

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

**PROPOSED MINUTES
Wednesday, October 5, 2016- 1:00 P.M.
520 Temple Street, Training Rooms A&B**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Jackie Goldberg, Chairperson

Anna Hovasapian
Office of Councilmember Krekorian
Council District 2

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

Edward R. Johnson
Office of Councilmember Wesson
Council District 10

Lisa Salazar
Office of the Mayor

Molly Rhodes
Service Employees International Union
Local 721

Roy Morales (A)
Office of the Chief Legislative Analyst

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

Bernard Dory
Office of Councilmember Harris-Dawson
Council District 8

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

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

Jody Yoxsimer (A)
Office of the City Administrative Officer

David Sanders
Service Employees International Union, Local 721

Wendy G. Macy
Personnel Department

Not Present

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

Robert M. Sainz (A)
Economic Workforce Development Department

Rudy Guevara
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 approximately 1:07 p.m. A roll call was taken to confirm a quorum was present.

(2) Public Comments

No public comments were made.

ADMINISTRATIVE ITEMS

(3) Minutes

A motion was made by Mr. Roy Morales, seconded by Ms. Jody Yoxsimer, to approve the minutes of the September 14, 2016 meeting; the motion was unanimously adopted.

Mr. Edward Johnson, Mr. Bernard Dory, and Mr. David Sanders were not yet present for this motion.

(4) Applicable Provisions of the Ralph M. Brown Act

Mr. Curt Kidder, Assistant City Attorney, stated that the intent of the Ralph M. Brown Act ("Brown Act") is to ensure transparency in government; therefore, the primary provision of the Brown Act is that meetings of legislative bodies are to be open to the public and all persons are able to attend and allowed to provide comments of matters of business before those legislative bodies.

According to the Brown Act, a meeting constitutes a congregation of the majority of the members of the legislative body at one place and they are discussing items of business under the jurisdiction of that legislative body; therefore, a meeting can be any time, any place, as long as there is a majority of the members of the legislative body discussing items of business under the jurisdiction of the legislative body. Such provision is also applicable to committees of the legislative body and serial meetings.

The three (3) types of meetings under the Brown Act are regular, special and emergency. Regular meetings are set by board action and require seventy-two (72) hours notice and the posting of the agenda, which must include the date, time, and location of the meeting. Should the regular meeting deviate from the regular date, time, and location then it becomes a special meeting. Special meetings are subject to a twenty-four (24) hour notice of posting requirement. A special meeting may be held for virtually any reason. Emergency meetings are usually a response to a catastrophe or disaster and they usually do not require written notice but rather telephonic notice to media outlets.

The Brown Act notice and agenda requirements are applicable to collective briefings, retreats and workshops conducted by the legislative body and informal gatherings where business of the legislative body is discussed, such as a picnic or potluck. For example, if there is a majority of the legislative body discussing an item of business at an informal gathering then such informal gathering may be subject to the Brown Act. Advisory committees, serial meetings and standing committees are also subject to the Brown Act.

There are two (2) types of serial meetings, including the “chain serial meeting”, where member “A” talks to member “B”, who talks to member “C” about an item of business under the jurisdiction of the legislative body. For example, a serial discussion between nine (9) members of the Working Group about an item of business would be subject to the Brown Act. The second type of serial meeting is known as the “spoken wheel”, where one person is briefing eight (8) or nine (9) members of the Working Group, which would constitute a serial meeting. Serial meetings can also occur via e-mail when one member “replies all” and sends a message regarding an item of business that will be discussed by the legislative body. Caution should always be exercised when using electronic media.

The Brown Act is also applicable to video and audio teleconferencing and requires providing the remote location on the agenda. The remote location must be accessible to the public and be ADA accessible. Meetings with staff may also be subject to the Brown Act if there is a quorum of the legislative body.

