

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

**PROPOSED MINUTES  
Tuesday, February 28, 2017 – 3:30 p.m.  
520 Temple Street, Training Rooms A & B**

**TARGETED LOCAL HIRE WORKING GROUP MEMBERS**

**Present**

Jackie Goldberg, Chairperson

Melissa Fleming (A)  
Office of the City Administrative Officer

Rudy Guevara  
Service Employees International Union  
Local 721

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

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

Anna Hovasapian  
Office of Councilmember Krekorian  
Council District 2

Gavin Koon  
International Union of Operating Engineers  
Local 501

Wendy G. Macy  
Personnel Department

Roy Morales (A)  
Office of the Chief Legislative Analyst

Robert M. Sainz (A)  
Economic Workforce Development Department

Lisa Salazar  
Office of the Mayor

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

**Not Present**

Bernard Dory  
Office of Councilmember Harris-Dawson  
Council District 8

Edward R. Johnson  
Office of Councilmember Wesson  
Council District 10

Cheryl Parisi  
American Federation of State, County,  
and Municipal Employees

Molly Rhodes  
Service Employees International Union  
Local 721

David Sanders  
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 3:34 p.m. and established that a quorum was not yet present.

### **(2) Public Comments**

Mr. John Rodriguez, Department on Disability, provided a general announcement that an Abilities Expo will be held at the Los Angeles Convention Center from March 24<sup>th</sup> through 26<sup>th</sup>, the first day of which will be a job fair. Mr. Rodriguez encouraged anyone who has or knows anyone who has a disability or deals with disability issues to attend. The expo includes information about adaptive equipment and assistive technology and it's free.

## **ADMINISTRATIVE ITEMS**

### **(3) Minutes**

Since a quorum was not yet established, Ms. Goldberg skipped the minutes and moved to the next item on the agenda, Item 4.

### **(4) Report Back from Staff Regarding the Soft Launch**

Ms. Goldberg provided a background that this was the first meeting of the Working Group since we began accepting applications for the Targeted Local Hire Program.

Mr. Vincent Cordero, Personnel Department, took the opportunity to thank the City's partners, especially the six application sites for assisting with the operations, orientation and application sessions. Mr. Cordero stated that two major approvals occurred since the last Working Group meeting; PAW adopted the TLH program document on December 6, 2016 and City Council adopted the TLH Program Document on January 11, 2017. The test-phase of the Program began on January 30, 2017, when the application sites began to schedule their orientations. The first application session occurred on Thursday, February 2<sup>nd</sup> at PACE. To date, all six application sites have begun to conduct orientation sessions and assist with the application process. There have been a total of 158 applications submitted as of last week, 149 of which are from Tier I and have identified with at least one targeted population, while 9 individuals are in Tier II and did not identify with any targeted population.

Mr. Cordero provided the following breakdown of the targeted populations explaining that applicants may identify with more than one population: 8 former gang members, 58 formerly homeless, 27 formerly incarcerated, 2 disconnected foster youth, 112 project labor agreement zip codes, 14 disabled, 0 transgender, 57 older workers per ADEA, 10 veterans, and 9 who did not fall into the targeted categories. Staff has received 3 referral requests, one from the Office of Finance to possibly fill 2 Office Trainee vacancies, one from LACERS to possibly fill 1 Office Trainee vacancy, and one from Personnel Department to possibly fill 1 Office Trainee vacancy. A total of 23 individuals have been referred to these departments of the 158 who have applied. Staff has also briefed the majority of the agencies identified in staff report 16-04 for the test-

launch phase, including LA RISE, Cal Trans Litter Abatement Program, LA Trade Tech, YWCA, LA Youth at Work, all 17 WorkSource Centers within the City limits, FixLA including SCOPE and Black Worker Center and the majority of City departments. Staff is currently following up with City departments that need to be briefed. These agencies can now refer applicants to the six application sites. In addition to the departmental briefings, an email was sent to all departmental Personnel Officers on February 24<sup>th</sup> providing them instructions and information to refer current City employees, which includes part-time and exempt individuals who may be interested in applying. Staff has also been attending application/orientation sessions at each of the six application sites to address any issues or concerns that took place. Staff will continue to update the Working Group on the progress of the program as we progress through the various stages of development. Mr. Cordero turned it over to Mr. Robert Sainz, Economic and Workforce Development Department, for an update of the WorkSource Centers.

