

WORKFORCE INVESTMENT SAN FRANCISCO

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

MINUTES OF THE
1/24/2012 Meeting
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 Cameron McHenry, Community Housing Partnership	Tracy Brown, Arriba Juntos Sheryl Davis, Magic Zone Ciara Wade, New Door Ventures
Members Absent	None	
OEWD Staff	Steven Currie, OEWD Kriztina Palone, OEWD	Nikole Ford, OEWD Armina Brown, OEWD
Public (As Evidenced by the Sign-In Sheet)	Dennis Yavor, PRC Veronica Martinez, APD Claudia Lewis, Urban University Joe Ramirez Forcier, PRC DJ Brookter, YCD Chris Reyes, Goodwill Susan Murphy, FCS-WYCDC	Julie Wu, FSA Brandon Banks, AAACC Patrick Regan, CVE Inc Mindy Kener, Anders & Anders Terry Anders, Anders & Anders Randall Evans, SFANUAC Ace on the Case, Community Reform
Roll Call	Quorum was established at 9:25am. Phil Clark, acting Co-Facilitator, noted that quorum was established and called meeting to order at 9:32am.	
Welcome and Introduction	Phil Clark introduced himself and asked members of the Board to introduce themselves.	
Adoption of the Agenda (Action Item)	On motion by Tracy Brown, seconded by Jamie Brewster, and carried by all, the WICAC Board adopted the agenda.	
Announcement: OEWD Update on WicAC member terms and open seats	Kriztina Palone facilitated a conversation regarding WicAC's open seats and term limits. On February 19 th , there will be four (4) open seats that are appointed through the Board of Supervisors Rules Committee. Applications are required to be submitted to the Clerk of the Board in order to be considered for membership. Existing Board members can be in a hold-over position for up to one (1) year after the seat expires. The Rules Committee will not schedule a hearing until March 2012 or until at least four (4) applications are received. Discussion followed. Jamie Brewster has submitted an application, and Sheryl Davis intends to reapply. Phil Clark, interested in recruiting. Tracy Brown would like community member to apply for her seat and can assist with submission of applications. Cameron McHenry suggested that members look for strong leadership within their communities. Ciara Wade asked for information on the process, and Kriztina Palone clarified that the application and criteria are available on the Board of Supervisors' website and that, once applications are received, she will work with the Clerk of the Board to schedule the hearing. The Re-Entry, Local	

Homeless Coordinating Board and TAY-SF seats have separate processes. Sheryl Davis encouraged members to communicate throughout the recommendation process.

Mr. Clark called for public comment.

Veronica Martinez, provided an update on the Re-Entry seat, noting that applications are received until February 3, 2012 and that they hope to have seat filled by March 6th 2012.

Tracy Brown spoke to the need to remain focused on representing the target underserved populations. Kriztina Palone noted that the Clerk will not disclose the applicant list.

Elect New WiCAC Co-Facilitator

(Action Item)

Cameron McHenry facilitated the conversation about election of new co-facilitators.

Sheryl Davis, interested in knowing what happens outside of WiCAC meetings and how much work is involved, noted the need to use Board meetings as a time to update on what goals have been met in between.

Phil Clark, interested in being co-facilitator, wants to take action, prioritize given the funding context. Kriztina Palone asked members to consider whether they want to hold off on electing both co-facilitators until after new members join. Ciara Wade noted that those who have been members of the Board for awhile should be co-facilitators, supports both Phil Clark and Sheryl Davis as co-facilitators. Jamie Brewster, frustrated by no actions being taken after recommendations have been made to the WiSF.

Cameron Mc Henry discussed the work associated with the co-facilitator role, including producing minutes, coordinating community meetings, and planning agendas. Sheryl Davis asked for more community input and involvement in the planning process.

Ms. McHenry facilitated the election, nominating both Phil Clark and Sheryl Davis to be co-facilitators. Tracy Brown seconded the motion, motion passed unanimously.

Set WiCAC 2012 Meeting Schedule

(Action Item)

Phil Clark announced the revised date for November 2012 WiCAC meeting from November 22, 2012 to November 13, 2012. Mr. Clark also proposed amendment of the meeting time from 9:30am to 12:00pm to 9:30am-11:30am.

On motion by Tracy Brown, seconded by Jamie Brewster, the 2012 WiCAC Meeting calendar was passed unanimously.

Approve: WiCAC Meeting Minutes from 9/28/11

(Action Item)

On motion by Tracy Brown, seconded by Jamie Brewster, the minutes from the September 28, 2011 WiCAC meeting passed unanimously.

Approve: WiCAC Meeting Minutes from 11/17/11

(Action Item)

On motion by Phil Clark, seconded by Jamie Brewster, the minutes from the November 17, 2011 WiCAC meeting passed unanimously.

Discussion: Themes from 2011 WiCAC Community Meetings & Local Homeless Coordinating Board workplan (*)

Phil Clark facilitated a discussion about the themes from the 2011 WiCAC Community Meetings.

Ciara Wade noted that, while it's important to hear the themes and priorities from the community, defining the next steps is critical. Tracy Brown, role of OEWD (through funding and staff) should be to prioritize programs that have strong employer engagement. Jamie Brewster, Moscone Center's event hiring, should work closely with the event staffing person, make sure you have the right criteria to make a match. Tracy Brown, City departments used to be mandated to include jobs for kids in their budgets, can we do the same now (for target populations)?