The Brown Act requires that meeting agendas identify the time and location of the meeting, identify each item of business along with a brief description of each item. It is recommended that item descriptions be twenty (20) words or less. Each item should be described in a manner that it informs a reasonable person about the business that will be discussed or the action(s) that will be taken. Caution should be exercised when a public comment or question is raised during the meeting on an item that was not on the agenda. The legislative body should avoid having a discussion on items that were not on the agenda. A brief response may be given by referring the public speaker to staff.

Violations of the Brown Act can be a misdemeanor or a criminal action. If an item is not properly noticed and agendized, the item should be placed on the next agenda and the legislative body should consider and discuss the item again.

(5) Staff Reports

Ms. Esther Chang stated that page one (1) of Staff Report 16-04 provides an overview of the current status of the Targeted Local Hire Program (“Program”), including the

approval of the classifications by the Working Group, agreeing on the advancement timeline between the classifications, and approval of the referral procedures by the Working Group. The second paragraph of the same page, lists the milestones that the Program staff aims to achieve by the end of the current calendar year, including standardizing the WorkSource Centers intake procedures, finalizing the pay grade changes for Vocational Worker and Office Trainee, a final report back to the Strategic Workforce Development Task Force (“Task Force”), a final report back to the Personnel and Animal Welfare Committee, and a final report back to City Council.

Ms. Chang further stated that page two (2) of the report presents an initial proposal to test launch the Program on January 1, 2017, which would include referrals from select community-based organizations (CBOS) that have an existing working relationship with the City such as YWCA and LATTC, WorkSource Center (WSC) Clients, current City employees by department referral, and referrals from existing City initiatives, such as LA RISE, CalTrans Litter Abatement Program, and LA Youth at Work. The test period will allow staff to ensure that the process is working smoothly and time to finalize the tracking system.

Phase I would launch on March 1, 2017 and include all partners in the test phase and add all CBOs approved by the Working Group and LAUSD DACE. The full launch would be on July 1, 2017 and it would make the Program available to all.

Mr. David Sanders asked why SCOPE was not included in the tentative list of approved CBOs on Attachment A and why they were not part of the test launch of the program.

Ms. Chang stated that SCOPE would be added to the list of CBOs.

Ms. Teresa Sanchez stated all CBOs that the Outreach Subcommittee has met with has been informed and encouraged to refer their clients to the WSCs. Therefore, no CBOs are excluded but rather encouraged to work with the WSCs to leverage the resources available for potential individuals, including career preparation and training.

Mr. Sanders stated that there are CBOs that have a working relationship with the City and they are not listed in the test phase, such as the Black Workers Center.

Ms. Goldberg clarified that the test launch would include any CBO with an existing working relationship with the City and further asked attendees to e-mail Personnel Department staff to notify them of any CBO that already has a relationship with the City. Ms. Goldberg further stated that the CBOs that do not currently have a relationship with the City but are working towards establishing one will be included in Phase I of the launch.

Mr. Lemus asked if an “existing working relationship with the City” refers to CBOs that are currently referring individuals for hiring considerations to the City.

Ms. Goldberg confirmed.

Ms. Molly Rhodes stated that there are CBOs who were involved in the negotiations that resulted in the creation of the Program.

Ms. Goldberg stated that if those CBOs have existing relationships with the City where they refer individuals for hiring consideration, they will be included in the test launch; otherwise, they will be included in Phase I launch.

Ms. Chang stated that the basis of the recommendations in Staff Report 16-04 include the operational efficiency of the Program framework; the ability of the designated WSCs and partner CBOs to assess pre-employment readiness in a consistent manner; the capacity of the Program's online system(s) to store and manage high volumes of applications and support online traffic; and the dynamic, ongoing hiring needs and practices of City departments as it relates to the Program. Finally, Ms. Chang stated that a comprehensive document prepared by Information Technology Agency (ITA) for the business needs of the tracking system was included in the report.

Mr. Sanders asked if the test launch would include a press release.

Ms. Goldberg confirmed that the test launch would not include a press release; in fact, a press release would not occur until the full launch on July 1, 2017. Program staff will simply contact the CBOs to notify them of the test launch on January 1, 2017.

Ms. Alice Goff stated that the Executive Summary of the Business Requirements states that the Program was a result of Executive Directive 15; however, it should include clarification on the origin and background that led to ED 15.