Mr. Sainz thanked Mr. Cordero and TLH staff for the preparation and orientations assisting WorkSource Center staff and stated that he felt it was key to making the program work. As part of the soft-launch, Mr. Sainz explained that they wanted feedback to be able to make adjustments or address any areas of concern and there were a couple themes they received, one was that not all six of the application centers were fully briefed in terms of the program, and the second was about co-enrollment, it was previously discussed that co-enrollment in the WIOA program would not be mandated. Mr. Sainz stated that EWDD has sent a directive addressing both of these issues to the six application sites as well as the remaining 11 centers to improve the process. Aside from these issues, Mr. Sainz reported that they have not received any negative feedback from the centers and the flow is manageable from this soft-launch as opposed to if there had been a hard launch. Mr. Sainz stated that he was pleased with the diversity of the 158 applications, as reported, and felt the program was off to a great start, and thanked the Personnel Department for being the first to hire candidates from the program.

Ms. Goldberg asked for any questions or comments related to the report back from staff.

Mr. Roy Morales, CLA, commented that they had requested 2 vacancies and had received 7 referrals for Office Trainee that were not included in the breakdown reflected in the slide presented by Mr. Cordero. Ms. Goldberg requested that staff update the slide.

Ms. Anna Hovasapian, Council District 2, asked if she could have a copy of the slides presented. Mr. Cordero responded that staff would be willing to share a copy with the members.

Mr. Gavin Koon asked whether Mr. Sainz had notified all involved regarding the WIOA co-enrollment change. Mr. Sainz responded that so far they have only provided it to the one-stops since it was already provided in the orientation of the program.

Ms. Goldberg stated that at 3:40 a quorum was established and stated that the Working Group would ask that this item be on every agenda for an update of the numbers applying and hired.

In consideration of the established quorum, Ms. Goldberg returned to the minutes.

**A motion was made by Mr. Koon, seconded by Mr. Morales, to approve the minutes of the December 6, 2016 meeting; the motion was unanimously adopted.**

## **(5) Staff Reports**

Ms. Goldberg prefaced the staff report explaining that staff has met with over a hundred community based organizations (CBOs) that may be referring candidates to the six application sites and this report would provide instructions on how to do that.

Ms. Esther Chang, Personnel Department, stated that the staff report proposes that the Working Group establish a Referral Agency Participation Acknowledgement Form to formalize the process for agencies to sign on as an Approved Referral Agency for the Program. Ms. Chang explained that referral agencies are community-based organizations or other entities that assist individuals with job preparation, job readiness, or provide other career development services. Ms. Chang went over the form page-by-page which included an agreement that the organization would be officially designated as an approved referral agency and would send candidates that they deemed job ready to the application sites, general contact information for the organization including point-of-contact and authorized signers for the program, and a services inventory to compile information regarding services they could provide to candidates. Ms. Chang stated that once an agency completed the form, they would officially be recognized as an approved referral agency and would be added to the program roster and their candidates' success could be tracked through the metrics being reported on.

Ms. Goldberg added that one of the Program goals is to track which agencies have candidates that are more successful than others, if any, for the purposes of ensuring that agencies that don't do as well can get help to improve the success of their candidates.

Mr. Koon requested that pre-apprenticeship training be added to the last page of the form that references pre-employment training, since it's separate and very specific. He added that for services there should be some examples provided, for instance, there may be services that may be under a grant program with a fixed amount of time and other different conditions, so maybe an area for clarifications might be helpful. Ms. Goldberg requested clarification on Mr. Koon's second point. Mr. Koon elaborated that there may be grant funding for Veterans that only lasts for a specific amount of time.

