

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
5.11.2011
OF THE
Workforce Investment Community Advisory Committee
OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD
Office of Economic & Workforce Development—Workforce Development Division Offices
50 Van Ness Ave, San Francisco CA 94102

Members Present	Jamie Brewster, Asian Neighborhood Design Phil Clark, Episcopal Community Services Sheryl Davis, Mo' Magic Krystal Koop, Superior Court of San Francisco	Cameron McHenry, Community Housing Partnership/SHEC Ciara Wade, New Door Ventures
Members Absent	Tracy Brown, Arriba Juntos	
OEWD Staff	Kriztina Palone, Workforce Development Specialist Nikole Ford, Administrative Assistant Armina Brown, Administrative Assistant	
Public (As Evidenced by the Sign-In Sheet)	John Aultman, SF School Alliance Jennifer Scaife, Re-Entry Council	David Bach, SFLGBT Center Patricia Borrego, Goodwill
Roll Call	Cameron McHenry called the meeting to order at 10:03am	
Review Meeting Goals & Agenda <i>(Action Item)</i>	On motion by Phil Clark, seconded by Krystal Koop, and carried by all, the WICAC Board adopted the agenda.	
Welcome & Introduction	Cameron McHenry welcomed Ciara Wade, of New Door Ventures appointed by TAY-SF to the WiCAC Board.	
Review highlights from October 26, 2010 Meeting & Update on other activities from last WiCAC meeting	On motion by Krystal Koop, seconded by Ciara Wade, and carried by all, the WiCAC Board adopted the March 23, 2011 meeting minutes. Krystal Koop gave an update on the Transition Aged Youth focused WICAC meeting that was held on March 23, 2011 at City College of San Francisco. Discussion followed. Cameron McHenry gave an update on the WICAC presentation given to the WISF at the March 30, 2011 meeting. Ms. McHenry also gave an update on her attendance as the WiCAC representative to the WISF Program & Services Oversight committee on March 23, 2011. Ms. McHenry urged other members of the WiCAC to attend upcoming Program & Oversight Committee meetings.	
Election of New WiCAC Co-Facilitator <i>(Action Item)</i>	Krystal Koop volunteered to be co-facilitator of the WiCAC. As co-facilitator Ms. Koop will be responsible, along with Ms. Cameron McHenry, for soliciting agenda items, facilitation of the meeting, report out to the WISF and drafting of the meeting minutes. On motion by Cameron McHenry, seconded and carried, Krystal Koop was unanimously approved to	

be the new WiCAC co-facilitator along with Ms. Cameron McHenry.

**Create and Approve 2011
WiCAC Meeting Schedule
(Action Item)**

Cameron McHenry proposed that the WiCAC meet every other month for a total of six (6) meetings per year with four (4) Quarterly meetings to be held at 50 Van Ness and staffed by OEWD and all other meetings to be staffed by the WiCAC. Ms. McHenry suggested that the WiCAC staffed meetings be population/community focused meetings whereas the four (4) OEWD staffed meetings be used to plan and prepare for the WiCAC report-out to the WISF meeting.

On motion by Krystal Koop, seconded by Ciara Wade, the WiCAC unanimously approved the 2011 meeting calendar as follows:

- June 22, 2011—Homeless Population Focused
- August 17, 2011—OEWD Staffed Meeting
- September 28, 2011—Monolingual Population Focused
- November 17, 2011—OEWD Staffed Meeting

The time and location of the two community meetings are still to be determined.

Sheryl Davis requested that future agendas address what jobs actually exist, their relevancy to the jobs that are available in the communities and the training programs that are available.

**Planning for Homeless –
Focused WiCAC Meeting
(Discussion Item)**

The June 22, 2011 WiCAC meeting will focus on the Homeless population; which is a target population that was called out in the Ordinance passed by the Board of Supervisors that created the WiCAC Board. The meeting format will be similar to the other two (2) Community meetings that have been hosted by the WiCAC; 2 hours in length with small break out sessions. Expected attendance is between 70-100 people.

Phil Clark, appointed by the Local Homeless Coordinating Board, will facilitate the June 22nd meeting and is working with the Local Homeless Coordinating Board for space and planning.

Discussion followed.

**Follow-Up and Feedback on
OEWD Workforce Forum**

Mr. Phil Clark commented that he left the Workforce Forum knowing more about capacity building and impact driven outcomes as an administrator of his program. However, he did not feel that the workshops were helpful for front line program staff. Ms. Cameron McHenry echoed that statement as she felt that as a manager she was able to get a lot out of the forum. Ms. Ciara Wade commented that the employer workshop could have focused more on what Workforce Specialists/Directors of programs need to hear from Employers.

Discussion followed.

Public Comment

David Bach:

- Mr. Bach commented on the expected attendance of the June 22nd WiCAC meeting.
- Mr. Bach commented that he felt the Workforce Forum was fabulous. He requested that future consideration be given for more access to learning opportunities, knowledge of city services available and technical assistance.

Jennifer Scaife:

- Ms. Scaife commented that the Homeless focus WiCAC meeting be held in the Public Library as they have experience in dealing with the community.

Conclusion

On motion by Cameron McHenry, seconded by Krystal Koop, and carried by all, the meeting was adjourned at 11:22am.