

# WORKFORCE INVESTMENT SAN FRANCISCO

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

MINUTES OF THE  
4/24/2012 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

<b>Members Present</b>	Macio Lyons, FSA of SF Winnie Yu, Self-Help for the Elderly Sheryl Davis, Collective Impact/Mo Magic	Doug Parrish, Stand in Truth Liz Jackson-Simpson, YGCIC Ciara Wade, New Door Ventures
<b>Members Absent</b>	Phil Clark, Episcopal Community Services	
<b>OEWD Staff</b>	Kriztina Palone, OEWD Marissa Bloom, OEWD	David Taylor, OEWD
<b>Public</b> (As Evidenced by the Sign-In Sheet)	Larry Robbin, Robbin & Associates Dennis Marzan, Mission Hiring Hall Nancy Rynd, LEN Institute	Jamie Brewster, AND Meiling Wang, Self-Help for the Elderly Kimanthe Kithika, Mission Hiring Hall
<b>Roll Call</b>	Quorum was established at 9:41am.  Sheryl Davis, acting Co-Facilitator, noted that quorum was established and called meeting to order at 9:41am.	
<b>Adoption of the Agenda</b> (Action Item)	On motion by Winnie Yu, seconded by Ciara Wade, and carried by all, the WiCAC adopted the agenda.	
<b>Adoption of Minutes of the January 24, 2012 Meeting of the WiCAC</b> (Action Item)	On motion by Ciara Wade, seconded by Macio Lyons, and carried by all, the WiCAC adopted the minutes of the January 24, 2012 meeting.	
<b>Orientation for new WiCAC members</b> (Discussion Item)	Sheryl Davis introduced Virginia Elizondo from the City Attorney's office, who presented information on open meeting and public record requirements that govern city government advisory bodies.  Ms. Elizondo referenced the Good Government Guide and Sunshine and Ethics training. She noted that, while state law (Brown Act) governs, local law (Sunshine Ordinance) can govern where state law is silent. WiCAC, as a policy body, must have: <ul style="list-style-type: none"><li>- Open public meetings</li><li>- Agenda that clearly states meeting business</li><li>- Subject to rules of conduct</li></ul>	

#### Establishing Quorum

WiCAC must have 4 members present to take action on any agenda items. Without quorum, no official meeting has occurred, though the group can discuss items and take public comment).

Q: Kriztina Palone, OEWD, asked for clarification on passive meeting rules.

Ms. Elizondo responded that passive meetings do not require formal noticing, but members of the public are permitted to attend. These meetings are generally more informal. WiCAC meetings will always be policy body meetings, which are subject to regular meeting rules.

Q: Sheryl Davis, WiCAC Co-Facilitator, asked whether a subset of the WiCAC (established as a

subcommittee) would be subject to the regular meeting noticing rules.

Ms. Elizondo clarified that policy bodies always beget policy bodies; any WiCAC subcommittee meeting, convened by the WiCAC, would also need to be subject to notice rules. If WiCAC members attend meetings convened by other entities, even if they present as a member of the WiCAC, they can do so and report back without having to notice the meeting.

Q: Ciara Wade, New Door Ventures, asked what constitutes quorum.

Ms. Elizondo confirmed that quorum is a simple majority of the membership of the body (4 in this instance).

#### **Types of Meetings**

Ms. Elizondo discussed what constitutes a meeting, including In Seriata meetings. She highlighted the complexities of using email and recommended that communications amongst members of the committee be coordinated through Kriztina Palone to avoid liability.

Q: Doug Parrish asked about social media as a means of sharing information on personal events or business.

Ms. Elizondo clarified that informational postings on your personal social media sites is generally fine, but that members should exercise common courtesy around posting photos of other committee members, and keep committee business off of social media sites. She also highlighted the need to avoid texting during meetings, which can lead to public records requests (even if phones are not city property).

#### **Meeting Notices**

Ms. Elizondo discussed the noticing requirements, highlighting that agendas must be posted 72 hours in advance of the meeting at the Library, on the OEWD website, and at the meeting location. Sending out of materials to the department's mailing list is a courtesy, not a legal requirement. Meetings that do not meet the notice requirements must be cancelled. Ms. Elizondo also noted that agendas must have clear information about the meeting content, and must identify any action items.

#### **Public Access**

Ms. Elizondo discussed the two different forms of public comment that can be taken at meetings. The first is taken in reference to a specific action that is being considered (before the action is taken). The second form is general public comment, where members of the public can address the body about anything in the subject matter. The recommended time limit is 3 minutes, but that time can be cut down if the group is too large. General public comment can be taken at any point in the meeting.