Ms. Goldberg asked for any further questions or comments regarding the report. Mr. Roy Morales asked whether there was a standard definition for job readiness. Mr. Cordero responded that there isn't a standard definition and, for that reason, staff is interested in gathering an inventory of services offered by CBOs and agencies and eventually identify what is working and what is not for job readiness. Ms. Goldberg added that one of the difficulties is that part of job readiness is the emotional stability of the individual who has had some of these problems that have made them targeted, are they able now to take advantage of the program? She explained that agencies may determine that individuals are job ready based on indicators they feel confident about, but that we will not know for certain whether their conclusions are accurate until we have more trials. Ms. Goldberg added that she would like to have agencies specify, rather than just list examples, of the services they provide because it makes a difference whether or not they provide "training classes" or "other assistance" that's not really a training class. Ms. Goldberg stated she would rather see page 3 of the form be more specific as to which of the things the agency provides, such as career vs. computer training, with ease by either checking or circling their selection.

Mr. Chris Hannon, Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO, stated that some of the one-stops provide tuition for training courses and he would like to have a place on the form for fee waivers for training.

Ms. Goldberg asked if there were any further questions or comments on item 5, there were none. Ms. Goldberg asked for a motion to receive, approve, and file the report. **A motion was made by Ms. Teresa Sanchez, seconded by Mr. Roy Morales; the motion was unanimously adopted.**

#### **(6) Report Back from the Apprenticeship Subcommittee**

Ms. Brandie Harris, Personnel Department, stated that Personnel staff met with the Apprenticeship Subcommittee on December 20, 2016. An update was provided on the status of the apprenticeship program in regards to how it works and its benefits and a discussion ensued regarding its potential relationship to the Targeted Local Hire program. The subcommittee explored ways that the Targeted Local Hire Program could possibly connect with any potential apprenticeship programs that are developed in the City. The subcommittee determined that the best use of the Program will be to refer candidates to the apprenticeship programs that are developed in the City as they become ready and available. However, it was mutually understood that candidates of the Targeted Local Hire program are not expected or required to have any prerequisite knowledge, skills, or abilities to apply for the Targeted Local Hire Program; whereas individuals for the Apprenticeship Program will require an aptitude for math to be successful in completing pre-apprenticeship curriculum.

Mr. Koon stated there are two apprenticeship programs on the table right now, Building Trades with Chris Hannon and the Operating Engineers 501 Apprenticeship Program. Mr. Koon was pleased to announce that they are close to wrapping up, that an amendment to the MOU was needed before moving forward, but that they are very close to having the document complete. Mr. Koon anticipates that once the document is finalized, in about a month, that they will be able to rapidly begin putting apprentices to work as long there are no further road blocks and departments are receptive to budgeting these positions.

Ms. Goldberg requested that Mr. Koon explain what Operating Engineers 501 do or train people to do in the described apprenticeship. Mr. Koon responded that Building Trades would involve construction and Operating Engineers involves running water plants, power plants, boilers, and tasks that require engineers operating 24 hours a day, 7 days a week.

Ms. Goldberg asked Mr. Koon to clarify whether these were vocational worker entry-level positions and the prerequisites for individuals from the Targeted Local Hire program to enter into these apprenticeships. Ms. Goldberg reiterated that the current program does not involve prerequisites and only requires that an individual apply and are designated Tier I if part of the underserved categories and Tier II if not, and that the apprenticeships may differ. Mr. Koon responded that they follow the State Apprenticeship standard that requires that they be 18 years of age, have a US high school diploma or GED, and be a US Resident or have a Green Card.

Ms. Goldberg asked if individuals that don't have a math background or science background would be able to obtain that in the training. Mr. Koon responded that it is included in the training, but that it was preferred that individuals complete the pre-apprenticeship training and the one-stops provide it as well. Typically, individuals really need to have a year of algebra since the math is complicated, same thing with Building Trades, individuals have to know math as well as have the ability to read and write enough English to prepare blueprints. A certain level of comprehension is required, without which the individual would have difficulty. A State standard is used for testing and it's competency-based so an individual who was weak in these aptitudes would not do well.

