

**MINUTES-MEETING OF THE
TARGETED LOCAL HIRE WORKING GROUP**

Monday, June 13, 2016

11:00 a.m.

**Personnel Department Medical Services
520 E Temple St. Training Rooms A and B
Los Angeles, CA 90012**

Please Note: The minutes below 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 approximately 11:01 a.m.

(2) Public Comments

Ms. Goldberg called for Public Comments; however, no public comments were made.

ADMINISTRATIVE ITEMS

(3) Minutes

Ms. Goldberg asked for Public Comments on the minutes from meeting of the Targeted Local Hire Working Group ("Working Group") on May 16, 2016. No public comments were made.

(4) Report back from the Governance Subcommittee

Ms. Cinthia Ramirez, Personnel Department, stated that the Governance Subcommittee met to address the issues regarding the Rules for Governance of the Targeted Local Hire Working Group that were raised during the meeting on May 16, 2016. Ms. Ramirez noted that the Article B was revised to include a total of sixteen (16) voting members, including eight (8) union representatives from the Coalition of Los Angeles City Unions and eight (8) representatives from City management. Article C was revised to make the Chairperson a non-voting member; thus, ensuring there is equal representation between union representatives and City management. Article D was revised to have a quorum consist of any nine (9) members of the Working Group. Article E was revised to state that the Working Group must reach consensus in order to pass a motion. Finally, Ms. Ramirez stated that the Governance Subcommittee recommended that the proposed Rules of Governance for the Targeted Local Hire Working Group be approved by the Working Group in order to establish governance.

Mr. Chris Hannan, Los Angeles /Orange Counties Building & Construction Trades Council AFL-CIO, asked if the eight (8) unions representatives must be from the Coalition of Los Angeles City Unions.

Mr. Vincent Cordero, Personnel Department, stated that all union representatives that are Working Group members must be from the Coalition of Los Angeles City Unions.

Mr. Hannan stated that he was in agreement with having union representatives be from the Coalition of Los Angeles City Unions and thanked the Working Group for allowing equal representation.

(5) Recommendation from the Governance Subcommittee

A motion was made by Mr. Gavin Koon, International Union of Operating Engineers, Local 501, and seconded by Mr. Hannan to adopt the proposed Rules of Governance for the Targeted Local Hire Working Group; the Working Group unanimously adopted this motion.

(6) Nominations and Approval of Chairperson

Ms. Goldberg asked for nominations of a non-voting member Chairperson.

Ms. Teresa Sanchez, American Federation of State, County and Municipal Employees (AFSCME), nominated Ms. Jackie Goldberg as the non-voting Chairperson and Mr. Hannan seconded the nomination.

No other nominations were made; therefore, the Working Group unanimously approved Ms. Goldberg as the non-voting Chairperson of the Working Group.

(7) Report back from the Outreach Subcommittee

Ms. Jackie Goldberg stated that the Outreach Subcommittee met with the Koreatown Immigrant Workers Alliance (KIWA), which provides affordable housing and many of their residents would be interested in the Targeted Local Hire Program. Additionally, KIWA will also refer the Outreach Subcommittee to other organizations that provide job training. The Outreach Subcommittee also met with the Los Angeles Urban League, which provides considerable training for job preparation.

Ms. Goldberg stated that there are upcoming outreach meetings with the Los Angeles Chamber of Commerce and the Youth Policy Institute. Ms. Goldberg stated that anyone interested in attending these outreach meetings is welcomed and also asked for recommendations on community-based organizations.

Mr. Hannan asked if the community-based organizations must be physically located in Los Angeles.

Ms. Goldberg stated that the community-based organizations must be serving the communities in the City of Los Angeles.

Mr. Hannan recommended that the Outreach Subcommittee consider meeting with the Flintridge Center, which is located in the City of Pasadena but provides services to the under-served communities in the City of Los Angeles such as the formerly incarcerated and the gang-impacted individuals. Additionally, Mr. Hannan also mentioned Women in Non Traditional Employment Roles, Inc (WINTER) may be a good organization to meet with, as well as various other organizations that focus on youth.

Ms. Goldberg asked Mr. Hannan to e-mail the contacts at such organizations to the Personnel Department staff that is coordinating the Outreach meetings.

(8) Report back from the Hiring Procedures Subcommittee

Mr. Cordero noted that the Hiring Procedures Subcommittee will change its name to the Referral Procedures to Departments Subcommittee in order to better reflect the goals of the Subcommittee, which is to develop the referral procedures for the Targeted Local Hire Program.

Mr. Cordero stated that the Referral Procedures to Departments Subcommittee held its first meeting on Friday, June 10, 2016 and it is currently working on developing the referral process and procedures. Mr. Cordero anticipated that the Referral Procedures to Departments Subcommittee would present their procedures at the next meeting of the Working Group.

Mr. Cordero stated that the Personnel Departments staff is partnering with the Information Technology Agency (ITA) to develop a tracking/applications system to support the referral process. Mr. Cordero anticipated that this tracking/application system will be presented to the Working Group in a future meeting.

Mr. Koon stated that the apprenticeship program should be included in the tracking/application system and that there is an upcoming meeting with staff from the Personnel Departments and the Office of the City Administrative Officer (CAO) to further discuss the apprenticeship programs.

Ms. Goldberg invited Mr. Koon to the next meeting of the Referral Procedures to Departments Subcommittee, which is scheduled for Friday, June 17, 2016.

Mr. Koon stated that he felt it was too early to be involved in the referral procedures; however, he wanted it to be noted.

Mr. Hannan noted that some of the organizations he recommended to the Outreach Subcommittee provide approximately 120 hours of training and issue certificates of completion. Mr. Hannan noted that he anticipated such organizations would be interested in participating.

