

Workforce Investment Community Advisory Committee

DESCRIPTION

Purpose

The Workforce Investment Community Advisory Committee (WiCAC) was established to advise the Workforce Investment San Francisco (WISF) Board on the City's workforce needs and recommend solutions to meet those needs. The WiCAC identifies the "on-the-ground" workforce challenges, and recommends solutions to close the gaps in the workforce development infrastructure.

Meetings & Staffing

The WiCAC will meet four (4) times per calendar year, once per quarter. The Department of Economic & Workforce Development (OEWD) will provide staffing support for the 4 quarterly meetings including taking minutes, scheduling of meetings, and insuring compliance with regulations governing the WiCAC.

Committee Makeup

WiCAC is comprised of seven (7) members that are staff and/or board members of 501(c) 3 organizations that provide workforce or support services, or serve as technical assistance or workforce intermediary organizations. They will serve for no more than two consecutive terms lasting 2 years each.

Members are appointed as follows:

- The Board of Supervisors will appoint four (4) members.
- The Transition Aged Youth Taskforce will appoint one (1) member.
- The Homeless Coordinating Board will appoint one (1) member.
- The San Francisco Safe Communities Re-Entry Council will appoint one (1) member.

WiCAC members are selected based on their knowledge and/or direct experience related to:

- The San Francisco workforce development system's service delivery capacity and gaps that hinder the City's ability to cultivate a skilled workforce.
- Special needs and circumstances that prevent San Franciscans from attaining self-sustaining employment.
- The dynamic challenges that local businesses, employers, and industry face regarding the local labor market and utilization of workforce development system services.

The Committee members will elect a Chairperson that will serve as a voting member of the WISF. The Chairperson cannot receive any workforce development funding while serving as chair, or two years following his/her term. In the event that no qualifying individual is available to serve as Chair, the WiCAC may elect one or more facilitators to interface with the WISF in a non-voting capacity.



Identifying of Conflicts of Interest for Potential Candidates for Chairperson.

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 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.



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.



Name of Candidate: _____

Employer: _____

Or

Board Member of Following Organization: _____

I, _____, confirm that my employer and/or any organization 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/or 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.

SIGNATURE: _____

DATE: _____