Ms. Goldberg responded that the group would want to see how they are planning to screen for individuals and what criteria would be used. Ms. Goldberg then asked Mr. Hannon for an update on the status of his apprenticeship program. Mr. Hannon responded that their pre-apprenticeship program at LA Trade Tech College is doing fantastic but the Apprenticeship program with the City is going frustratingly slow. Mr. Hannon stated that he just came from a graduation ceremony at Long Beach City College with LA City residents graduating from that program. One of the graduating individuals he was aware of was someone who worked at night, slept for a few hours, attended class in the morning at Long Beach City College and put himself through 7 weeks of pre-apprenticeship training where he learned math, blueprint reading, tool identification, 10-hour OSHA certification, first aid/CPR, hands-on projects and is ready to go to a quality apprenticeship program right now. Mr. Hannon wishes he could report that they are as near completion as Mr. Koon's program, but they're farther behind. Mr. Hannon has discussed with LA Trade Tech College and Southwest College about offering the program there. High school students in the Northwest Valley, Local District South, they're interested in offering the program in high school, continuation schools, and adult schools through South Los Angeles as well. Avalon High School has 80-85 individuals that don't feel college is right for them, but light up when they hear about apprenticeship programs. Mr. Hannon concluded that if there's anything they could do to help connect opportunities and get the program moving quicker it would help more people and he feels they would be fantastic employees for the City of Los Angeles for decades to come. Ms. Goldberg requested that he let staff know where problems and roadblocks arise so she may help find solutions. Mr. Hannon responded that would be fantastic.

Ms. Goldberg stated that the goal is not to just have entry-level positions, but other positions to come in-house in the City. She stated that the leadership of Mr. Koon and Mr. Hannon and their unions have been important to efforts to have apprenticeship programs in-house for engineering and construction trades. If apprenticeships are created outside, oftentimes the individuals don't end up employed by the City. Whereas if the City trains their own apprentices, they will be retained by the City, which is needed to ensure fully trained and qualified individuals fill the positions of employees in these jobs that are getting ready to retire.

## **(7) Report Back from the Training Subcommittee**

Ms. Maria Koo, Personnel Department, stated that Personnel Targeted Local Hire staff met with the Training Subcommittee on December 20, 2016. An update was provided on the status of training for supervisors overseeing the work of TLH employees, highlighting the need for diversity and inclusion training. The Personnel Department purchased a new online training course called Diversity Face-to-Face. The training was announced in a Citywide email distributed on February 17<sup>th</sup> and was also directly provided to the Department Personnel Officers for the Targeted Local Hire program on February 24<sup>th</sup>. The new course is currently available to all current City employees. In order to provide supervisors a way to communicate developmental and program status feedback to employees receiving on-the-job training, a Program Status Update form has been developed for use for the 6-month on-the-job training period for the Office Trainee classification. The Program Status Update form is competency-based and is intended to show how the trainee is progressing toward acquiring the competencies that have been identified as required on the first day on the job of the intended Civil Service Classification. Program Status Update forms are currently being developed for the remaining Vocational Worker classifications and staff will be scheduling meetings with Subject Matter Experts shortly. All Program Status Update forms will eventually be built-in to Cornerstone, however hard copy forms will be made available in consideration of classifications that may be utilizing them without computer access.

Ms. Goldberg stated that the group originally had discussed that the training subcommittee would also explore ways the City could support the trainees as well as the people doing the training. Ms. Goldberg inquired whether this issue had been considered in the subcommittee meeting.

Mr. Cordero responded that in terms of supporting the employees, hired individuals will be tracked as part of the process, so if the departments feel that these individuals need support they could reach out to program staff to be connected to resources available via the comprehensive list of support services inventory being compiled as well as resources that may be available at the WorkSource Centers or other agencies. He explained that staff has also been continually meeting with LAUSD for updates regarding their WIOA Navigator positions and ways they could support training of various competencies and that a report back was expected.

Mr. Sainz stated that LAUSD Navigators are in place as part of the school district and the Workforce Development board, so they have already begun their services. He stated that they were heavily needed in response to the American Apparel layoffs and a number of sessions were held through January and February and the vast majority of the WorkSource centers will have a WIOA Navigator assigned to them.

Ms. Goldberg asked whether someone being trained will have someone from the WorkSource center assigned to be an assistant to them. Mr. Sainz responded that they can be and clarified that they are LAUSD counselors, experts on LAUSD curriculum, so they are a resource for the WorkSource center to navigate LAUSD.

