



OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT  
WORKFORCE DEVELOPMENT DIVISION  
MEMORANDUM

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**DATE:** Monday, May 3, 2010

**TO:** Members of the Workforce Investment Community Advisory Committee

**FROM:** Rhonda Simmons, Director of Workforce Development

**RE:** Nomination of a Chair of the WiCAC

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At the February 19, 2010 meeting of the Workforce Investment Community Advisory Committee Meeting, we discussed a few items that required additional follow up. This memo addresses these issues that include:

- 1) Identifying Conflicts of Interest for potential candidates for Chair.
- 2) Nomination and selection of Chair of the WiCAC and appointment to the Workforce Investment San Francisco Board.

**Identifying of Conflicts of Interest for Potential Candidates for Chair.**

According to authorizing Ordinance (0270-07) Section 30.7 Paragraph D(4):

*“Chair of the Committee and/or the organization he/she represents may not receive any funds for workforce development efforts from any department or agency of the City and County of San Francisco during his/her term of appointment as Chair, nor for a minimum of two years following the conclusion of his/her Committee service.”*

To clarify what funding sources qualify as “Workforce Development Funding”, OEWD has produced the definition to assist in identifying any potential direct financial conflicts of interest that may exist.

“Workforce Development Funding” is defined as funding from any agency below to operate a job resource center, provide job training, job counseling and coaching, job search assistance, and/or job placement assistance.

- Office of Economic & Workforce Development
- Department of Children Youth and their Families
- Redevelopment Agency
- Human Services Agency

- Public Utilities Commission
- District Attorney's Office
- Department of Public Works
- Department of Public Health
- San Francisco International Airport
- Port of San Francisco
- Department of the Environment
- San Francisco Department of Juvenile Justice

We ask that any Candidate complete and sign the attached declaration stating that no organization which the Candidate represents currently receives any workforce development funding. Further, we ask all Candidates submit a letter signed by the Executive Director of any organization for whom the candidate is a paid staff person and/or from the Executive Director of any organizations on which the candidate currently serves on its board. The letter(s) must acknowledge that the organization cannot receive funding from any of the above departments for the activities identified for a period of two calendar years after the completion of the Candidate's term as Chair. Candidates are deemed "eligible" to serve as Chair of the WiCAC if they submit the declaration and letters, and no conflicts of interest are found.

We ask that the attached form and letter be completed and returned by 5:00PM Wednesday, May 5 to [workforce.development@sfgov.org](mailto:workforce.development@sfgov.org).

### **Process to Nominate and "Appoint" the Chair of the WiCAC**

According to the Ordinance 0270-07 Section 30.7 Paragraph D(4):

*"The Committee will annually nominate a Chair (from among its membership), to be appointed by the WISF."*

As stated in the section above, OEWD will identify any eligible Candidates who can serve as Chair. At the next meeting, members will nominate, by a majority vote, an eligible candidate to serve as Chair.

According to the ordinance, the WISF must vote to appoint (or in other words approve) the Chair of the WiCAC. If an eligible candidate is nominated to serve as Chair by the WiCAC, the WISF will vote to approve the nomination at the next WISF meeting. Upon the appointment by the WISF, the Chair-elect may assume the responsibilities of the Chair of the WiCAC.

If it is determined that no member is eligible to serve as Chair, because of a potential conflict of interest, the WiCAC may nominate someone who can facilitate the meeting on May 6. The City Attorney will clarify a process in the event that no member of the WiCAC is eligible to serve as Chair.

CONFLICT OF INTEREST DECLARATION  
CANDIDATE FOR WICAC CHAIR

Name of Candidate:

Employer:

Board Member of Following Organizations

I, \_\_\_\_\_, confirm that my employer and any organizations on which I am a board member currently do not receive funding to operate a job resource center, provide job training, job counseling, job search assistance, and/or job placement assistance from any of the following public agencies in the City and County of San Francisco.

- Office of Economic & Workforce Development
- Department of Children Youth and their Families
- Redevelopment Agency
- Human Services Agency
- Public Utilities Commission
- District Attorney's Office
- Department of Public Works
- Department of Public Health
- San Francisco International Airport
- Port of San Francisco
- Department of the Environment
- San Francisco Department of Juvenile Justice

Also, my employer and organizations on which I serve as a board member acknowledge that they may not apply for funding from any of these agencies for a period of two years after the completion of my term as Chair if I am elected.

NOTE: Attach a letter from the Executive Director for any organization(s) that you represent to this declaration acknowledging that they cannot receive workforce development funding from any city agency for a period of two years after your term as Chair is complete.

CANDIDATE NAME

SIGNATURE

DATE

Please scan and email to [workforce.development@sfgov.org](mailto:workforce.development@sfgov.org) by 5:00 PM on Wednesday, May 5, 2010