For Responsible Community Development; El Arca; and Salvadoran American Leadership and Educational Fund. Finally, the Outreach Subcommittee is still working towards scheduling meetings with approximately twenty-six (26) more organizations.

CONCLUDING ITEMS

(8) Request for Future Agenda Items

Ms. Im requested that a discussion about adding the Asian Pacific Islander community and limited English speakers as a targeted population.

Ms. Sanchez requested that a new subcommittee be created to further discuss the Apprenticeship Programs and other programs and how they can be incorporated into the Program.

Ms. Goldberg asked for volunteers for the Apprenticeship & Other Programs Subcommittee. The following individuals volunteered:

- Chris Hannan, Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO
- Anna Aroutiounian, Office of Councilmember Krekorian, Council District 2
- Gavin Koon, International Union of Operating Engineers Local 501
- Jaime Pacheco Orozco, Economic and Workforce Development Department
- Hyepin Im, KCCD
- Anthony Robinson, Los Angeles Job Corps
- Salvador Moncada, El Proyecto del Barrio

Ms. Goldberg requested report backs from the Funded Vacant and 900-Hour Subcommittee, Outreach Subcommittee, and report back on the City Council's action related to the Targeted Local Hire Program.

(9) Future Meeting Dates

Ms. Goldberg requested a meeting date on or before December 9, 2016 to only discuss the item related to adding the additional group. Ms. Goldberg asked Program staff to schedule the meeting.

(10) Adjournment

A motion was made by Ms. Salazar, seconded by Mr. Hannan, to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 4:31 p.m.