Ms. Goldberg asked whether staff has talked with departments about having Friday afternoon sessions with all of the TLH candidates to get support and asked whether that was provided as part of a different program. She asked if Ms. Teresa Sanchez could provide a description.

Ms. Sanchez responded that as part of the Welfare to Work program, on a smaller scale, they worked with departments to provide employees approximately 8 hours every two weeks to allow them to get together for an all-day session with an LAUSD instructor as a cohort peer-group to get basic reading, writing, math, workplace etiquette, soft-skills, and the opportunity to interact with a peer group to provide feedback, ask questions, mentoring and have a peer support opportunity.

Ms. Goldberg requested that Ms. Sanchez provide information regarding this support opportunity with program staff because she felt that it helped make the Welfare to Work program successful. She felt the internal support system within the City and not just from the WorkSource centers or referral agencies would make a big difference in their ability to be resilient when they run into problems. Ms. Goldberg asked if Ms. Sanchez would take this issue on for the group. Ms. Sanchez agreed.

Ms. Goldberg asked for any questions or comments on this item and asked if the training subcommittee was planning to meet again. Mr. Cordero responded that the training subcommittee can meet again. Ms. Goldberg responded that she felt it was a good idea to get some of these training ideas included.

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

Ms. Chang stated that a running survey has been conducted of the 6 pilot departments, Airports, GSD, Harbor, Public Works Sanitation, Public Works Street Services, and Recreation

and Parks of their vacancies in our 6 TLH classifications: Administrative Clerk, Custodian, Garage Attendant, Gardener Caretaker, Maintenance Laborer, and Tree Surgeon Assistant. The most recent data we received indicated that these departments had approximately 1,973 positions in these classifications, of which they have 163 vacancies they have authorized or are in the process of obtaining approval to fill. TLH staff is working with these departments to identify the number of vacancies they could fill through the TLH program. So far at least 27 vacancies have been identified from the pilot departments. Staff has conducted briefings with departmental HR liaisons and identified an additional 14 vacancies that could be considered by those departments to be filled immediately from the program. Currently 40 vacancies have been identified to be filled through TLH, however staff will continue to follow up with the pilot departments and other departments that indicated interest in participating in the Program.

Ms. Goldberg stated that this was good news because in the last meeting the numbers were considerably less. She asked if Personnel was beginning to receive more requests from departments and if there are categories other than clerical that are being requested.

Ms. Chang responded that currently all 3 official requests that have been received during the test launch were for 4 office trainee clerical vacancies, but that hopefully vocational worker requests will be made by the pilot departments during staff's outreach to them.

Ms. Goldberg asked what percentage of the first 158 TLH candidates are looking for clerical work. Mr. Cordero responded that it was a significant amount of the candidates, but staff would have to report back with the actual amount. Ms. Goldberg clarified that she was really asking whether the candidates are matching up with the needs of the departments so far, not for the actual number. Mr. Cordero responded that it is currently matching up. Ms. Goldberg explained that her concern is that if 100 candidates apply for gardener caretaker and there are no vacancies, then there are only 50 candidates who apply for clerical and there are 150 positions, we would not be able to fill them all. Ms. Goldberg requested that this breakdown be provided at each meeting. Ms. Cordero responded that Ms. Chang actually had the break down, which is 111 of the 158 candidates selected clerical work. Ms. Goldberg stated this indicated the candidates signed up for what was available.

Ms. Goldberg asked if there were any questions or comments on this report. Ms. Hilda Garcia, SEIU, announced that the Mayor had publicly stated that local hire has hired 3,000 positions and that she would like to know where to get a report of these hires. Ms. Goldberg responded that the 3,000 hires have not been TLH positions and that there may have been, in fact, 3,000 hires under the MOU that guarantees 5,000 additional employees. She stated that the number of hires that have come from TLH are closer to 50. Ms. Goldberg explained that the statement may have meant that they were targeted for hire because of the MOU agreement that says we will have 5,000 new employees, but they're not from the TLH program.

