PROPOSED MINUTES

Tuesday, June 18, 2019
2:00 p.m.

Personnel Department
520 E. Temple Street
Training & Testing Center (Training Rooms)
Los Angeles, CA 90012

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present
Anna Hovasapian
Office of Councilmember Krekorian
Council District 2

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

Breana Weaver
Office of Councilmember Harris-Dawson
Council District 8

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

Lisa Salazar
Office of the Mayor

Gavin Koon
International Union of Operating Engineers Local 501

Gerardo Ruvalcaba
Economic Workforce Development Department

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

Melissa Fleming (A)
Office of the City Administrative Officer

Xochitl Ramirez (A)
Office of the Chief Legislative Analyst

Wendy G. Macy
Personnel Department

Not Present
Edward R. Johnson
Office of Councilmember Wesson
Council District 10

David Sanders
Service Employees International Union Local 721

Molly Rhodes
Service Employees International Union Local 721

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
Mr. Vincent Cordero, Personnel Department, called the meeting to order at 2:09 pm and indicated that a quorum was not yet present. Mr. Cordero stated that the meeting would proceed with non-actionable items until such time a quorum was present.

(2) Public Comments
No public comments were made.

ADMINISTRATIVE ITEMS

(3) Minutes
Mr. Cordero returned to the review and approval of the minutes after discussion under Item #4. A motion was made by Mr. Gavin Koon, seconded by Ms. Teresa Sanchez, to adopt the minutes of the June 18, 2019 meeting of the Targeted Local Hire Working Group (TLHWG); the motion was unanimously adopted.

(4) Discussion Regarding the Chair of the Working Group
Mr. Cordero stated that Item #4 would be taken out of order as there was no quorum present to adopt the minutes.

Mr. Cordero stated that Ms. Jackie Goldberg would no longer serve as the Chairperson of the Targeted Local Hire Working Group (TLHWG) and he would administratively lead the meeting.

Mr. Cordero stated that Governance Rule C1 states that “the officers of the TLHWG shall include a Chairperson and an Alternate Chairperson, who shall not be voting members. The non-voting Chairperson shall be elected by the Working Group. If the non-voting Chairperson is not available, the Working Group shall delegate a non-voting Alternate Chairperson”.

Mr. Cordero recommended that the TLHWG members nominate individuals who may be able to serve as a non-voting Chairperson during the next meeting of the TLHWG.

Mr. Gavin Koon, International Union of Operating Engineers Local 501, suggested that the TLHWG consider implementing a Co-Chairs model.

Ms. Teresa Sanchez, American Federation of State, County, and Municipal Employees, asked for the reasoning behind having a non-voting Chairperson.

Mr. Cordero stated that a non-voting Chairperson model was initially adopted to ensure that the Chairperson was an objective, non-partisan, third-party.

Mr. Jaime Pacheco-Orozco, Department on Disability, suggested having an outside agency Chair the TLHWG such as the Los Angeles Unified School District or the Community College District.

Mr. Cordero asked the TLHWG members to think about the nominees for the Chairperson position. During the next meeting of the TLHWG, members will vote for the Chairperson; however, if there are no nominees, then the Governance Subcommittee will need to be reconvened to revise the Rules of Governance of the TLHWG.
Update from Staff Regarding the Targeted Local Hire (TLH) Program – Staff to provide:

a) General update regarding the Targeted Local Hire Program

Mr. Cordero stated that as of May 31, 2019, there were a total 5,482 active applicants in the TLH candidate pool, with 90% identifying as part of one or more of the underserved communities in Tier 1 (4,927). The three largest categories of underserved communities in the TLH candidate pool are local residents living in zip codes with high unemployment and incomes below median poverty rate, older workers, and homeless/formerly homeless individuals. A total of 597 individuals have been hired across 29 City departments. The top five user departments are: Airports (98 hires), Recreation and Parks (64 hires), Police (59 hires), Public Works/Bureau of Street Services (54 hires) and Public Works/Bureau of Sanitation (43 hires). There has been an increase in the use of Vocational Worker and a decrease in the use of Office Trainees, which may be attributed to the establishment of the Administrative Clerk eligible list.

Mr. Koon requested that an update be provided on the TLH statistics for homeless/formerly homeless.