Sheryl Davis, who is the Local Hire compliance officer (at OEWD), and what is WiCAC's role in gathering and collecting data? HRC's local business enterprise, understand how many City departments are contracting through local vendors, statistics on hiring local residents. Kriztina Palone noted that Local Hire is new legislation, our office has enforcement role, limited now to construction. Cameron McHenry, who in the Mayor's office do we talk to, and how do we

communicate the return on investment? Sheryl Davis, WiCAC's potential convening role.

Mr. Clark called for public comment.

Joe Ramirez-Forcier, federal (Schedule A) and state (LEAP certification) laws exist, set-asides for people with disabilities. The City has no local process to address equity issues for people with disabilities.

Ace on the Case commented on a lack of accountability by City departments regarding money spent in the Western Addition and throughout the City.

Phil Clark suggested that WiCAC members go deep into the community and build a platform for change. Mr. Clark commented on the Local Homeless Coordinating Board's workplan and suggested that the WiCAC come up with a similar plan in order to increase coordination with:

- City Departments
- Employers
- One Stop staff
- Funding for Job Readiness
- Local legislation around Employment

Tracy Brown noted that the retreat is where the Board should discuss committee leadership, community involvement, oversight. Sheryl Davis, WiCAC subcommittees are unrealistic. Phil Clark asked that we hold these comments until the next item (retreat).

Phil Clark commented that the next steps in creating a WiCAC action plan should start with identifying key stakeholders, policy makers. Sheryl Davis suggested that the conversation be held to the retreat.

Mr. Clark highlighted some of the larger themes. Tracy Brown, barrier removal, get clients in CityBuild pool. Jamie Brewster, majority of populations excluded by CityBuild requirements. Sheryl Davis, barriers are real, agencies that are awarded contracts can't address barriers.

Phil Clark called for public comment.

Mindy Kener, employers need to be educated to provide on the job training, track client experience.

Phil Clark, internships and volunteer opportunities, get employers talking to other employers, leverage relationships. Kriztina Palone, important to translate into language employers speak, workforce system is still in development, engage WISF and Youth Council leadership. Ciara Wade, we should do the legwork on connecting research, statistics for business community, City leaders. Cameron McHenry, Rob Black is open to working with WiCAC.

Discussion: Possibility of a 2012 WiCAC Retreat

Phil Clark opened up discussion regarding a potential WiCAC retreat, noting prior concerns about finding the right facilitator, agenda development, community involvement (community vs. profit), deliverables. Tracy Brown, retreat should be held on a weekday to increase community participation, retreat planning is critical.

Kriztina Palone, facilitators are limited to those who have existing contract with OEWD, will report out to the Board when she has more details.

Discussion followed regarding potential retreat venues, criteria for facilitators, and including new members in the retreat planning process. The WiCAC board proposed holding the retreat for a half-day on Friday, April 6th.

Phil Clark called for public comment.

Susan Murphy offered her facilitation services.

Ace on the Case asked what the retreat goals would be.

Jamie Brewster responded that the retreat will be focused on creating an action plan.

Phil Clark asked WiCAC members to send suggested facilitators and sites to Kriztina Palone. Nikole Ford addressed the public notice requirements for the retreat. Discussion followed regarding how to determine agenda items.

**Discussion: WiCAC Report
Back to WISF**

Phil Clark and Sheryl Davis agreed to put together a report to the WiSF.

Sheryl Davis spoke to the need to make a stronger connection between WiCAC and WiSF, communicating with the community, inviting WiSF members to WiCAC meetings, defining interest of Board, pushing for a Mayoral resolution.

Discussion followed regarding strategies for engaging WISF members. Communicating WiCAC role, value of WiCAC report-out, educating WISF members on funded programs and the services offered.

Mr. Clark called for public comment.

Ace on the Case asked what the WiCAC is. Kriztina Palone explained the roles of WiCAC and WISF. Ace on the Case asked who monitors OEWD and urged for community reform of City Hall. Cameron McHenry underscored that WiCAC was developed with community leadership. Ace on the Case reiterated his concerns regarding accountability. Kriztina Palone offered to discuss further with him.

Randall Evans commented on the barriers to finding work in San Francisco, referral processes, and underscored the need to better connect workers to employers. Sheryl Davis responded that the upcoming retreat will be focused on addressing actions this body can take to improve this for people. Jamie Brewster suggested that Mr. Evans apply for a WiCAC seat. Mr. Evans commented that OEWD should have a clearer connection and relationship to unions and to community.

Phil Clark posed that this committee address the tangible things WiCAC can accomplish this year and work to articulate a representative community platform. Mr. Evans asked for more information on what the WiCAC is empowered to do and offered to bring back information from the community.

Public Comment

Public comment was taken throughout the meeting. No additional public comment offered.

Mindy Kener commented on the need to highlight the difference between citywide and community needs. The One Stops serve Citywide and the communities that are underserved are left out.

Randall Evans commented about whether the WiCAC had the power to evaluate and influence change what can take place financially.

**Adjournment
(Action Item)**

Phil Clark motioned to adjourn meeting, Sheryl Davis seconded, motion passed unanimously; meeting adjourned at 11:43am.