Mr. Cordero agreed that the Executive Summary of the Business Requirements would be revised and noted that the Business Requirements are part of a working document between Information Technology Agency (ITA) and the Personnel Department staff.

Ms. Goldberg pointed out that the Business Requirements have a watermark that indicates it is a draft; therefore, it should be revised to include the background that led to the creation of the Targeted Local Hire Working Group and the Program.

Ms. Chang stated that language would be revised and noted that the Business Requirements will only be used by the Personnel Department staff and ITA to develop the tracking system.

Mr. Dory requested that Personnel Department staff provide a briefing of the Business Requirements at the Council District 8 offices.

Ms. Goldberg asked Personnel Department staff to coordinate the briefing.

Mr. Roy Morales stated that the targeted under-served populations listed in the Executive Summary are slightly different from the targeted under-served populations previously discussed and asked the location of the official list and definitions of the targeted under-served populations.

Mr. Cordero stated that they may be found in Staff Report 16-03.

Ms. Goldberg stated that a motion would be made only to receive, approve, and file Staff Report 16-04, which is comprised of five (5) pages not on the Business Requirements that are in draft format. Furthermore, Staff Report 16-04 will be amended to include language stating that a good faith effort will be made to identify all CBOs that have an existing relationship with the City to include them in the test launch.

A motion was made by Ms. Salazar, seconded by Mr. Sanders to receive and file Staff Report 16-04 dated October 5, 2016 with instruction to staff to include additional language to the report in a form agreeable by all members of Working Group; the motion was unanimously adopted.

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

This item was taken out of order and heard after Item #8.

Ms. Maria Koo stated that the Personnel Department received Equitable Workforce & Service Restoration Plans (“Plans”) from thirty-three (33) departments and twenty-seven (27) of those thirty-three (33) indicated interest in utilizing the Program. Of the six (6) departments that indicated that they would not be able to participate, five (5) stated that they do not have any of the Program classifications and one (1) indicated that they have an existing program that meets the intent of the Targeted Local Hire Program.

Ms. Goldberg asked what department had an existing program.

Ms. Koo confirmed that the Department of Water and Power’s Utility Pre-craft Training Program targets the same under-served populations as the Targeted Local Hire Program.

Of the twenty-seven (27) departments that indicated they would participate in the Program, twenty-six (26) departments expressed interest in filling Administrative Clerk vacancies with Office Trainees; four (4) departments expressed interest in filling Maintenance Laborer vacancies with Vocational Worker; three (3) departments expressed interest in filling Garage Attendant vacancies with Vocational Worker; three (3) departments expressed interest in filling Custodian vacancies with Vocational Worker; four (4) departments expressed interest in filling Gardener Caretaker vacancies with Vocational Worker; one (1) department expressed interest in filling Tree Surgeon Assistant vacancies with Vocational Worker. The total number of funded, full-time vacancies reported by departments to fill using the Program is fifty-five (55), which represents a snapshot in time. There may be additional vacancies that become available when the Program launches. Departments have also expressed interest in using the Program to fill additional vacancies to the extent that positions are approved in

the budget for fiscal year 17/18. Additional information will be collected through the survey that will be administered to the six (6) pilot departments.

Mr. Raul Lemus stated that the information received through the succession plans was based on departments projecting out based on retirements. Mr. Lemus further stated that the number of vacancies reported by the departments is not indicative of the total number of positions for the entire fiscal year. As additional vacancies become available, departments have expressed that they will continue to use the Program to fill those vacancies.

Ms. Goldberg asked if the fifty-five (55) vacancies only represent the number of vacancies as of September 30, 2016.

Mr. Lemus confirmed.

Ms. Lisa Salazar asked if any departments were missing.

Ms. Koo confirmed that seven (7) departments are still working to complete their plans. Two (2) of these seven (7) departments have submitted drafts of their plans where they indicated interest in participating in the Program. Two (2) departments are exempt from submitting a plan and the other three (3) were granted an extension for their plan from the Mayor's Office. Finally, Ms. Koo pointed out that many departments expressed interest in utilizing the Program but did not provide the number of vacancies.