(9) Report back on the status of the Bulletins

Mr. Cordero stated that the competency models for the classifications that are part of the Targeted Local Hire Program are in progress. Mr. Cordero noted that the

competency model approach identifies six (6) to eight (8) competencies that are critical to the classification. Mr. Cordero stated that the following competency models for Gardener Caretaker, Administrative Clerk, and Tree Surgeon Assistant have been completed. Mr. Cordero also noted that Garage Attendant is almost complete. All competency models are available on the Personnel Department website, as well as the interim website that would be presented as item ten (10) of the current agenda. Finally, Mr. Cordero pointed out that the job analyses for Maintenance Laborer and Custodian are also posted on the Personnel Department website; however, such job analyses are based on the former approach to completing job analyses and not on the current competency model approach.

Mr. Cordero noted that the Personnel Department staff is working on updating the requirements for the bulletins and anticipates having an update for the next meeting of the Working Group.

Ms. Goldberg stated that the salary and employment timeline for the classifications in the Targeted Local Hire Program are also being reviewed and requested a report back for the next meeting.

Mr. Hannan inquired if the salary considerations affect the apprenticeship programs.

Mr. Cordero stated that the apprenticeship programs will not be affected by the salary considerations.

(10) Recommendation to create a new subcommittee

Ms. Goldberg stated that there were past discussions about creating a new subcommittee dedicated to training opportunities for the supervisors and co-workers of employees hired through the Targeted Local Hire Program. Ms. Goldberg asked attendees if they would like to recommend a subcommittee for training or if such training can be developed without a subcommittee.

Mr. Hannan stated that it would be helpful to allow the Personnel Department to develop the training independently, unless they specifically asked for the unions' input, as Personnel Department staff has experience in training.

Mr. Koon commented that the Outreach Subcommittee may be involved in the development of the training.

Ms. Goldberg stated that the Outreach Subcommittee is focused on identifying community-based organizations that may be involved in the Targeted Local Hire Program.

Ms. Wendy G. Macy, Personnel Department, stated that Mr. Michael Gold and liaison services would be involved in the development of the supervisory training. Ms. Macy noted that there may be individuals with a specific area of expertise that would be helpful to include in the development of the training. Additionally, Ms. Macy noted that in

an effort to ensure complete transparency, the Personnel Department staff would like to allow the participation of individuals who are interested in assisting with the development of the training; however, it is not mandatory for these individuals to attend.

Ms. Sanchez stated that it may be useful to have the Personnel Department staff take the lead on developing the training and have those with a particular area of expertise review the training after it is developed. Additionally, once the pilot department begin utilizing the training, the Working Group can determine if there are additional resources that can be provided to the training.

Ms. Goldberg stated that the Outreach Subcommittee can assist in developing a list of ad hoc resources and contacts that may be beneficial for the training group, including a list of people that the training group can invite to participate such as union representatives to review training for the co-workers of the employees hired through the Targeted Local Hire Program.

Ms. Goldberg stated that a motion could not be made because there was no quorum present.

Ms. Cheryl Parisi, AFSCME, stated that she would collect the names of the union representatives that would be voting members of the Working Group.

Mr. Roy Morales, Office of the Chief Legislative Analyst, stated he would obtain the names of the representatives from the Council Offices.

Ms. Jackie Goldberg asked Personnel Department to identify the other City management representatives that would be part of the Working Group.

(11) Presentation of the interim TLHWG website

Ms. Esther Chang, Personnel Department, stated that the Personnel Department staff will work with ITA to develop the official website for the Targeted Local Hire Program; however, an interim website is currently available.

Ms. Chang noted that the link to the interim website was provided on the agenda and that the home page of the website allows interested individuals to submit their information and request to be included in the distribution list for the Targeted Local Hire Program.

Ms. Chang highlighted the following pages of the interim website: Governance Documents, which contains copies of the Letter of Agreement and the Mayor's Executive Directives related to the Working Group; The TLHWG Meetings-Agendas and Minutes page contains copies of all agendas and minutes for the meetings of the Working Group; the TLHWG Subcommittees page contains a description of each of the ad hoc subcommittees, as well as a calendar with upcoming meetings related to the Targeted Local Hire Program; the Additional Resources page contains a link to the Personnel Department website, including links to the civil service and exempt job

opportunities, and the competency models for the classifications that are part of the Targeted Local Hire Program.

Finally, Ms. Chang stated that any questions or comments regarding the interim website may be forwarded to her and noted that the contact information for Personnel Department staff can be found on the home page.

Mr. Cordero stated that the presented website is an interim website that provides a central location for all information related to the Targeted Local Hire Program.

Mr. Morales noted that it would be helpful to have the link for the Targeted Local Hire Program website listed on the Personnel Department website. Ms. Goldberg agreed.

Ms. Goldberg commented that it would be helpful to have the website of the Targeted Local Hire Program available in multiple languages such as Spanish.

Mr. Hannan stated that the Targeted Local Hire Program should include a link to training opportunities.

Ms. Sanchez noted that the website should also include a link to the Workforce Development Board website and to the Jobs LA website.

CONCLUDING ITEMS

(12) Request for Future Agenda Items

Ms. Parisi asked if it would be possible to provide an update on the hiring that will take place during the upcoming fiscal year in each of the classifications that are part of the Targeted Local Hire Program.

Ms. Goldberg asked staff from the Office of the CAO to provide an update on the 2016-17 City budget as it relates to the Targeted Local Hire Program and asked Personnel Department staff to add such item to the next agenda.

(13) Future Meeting Dates

The tentative date for the next meeting of the Targeted Local Hire Working Group was June 29, 2016; however, it was not confirmed and the attendees were informed that they would be notified by e-mail.

(14) Adjournment

The meeting was adjourned at approximately 11:37 a.m.