Ms. Lisa Sanchez, Office of the Mayor, stated that further discussion on how the number of hires is being defined is needed because Ms. Goldberg is correct that the 3,000 positions is not referencing Targeted Local Hire, but from her understanding may be a count of new members of LACERS, which is significantly different. Ms. Goldberg clarified that LACERS is the City's Employee Retirement System. Ms. Sanchez explained that the number of new members of LACERS signifies total new hires from a certain time period and is not how success will be determined of the Targeted Local Hire program. Ms. Goldberg summarized in response to Ms. Garcia's question that the number she provided is not from the Targeted Local Hire program and more discussion will be needed for meeting the MOU's 5,000 hires.

Mr. Hannon asked if it would be possible to poll the departments for vacancies in the two MOUs where apprenticeship would be appropriate, being the Operating Engineers and Building Trades, since the vacancies reported by staff were clerical vacancies. Mr. Cordero responded that the vacancies report did not include only office trainees, but all of the six classifications that are part of the Targeted Local Hire program. Ms. Goldberg stated that it did not include the apprenticeship classifications and clarified that Mr. Hannon was asking if we could get some statistics for them on those. Mr. Cordero explained that staff has only reached out to the pilot departments, but that they could be polled for those classifications as well. Mr. Hannon asked if the poll would have to be limited to pilot departments. Mr. Cordero responded that it could be expanded and asked if Mr. Hannon had a listing of the departments he wanted polled. Ms. Goldberg stated that since TLH staff has expressed interest in meeting Mr. Hannon's request, she would ask them to meet after the meeting to figure out the best source of information, including Mr. Koon. Mr. Hannon stated that he really appreciated it.

Ms. Sanchez stated that representatives of the coalition had offered in the past to accompany Personnel staff to meet with City departments to help identify funded vacancies and that, based on past experience, they may have ideas departments haven't thought about yet. She would like to offer help to clarify opportunities departments may not have identified on their own. Ms. Goldberg asked if there was a problem with Ms. Sanchez's offer. Mr. Cordero responded no. Ms. Goldberg stated that staff will work with the coalition of City unions to figure out which unions would be appropriate, who has the bargaining unit for the particular department, and that representatives of the coalition accompany staff to help discover some more funded positions.

Mr. Koon added that they had bargained new hires and were not counting promotional opportunities or instances where someone moved to another position. Mr. Koon felt a clearer definition of hires to prevent miscommunication was needed. Ms. Goldberg asked if the committee had any problems with her meeting with Deputy Mayor Szabo and asking him to pull together a group of management and labor to discuss this topic. Mr. Hannon stated that he thought it was a good idea. Ms. Goldberg recapped that we do not want to have private or public dispute over the MOU language and what is being counted. Ms. Goldberg asked if there were any further questions or comments on this item, there were none.

#### **(9) Report Back from the Outreach Committee**

Ms. Goldberg reported that staff met with the following organizations for the first time on the general outreach meet and greets with Verdugo Workforce Development Board, Cri-Help Socorro, Health Right 360, Anti-Recidivism Coalition, Gang Alternatives Program, LIFT. As part of referral agency briefings staff met with Chrysalis, Downtown Women's Center, and Homebody Industries. As part of the discussion about Targeted Local Hire Programs, staff met with REDF. For the test launch, there was a January 13, 2017 WorkSource Center briefing with all 17 WorkSource Centers and an additional session for the 6 application sites, so everyone could start out on the same page. There were 2 sessions held for referral agencies for the test launch with Fix LA (SCOPE as representative), LA Black Workers Center, LA Chamber, LA Trade Tech, YWCA and EWDD/REDF for LA:RISE clients, Mayor's Office of Reentry for Roads to Reentry Clients (via Chrysalis, LA Conservation Corps, Downtown Womens' Center, and Homebody Industries). Staff also attended the first handful of Program Orientation sessions at the 6 Application Sites, which provided a great opportunity provide suggestions to WorkSource Centers on how to improve the process. It was a very active time for the outreach committee. Ms. Goldberg explained that the Targeted Local Hire website has a list of all the groups that staff has met with in terms of community based organizations (CBOs) and if the public was interested in having staff meet with a CBO, to identify a contact name and phone number.