Ms. Goldberg stated that it was her understanding that departments would use the succession plans as an opportunity to provide an estimated number of vacancies to fill through the Program based on the retirement rates.

Mr. Cordero stated that some department did this as mentioned by Ms. Koo. The numbers reported were a snapshot of the vacancies as of the moment that departments are reporting the information. Mr. Cordero stated that since the plans were submitted, he was contacted by departments to inquire about filling additional vacancies; therefore, Mr. Cordero anticipates that the number of vacancies will increase. Furthermore, the strategies recommended by the Funded Vacant & 900-Hour Subcommittee is the best approach to gather this information.

Mr. Sanders stated that the Mayor has announced a goal of hiring 5,000 employees and pointed out that based on the reported number of vacancies; over 4,500 employees would have to be hired in the next fiscal year in order to meet the goal.

Mr. Cordero stated that the fifty-five (55) vacancies refer to the entry-level positions available to fill through the Program.

Ms. Goldberg asked that this item be kept on the agenda until the issue is resolved.

Ms. Carmen Hayes-Walker asked if the plans included information on the positions that are filled with contractors.

Mr. Cordero stated that the plans do not include information about contracted work.

Ms. Goldberg asked if departments will be replacing contracted work with new City employees.

Mr. Cordero noted that the plans were submitted the previous Friday, September 30, 2016; therefore, they had not been analyzed to that extent. The analysis of the reports will be available at the next Task Force meeting.

Mr. Lemus asked Mr. Cordero to explain the general format of the succession plans, including the type of information that departments were asked to provide.

Mr. Cordero asked Ms. Koo to provide an explanation of the succession plans.

Ms. Koo stated that the plans had three major components, including the department's mission and vision, succession plan, and technology plans. The succession plan portion included the LACERS retirement data, including the percentages of the number of employees eligible to retire by 2018. The intention of the plans was to address the impending retirements; therefore, the plans focused on how the Personnel Department and ITA can assist the departments with their needs. Additionally, the plans also addressed the Targeted Local Hire Program and the use of part-time employees.

Ms. Goldberg asked if the plans included any information related to replacing work that is currently being performed by contractors with City employees. Ms. Goldberg noted that since the reports had recently been submitted, she would allow staff to review and analyze the plans in order to provide a report back during the next meeting. Ms. Goldberg also asked that the report back include the vacancies that are currently filled with contracted workers that will be filled through the Program and how departments will deal with the issue of part-time workers. Additionally, if departments did not provide this type of information, a request should be submitted to the Mayor's Office in order to obtain this information.

Mr. Cordero stated that this information would be provided to the Task Force.

Ms. Goff stated that the Bureau of Sanitation has a number of exempt employees and a number of contracted workers. Additionally, she noted that although they may not have vacant positions, in her opinion, the work performed by contracted workers should be performed by City employees.

Ms. Goldberg asked staff to report back on this matter and prepare a list of questions that were not answered by the plans.

(7) Update on the WorkSource Centers Standardization Meetings

Mr. Cordero stated that three (3) meetings have taken place with the designated WSC in an effort to standardize the intake process. The last meeting was held on Thursday, September 29, 2016. During the last meeting, the following items were finalized: the roles and responsibilities of the WSCs and CBOs; referral codes to be used on the application; general Program overview; and Program orientation. A Staff Report will be submitted to the next meeting of the Working Group for approval of the aforementioned documents.

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

Ms. Cinthia Ramirez stated that the Funded Vacant & 900-Hour Subcommittee reconvened on Monday, October 3, 2016. The Subcommittee discussed strategies to obtain the number of funded, full-time vacancies in the targeted classifications that are part of the Program. The Subcommittee recommended two (2) strategies: (1) administering a survey to the six (6) pilot departments and (2) utilizing a Google spreadsheet that will be shared with department liaisons.