Mr. Pacheco-Orozco requested a breakdown of the TLH hires to determine how many of them reside within the City boundaries, in addition to the breakdown by underserved population. Additionally, a breakdown of the number of special accommodations requested and the number that was granted was also requested by Mr. Pacheco-Orozco. Mr. Cordero stated that special accommodations are handled by the employing departments; therefore, it would have to be collected from the City departments.

b) Update on addition of new TLH Program classifications (Delivery Driver, Warehouse and Toolroom Worker and Animal License Canvasser) and applicable revision(s) to the Program Document

Ms. Maria Koo, Personnel Department, stated that it is anticipated that the following four (4) new classifications will launch in July 2019: Animal License Canvasser, Delivery Driver, Street Services Worker, and Warehouse and Toolroom Worker. All applicants currently in the TLH candidate pool will have an opportunity to opt-in to any of the four (4) new classifications. In anticipation of the launch, documents on the TLH website are being revised in addition to the Program Document. The revised Program Document will be provided in the next meeting of the TLHWG for review and approval.

Mr. Koon asked if staff has collected any vacancy information for the new classifications. Mr. Cordero stated that only informal conversations have taken place around the number of vacancies but departments have not provided any solid numbers.

Mr. Pacheco-Orozco suggested that vacancy information may be obtained from the budget reports. Mr. Cordero stated that the vacancy rate information in the budget report does not guarantee that positions will be filled through the TLH Program. Ms. Melissa Velasco, Office of the City Administrative Officer (CAO), stated that departments do not provide an itemized list of vacancy by classification as part of the budget process.

Ms. Carmen Hayes-Walker, American Federation of State, County, and Municipal Employees, asked if candidates would be able to see a career ladder for each of the new classifications at the time that they opt-in.

Mr. Cordero stated that candidates in the TLH candidate pool will receive an e-mail asking them if they are interested in opting in. In the e-mail, a brief description of each classification will be provided. Candidates will have a two-week window during which they can click the button in the e-mail to opt-in.
(6) **Report back from Ad Hoc Subcommittee on City Hiring Programs**

Ms. Esther Chang, Personnel Department, stated that the subcommittee met on June 4, 2019, with representatives from AFSCME, SEIU, CLA, and Councilmembers Krekorian, Harris-Dawson and Price in attendance. A discussion took place regarding the various departments that may currently hire Vocational Workers outside the TLH Program through existing Memorandum of Agreements (MOAs). Currently, the Personnel Department has a copy and honors the existing MOAs for Airports, GSD, and Harbor. As a result of the discussion, the subcommittee recommended one (1) general agreement for all departments so that hiring practices are consistent. Therefore, the recommendation is to discuss further with the CAO Labor Relations Office.

A motion was made by Ms. Hayes-Walker, seconded by Mr. Koon, to proceed with the recommendation to contact the CAO to move forward with having one (1) master agreement for all departments to hire Vocational Workers from the TLH Program; the motion was unanimously adopted.

(7) **Discussion on Piloting Security Officer**

Ms. Cinthia Fletes, Personnel Department, stated that staff received a request to add the classification of Security Officer to the TLH Program. Although the minimum requirements for Security Officer are within the guidelines for the TLH Program, there is a thorough and comprehensive background check, including a Personal History Statement (PHS). The candidate may not have any history of criminal or improper conduct including any felony convictions, poor employment, military, or driving records, which would affect the candidates’ suitability for security work, and must have a responsible financial history and a pattern of respect and honesty in their dealings with individuals and organizations.

In order to gauge departmental interest, a conference call was held with Airports and Police. Both departments expressed interest in piloting Security Officer as part of the TLH Program, particularly to attract veterans.

TLH Staff recommends piloting this classification with the existing candidate pool before officially integrating it into the TLH Program.

Mr. Pacheco-Orozco expressed a degree of concern with potentially referring individuals from the TLH candidate pool for hiring consideration if they will not pass the background process.

Mr. Cordero stated that TLH staff asked user departments for a list of the convictions that would be automatically disqualifying for the classification of Security Officer so that this can be shared with the candidate pool in order to be as transparent as possible.

Ms. Sanchez stated that SEIU and AFCSME met with Police a few weeks ago to discuss civilian employment in general. She stated it has been challenging to recruit and retain Security Officers for Police due to the background and financial requirements. She expressed concern as the populations in the TLH candidate pool are individuals who could still be trying to recover from the recession; these individuals may have lost their jobs and homes during the recession and as a result, now have bad credit. She recommended a discussion take place with the departments to see if the financial requirements can be more relaxed.

Mr. Cordero stated that staff would discuss the financial requirements with the user departments and report back to the TLHWG.
CONCLUDING ITEMS

(8) Request for Future Agenda Items
Mr. Koon requested hard copies of the TLH stats for future meetings.

Ms. Salazar requested retention data to see where the TLH hires are now.

(9) Future Meeting Dates
The next meeting of the TLWG will be scheduled in late August or early September 2019.

(10) Adjournment
A motion was made by Mr. Hayes-Walker, seconded by Ms. Salazar to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 2:48 p.m.