Mr. Hannon asked whether Homeboy Industries had discussed the work they had been doing on the sidewalk program. Mr. Cordero responded that through LA RISE, if individuals had performed work through the sidewalk program, those individuals would be referred through that program. Mr. Hannon asked whether this was discussed at the outreach subcommittee meeting. Ms. Goldberg clarified that the outreach subcommittee entails going out to perform outreach meetings and does not meet internally. Mr. Hannon explained that he's been working with ARC and Flintridge Center in Pasadena and Community Colleges in apprenticeship and would not want to see participants offered anything less and have them be "short changed". Mr. Cordero assured Mr. Hannon that these agencies are receiving the same briefings and opportunities that all the organizations are receiving. Mr. Cordero also added that the website does not have the current list of organizations because it is pending approval of the report from the committee but it will be posted shortly.

Mr. Sainz added that if Mr. Hannon had any informational flyers he wanted the WorkSource Centers to distribute, they would be more than happy to additionally promote the program that way. Mr. Hannon thanked him and said he would get those to him.

Mr. John Rodriguez, Department of Disability, stated they are specifically one of the portals that's dealing with the Sidewalk Repair Program along with the Department of Transportation dealing with what's going to be repaired and identifying how the work is coming in. He stated that it is a missed opportunity to coordinate who's going to be doing the work and what work needs to be done. Ms. Goldberg requested that he wait until the end of the meeting to set-up some time to do that. Ms. Audrey Homes, Homeboy Industries, stated she would love to connect with the rest of the group regarding this issue.

Mr. Koon requested that someone read out the Targeted Local Hire web address. Ms. Goldberg stated that it was <http://llocalhire.lacity.org>. Mr. Cordero stated that it can also be found at the bottom of the agenda. Ms. Goldberg explained that the website says the program is not open for applications because we are doing a soft launch through existing organizations that already have relationships with City departments and then as time goes on that will increase to a larger group and finally in July to the public. Ms. Goldberg asked for any other questions or comments on outreach efforts. There were none.

#### **(10) Discussion about Potentially Capping the Application Pool for the Targeted Local Hire Program**

Ms. Goldberg explained that this has been listed as a discussion item because without anyone knowing about it we received 158 applications and we're going to expand in March to several community based organizations and then in July to the public as a whole with a major press announcement so the question has come up informally regarding what happens if we are flooded with applicants; should we have a cap or should we accept all of them? Ms. Goldberg asked Mr. Cordero to speak on the topic.

Mr. Cordero explained that the 6 application sites each conduct at least 2 orientation sessions per week and staff have not been overwhelmed, but that 158 candidate number may be low because the program has not been advertised on a large scale and the number of applicants are expected to increase. He stated that staff will continue to monitor capacity issues at the 6 application sites to the working group.

Ms. Goldberg asked if the previous program had been capped. Ms. Sanchez responded no, they never had a capacity problem. Ms. Goldberg responded that maybe it may not happen. Ms. Sanchez responded that it may not happen, but she felt that as Mr. Cordero suggested staff should monitor and keep the group informed, but having observed the orientations at the WorkSource centers, she felt it was a very good comprehensive process that involves an hour session with visual instruction, handouts, program information, what to expect/what not to expect, the career path opportunities, etc. Along with a walkthrough of the application process, the entire process can take an hour to an hour and a half at minimum and is very hands-on, she felt candidates would really need to come in to invest their time and that will naturally balance the number of applicants.

Mr. Sainz added that the WorkSource centers want to keep the numbers relatively small and that some of the candidates did not have the computer skills and needed more assistance. However, the real driving force is the number of vacancies. He explained if there are 50 vacancies, we wouldn't want to take 5,000 applicants, so that's the ratio that should be discussed. As the number of vacancies increase, we want to be sure we have a sufficient number of applicants in the pool available.

Mr. Koon added that he felt it was a bit premature at this point to put a cap on, since there are a lot of unknowns, the budget is coming up in April or May, we may find out there are more funded positions and more opportunities. Ms. Goldberg agreed that it's premature, but felt that this program may be different than Welfare to Work and that there was a potential for WorkSource centers to get inundated. Ms. Goldberg requested that staff monitor and place it on the agenda again if it starts becoming an issue.