The purpose of the survey will be to gather funded, full-time vacancy information for the six (6) classifications that are currently part of the Program in each of the six (6) pilot departments. The survey will collect information such as number of positions in each class that are currently filled according to the PAYSR system; budgeted positions for FY 16/17 for each classification in the Program in each of the pilot departments; and an analysis of LACERS data, including early and regular retirement rates.

The Google spreadsheet will be a living document that will list the six (6) classifications that are currently part of the Program and allow liaisons to regularly update the number of vacant, funded, full-time positions available in each classification. This spreadsheet will allow the Working Group to track the number of vacancies in the targeted classifications on an on-going basis.

Ms. Mary Reuschel, Office of the City Administrative Officer presented the Employee Levels Report (ELR), which has been mentioned in previous meetings of the Working Group. Ms. Reuschel stated that the ELR is comprised of three (3) pages. The third page of the report shows the number vacant positions at the end of each month; however, it does not indicate the classifications that have the vacant positions. Therefore, although the ELR shows the total number of vacant positions, it does not

provide the Working Group with information about how many positions a department may be able to fill with the Program.

Ms. Rhodes stated that during bargaining, a report is reviewed which contains the classification titles; therefore, there may be a way to extract this information from the PaySr system.

Ms. Goldberg asked Ms. Rhodes to work with CAO staff to obtain the information.

(9) Report Back from the Training Subcommittee

Ms. Ramirez stated that the Training Subcommittee had its first meeting on Wednesday, September 28, 2016. During the meeting, Personnel Department, CAO, and Ms. Drian Juarez from the LA LGBT Center discussed possible training opportunities that may be applicable to the Targeted Local Hire Program.

Ms. Drian shared information about existing training materials available through the LA LGBT Center. A subsequent meeting will be scheduled to further discuss training opportunities for the Targeted Local Hire Program.

Ms. Goldberg asked if the training opportunities discussed are intended for the employees hired through the Program or for supervisors.

Ms. Ramirez confirmed that training opportunities were being discussed for both.

Ms. Goldberg requested that the Training Subcommittee identifies and invites individuals who were supervisors during the Welfare to Work Program.

Mr. Sanders asked who were the members of the Training Subcommittee and when the next meeting was scheduled.

Ms. Ramirez stated that the Training Subcommittee members included representatives from AFSME, SEIU, Personnel Department, CAO, Council Offices, and a representative from the LA LGBT Center. The next meeting has not been scheduled.

Ms. Goldberg asked that the invitation for the next Training Subcommittee be sent to all Working Group members in case any of them missed the September 14, 2016 meeting.

Ms. Wendy Macy stated that the names of the members of the Training Subcommittee were in the minutes of the September 14, 2016 meeting.

(10) Report back from the Outreach Subcommittee

Ms. Goldberg stated that since the last meeting of the Working Group, the Outreach Subcommittee met with LATTC, Friends Outside, Fix LA and SCOPE, Los Angeles County-Office of Supervisor Solis, People Assisting The Homeless (PATH), and Los Angeles World Airports.

Upcoming meetings will be held with Communities in Schools and New Directions for Youth.

Ms. Goldberg stated that a letter was sent to all Councilmembers inviting them to provide recommendations of CBOs that the Outreach Subcommittee should meet with before the Phase I launch on March 1, 2017. To date, a total of twenty-two (22) CBOs have been recommended; therefore, the Outreach Subcommittee will be grouping some of the meetings with organizations that serve similar or the same populations.

CONCLUDING ITEMS

(11) Request for Future Agenda Items

Ms Goldberg stated that a report back should be provided by the Funded Vacant and 900-Hour Subcommittee; Standardization report from the WorkSource Center meetings; a report back on the Equitable Workforce & Service Restoration Plans, including an analysis of the information they contain, as well as the information that it does not contain; and a report back from the Outreach Subcommittee.

(12) Future Meeting Dates

The next meeting of the Working Group to be held on October 26, 2016 at 12:00 p.m.

(13) Adjournment

A motion was made by Ms. Salazar, seconded by Ms. Yoxsimer, to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 2:35 p.m.