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## **LEGISLATIVE DIGEST**

[Administrative Code - Workforce Development]

**Ordinance amending the Administrative Code to give responsibility for planning and coordinating the City’s Workforce Development programs to a newly formed body and to make other changes to the procedures governing the planning and implementation of Workforce Development programs.**

### Existing Law: Overview of Workforce Development Programs in San Francisco

The City uses federal, state and local funds to provide Workforce Development services, including job readiness and other pre-employment services, job training and placement, and career advancement services. These services benefit the residents of San Francisco by creating jobs in the City, helping employers find and keep skilled workers, and helping the unemployed and underemployed become economically self-sufficient.

To qualify for federal Workforce Development funds, the City must comply with certain requirements under federal and state law. The City must have a local workforce investment board that complies with federal and state requirements. This body is responsible for setting policy for the workforce development system and for developing and submitting to the Governor, in partnership with the Mayor as the chief elected official for the City, a 5-year plan for workforce investment programs for the City.

The federally required local workforce investment board in San Francisco is Workforce Investment San Francisco, often referred to as “WISF.”

San Francisco has created an advisory committee to WISF. The members of the advisory committee are Workforce Development service providers and other organizations that serve low-income residents and those with barriers to employment. The advisory committee advises WISF on client needs and workforce system priorities.

The Department of Economic and Workforce Development (DEWD) is responsible for administering Workforce Development programs in the City. Its duties currently include the following:

Creating Workforce Development policy; providing five-year strategic plans that include the needs of the unemployed and underemployed, consistent with the Strategic Plan for Economic Development approved by the Board of Supervisors and the Local Plan, which federal law requires as a condition of receipt of federal Workforce Development funds.

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Defining and enforcing outcome measures for job seekers, employees and employers in the Workforce Development system.

Establishing policy for and overseeing Workforce Development funding and streamlining the administration of Workforce Development funds and other resources.

Working with City departments to effectively deliver Workforce Development services consistent with Chapter 30 and policies set by the Board and DEWD.

Working closely with WISF to coordinate and streamline services.

Managing the First Source Hiring Program and administering the funds budgeted for it.

Proposed Amendment: Newly Formed Body for Planning  
and Coordinating Workforce Development Services

The proposed amendment would create the Committee on City Workforce Alignment (“Alignment Committee”), a new body comprised of City officials and employees. The Alignment Committee would be responsible for planning and coordinating Workforce Development Services across City departments in order to increase their effectiveness.

The Mayor would designate one member of the Alignment Committee; one member would be a member of the Board of Supervisors or a City employee designated by the Board (with the approval of the head of the employee’s department); and one would be an employee authorized by the Director of DEWD to provide support for WISF, the Alignment Committee, and the WISF Advisory Committee (“the Director of Workforce Development”). The other members would be the heads of the following departments: Human Services Agency, Department of Children, Youth and their Families, Public Utilities Commission, and Public Works.

The Mayor would appoint the Chair of the Alignment Committee annually and the Mayor or Director of Workforce Development would have the authority to invite additional departments to participate as needed.

The Alignment Committee would be responsible for the following, to the extent allowed under local, state, and federal law:

By March 15, 2015, and then again by March 15, 2017, and every five years thereafter, submit to the WISF for its review and comment a Citywide Workforce Development Plan, which shall include an assessment of the City’s anticipated workforce development needs and opportunities for the next five years and a strategy to meet the identified needs. The plan would include goals and strategies for all Workforce Development Services in San Francisco and a projection of the funding needed to

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achieve the goals, consistent with the Strategic Plan for Economic Development approved by the Board of Supervisors and the Local Plan approved by WISF.

By March 15, 2016 and every year thereafter, submit to the WISF for review and comment updates to the Citywide Workforce Development Plan that include (A) a summary of the City's implementation of the plan, including data detailing departmental performance metrics, (B) a summary of anticipated changes to federal and state funding, (C) a summary of current fiscal year programs and expenditures for Workforce Development Services, (D) recommended funding levels for new and existing services for the next fiscal year, and (E) a statement of priorities to guide the allocation of unanticipated funding that becomes available for Citywide Workforce Development Services during the annual budget process or during the fiscal year.

Provide the draft Citywide Workforce Development Plan to the WISF Advisory Committee for review, feedback and approval at least one month prior to submitting it to the WISF.

The Director of Workforce Development would submit the Alignment Committee's five-year Citywide Workforce Development Plan, and each plan update, to the Board of Supervisors.

The Alignment Committee may provide guidance to City departments on the meaning of the terms used in the definition of Workforce Development Services in this Chapter, either in the Citywide Workforce Development Plan or through other policy guidance.

#### Existing Law: Advisory Committee to the WISF

A seven-member committee advises WISF on workforce system priorities, client needs and services. The WISF advisory committee must include members representing workforce development service providers and other community-based organizations serving low income City residents and those with barriers to employment. The Board of Supervisors appoints four members of the Committee. Each of the following appoint one member: The Transitional Youth Task Force, the Local Homeless Coordinating Board, and the San Francisco Reentry Council. The WISF advisory committee annually nominates a committee chair from among its members, for appointment by WISF.

The chair of the advisory committee and/or the organization that the chair represents may not receive any Workforce Development funds while serving as chair, nor for a minimum of two years following the conclusion of service as chair.

#### Proposed Amendment: Advisory Committee to WISF

Under the proposed amendment, the committee that advises the WISF would have eight members. The committee would include members representing workforce development

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service providers and other community-based non-profit corporations serving low-income San Francisco residents and those with barriers to employment.

The Board of Supervisors would appoint four members and the Mayor would appoint four members to the WISF Advisory Committee, with special attention given to ensuring that representation is aligned with the priority sectors of the local economy and that persons with expertise serving transitional age youth, homeless individuals, and reentry populations are represented. The Reentry Council and the Local Homeless Coordinating Board may make recommendations to the Board of Supervisors and the Mayor regarding appointments to the WISF Advisory Committee.

All WISF Advisory Committee members must be employed by a Nonprofit Corporation that provides Workforce Development services at the time of appointment and shall be individuals with demonstrated experience in leadership roles in workforce development, at the executive director or chief executive officer level, as well as expertise (ideally at federal, state and local levels) in workforce development policy and systems.

The WISF Advisory Committee would annually elect two persons from among its membership to serve as co-chairs.

The proposed amendment deletes the prohibition against the chair of the advisory committee and/or the organization that the chair represents receiving any Workforce Development funds while serving as chair or for two years after serving as chair.

#### Existing Law: City Departments' Responsibilities

City departments engaged in Workforce Development programs must:

Follow DEWD's strategic direction for Workforce Development activities and obtain its approval for new efforts.

As a condition of receiving Workforce Development funds from DEWD, enter into an MOU with DEWD describing the department's Workforce Development budget and programs and explaining its responsibilities. City departments must track and report job placement outcomes.

Administer Workforce Development funds in accordance with the Funding Allocation Plan, DEWD's comprehensive annual plan for the appropriation and expenditure of local, state and federal Workforce Development funds.

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Proposed Amendment: City Departments' Responsibilities

City departments would provide the Alignment Committee with information regarding Workforce Development programs, data and outcomes, and federal, state and local Workforce Development funds.

Background Information

On October 8, 2013, the Budget and Legislative Analyst for the Board of Supervisors issued a Policy Analysis Report on the current state of the City's Workforce Development system.

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