#### **(11) Discussion about Potentially Removing Candidates from the Targeted Local Hire Program**

Mr. Cordero explained that staff wanted to open a discussion regarding scenarios in which staff would like to refer applicants back to their referral agency, so perhaps "removal" is the wrong term. An example of this scenario might be a candidate who applied for the program but is no longer responding to referral requests. It is recommended that applicants who are not responsive after 3 referral requests or who are deemed not "job ready" be asked to get a new referral form from the referral agency to ensure that they are job ready and still interested in the position. Once they receive a new referral form, they can reapply. This would ensure that those who need additional job readiness training will receive it before being returned to the pool, to keep a robust pool moving forward.

Ms. Goldberg reiterated the scenario for clarity that a candidate randomly selected three times who did not respond all three times should trigger the candidate being referred back to the referral agency to find out whether the individual is still interested, that the candidate is not kicked out, but would need to be referred again. Mr. Cordero responded that having the candidate reassessed and referred would be ideal, since it would provide a mechanism to reapply. He clarified that the candidate would be made inactive in the system to allow those who are active and interested the opportunity to respond.

Mr. Sainz asked Mr. Cordero if this scenario had already occurred. Mr. Cordero responded that it had not occurred yet, but that staff is being proactive by beginning the discussion since this

scenario occurs in the City's regular cert process. Mr. Hannon stated that he would support this process. Mr. Koon agreed that he did not want to have a slot filled up by someone who is not interested, but that he hoped there would be some protection provided to the candidate by way of providing them a notice. Mr. Cordero confirmed that the candidate would be issued a notice after the 3<sup>rd</sup> time the candidate failed to report.

Ms. Nicole Burnson, Councilmember Mitchell Englanders Office CD-12, asked whether the pool expires. Ms. Goldberg responded that after a year it expires and would require reapplication.

Ms. Goldberg asked if there were any questions or comments on the item. There were none. She stated that rather than make a final determination, there appears to be general agreement with this process, but she asked that it be brought back when the topic becomes relevant to go over it again before a final approval is made.

## CONCLUDING ITEMS

### **(12) Request for Future Agenda Items**

Mr. Koon requested two items and explained there is a sister committee called the Strategic Workforce Development Taskforce that has not met since June 29<sup>th</sup> that may have related topics that should be shared back and forth with the Working Group. Mr. Cordero responded that the last meeting was actually held in November and at that meeting it was agreed, at the request of Deputy Mayor Szabo, to hold the next meeting sometime in March, so that meeting has not been scheduled yet. Mr. Koon stated it was cancelled and that he thought Miguel cancelled it or that something happened. Ms. Goldberg stated a meeting is being scheduled.

Mr. Koon requested to discuss next steps once the program is launched and stated that he does not want to wait to be ready for the next opportunities or positions since the goal is to eventually expand to other positions and opportunities with the City. He stated that he would like to begin discussions regarding next steps and the next targeted positions that we can fold into the program. Ms. Goldberg asked if he was thinking of more entry-level type positions to be added. Mr. Koon responded at this point, yes.

Ms. Goldberg asked staff to take a look at other entry-level positions where on-the-job training could be a civil service exam and bring suggestions to our next meeting. She stated that a subcommittee may be formed at a later time, but that a staff report of potential entry-level jobs to expand the program be placed on the next agenda.

Ms. Goldberg asked that the Working Group continue to receive a report from the Funded Vacant and 900 hour subcommittee and from the Training Subcommittee.

### **(13) Future Meeting Dates**

Mr. Cordero suggested Tuesday, May 2, 2017, to provide more time to work through the next phase of the launch to collect more actionable data to report. He stated staff would contact the Working Group to suggest an earlier date if items need to be addressed prior to this date. Mr. Sainz commented that this date falls right in the middle of budget season which begins April 26<sup>th</sup> and continues through mid-May. Mr. Cordero suggested a later date in May, following the budget. Ms. Sanchez suggested early April. Ms. Goldberg suggested not to determine a date, but that it would likely be scheduled before the budget season begins or shortly thereafter.

### **(14) Adjournment**

**A motion was made by Ms. Liza Salazar, seconded by Mr. Hannon, to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 4:42 p.m.**