Liz Jackson-Simpson, YGCIC, asked for clarification on when the format by which this body takes public comment is decided. Kriztina Palone confirmed that this issue can be up for discussion at the WiCAC retreat.

#### **Closed Sessions**

Ms. Elizondo noted that closed sessions can only be held in an instance where attorney-client privileged discussions are at issue.

#### **Keeping Minutes/Meeting Recordings**

Ms. Elizondo noted that only charter commissions are required to tape record meetings, but that this body does need to prepare minutes.

Q: Sheryl Davis asked about the rules around translation (at and after meetings).

Ms. Elizondo responded that the City's Language Access Ordinance and disability requirements govern. All public meetings must include disability accommodations if requested in advance, and that, for some committees, agendas, materials, meetings and minutes must be translated.

Q: Liz Jackson-Simpson asked whether a site visit by a group of the WiCAC would constitute a meeting.

Ms. Elizondo reiterated that if a subcommittee was created and convened a meeting, they would be subject to meeting rules, but that individuals or a subset of the committee making a visit to an external agency generally would not.

#### **Public Records**

Ms. Elizondo noted that virtually all materials created by and for this body are public documents, subject to Sunshine law. Public records requests go through the public information officer(s) for the department.

#### **Setting the Agenda**

According to bylaws, co-facilitators compile the agenda with input from committee members. Ms. Elizondo noted that there can be a place set aside in meeting agendas where proposals for future agenda items can be discussed.

#### **Review 2012 Meeting Schedule** *(Discussion Item)*

Kriztina Palone noted that the upcoming WiCAC retreat may be a good opportunity to discuss this issue, including both regularly scheduled quarterly meetings and additional community meetings. This conversation was tabled for future discussion.

With regard to the retreat, members expressed concerns regarding the confirmed date. Discussion followed regarding the timing and content of the retreat. Larry Robbin, Robbin & Associates (retreat facilitator) raised the fact that he is unavailable in June but may be available in July. Ms. Palone committed to working with Mr. Robbin to identify additional retreat date options and following up with members to ascertain availability.

Discussion followed.

#### **Outreach strategies to increase CBO (Community-Based Organization) provider attendance to WiCAC meetings** *(Discussion Item)*

Ms. Davis introduced the issue of engaging the community and ensuring that people who are most impacted by WiCAC recommendations can contribute their perspectives. Ms. Davis shared a draft WiCAC newsletter and asked for input on how to best engage the broader community.

Discussion followed. Mr. Parrish expressed support for the newsletter. Ms. Jackson-Simpson asked about management of the newsletter. Ms. Davis clarified that WiCAC members would be responsible for managing the content of the newsletter (as opposed to OEWD staff).

#### **Planning for May 24, 2012 WiCAC retreat** *(Discussion Item)*

Ms. Palone introduced the subject of the retreat, explaining that the scope of the retreat would be developed out of the major themes generated at 2011's WiCAC community meetings.

Winnie Yu, Self-Help for the Elderly, asked that WiCAC have a more clear conversation about the scope and limitations of this group as a policy body, specifically regarding advocacy possibilities. Ms. Davis highlighted some of the challenges that WiCAC members have had in advising the WISF on community needs and concerns. Ciara Wade noted the proposed changes to the Workforce Investment Act, and asked that the group look at the local impact of federal legislation.

Discussion followed.

Larry Robbin commented that national elections will have a serious impact on the implementation of federal legislation. He also noted that, while the conversation about advocacy is critical, the 3-hour retreat should be focused on honing in on a specific and practical strategic framework for the WiCAC.

Discussion followed.

Kriztina Palone shared a revised version of the WiCAC member contact list, and reiterated that all member communication should be funneled through her.

Jamie Brewster, AND, commented that in his time on the WiCAC, he found the lack of communication back from the WISF frustrating. He recommended more significant employer engagement efforts and better planning around working with the WISF.

#### **Planning for WiCAC report to WISF** *(Discussion Item)*

Kriztina Palone shared that the next WISF meeting date was not confirmed.

Ciara Wade asked whether the recommendations from last year's community meetings had been shared with the WISF. Kriztina Palone confirmed that they had not been shared and would be tabled to a future meeting.

Ciara Wade commented that one of the proposed changes to WIA legislation is to take Youth Council off the list of mandated bodies under the WIB.

Discussion followed.

Sheryl Davis commented that if the WISF meeting happens on May 30<sup>th</sup>, the content of the presentation should include the recommendations from last year's community meetings, and called for suggestions on other topics for the report.

Kriztina Palone highlighted the need to pay attention to framing of the report back to the WISF, and be mindful that the next meeting would be focused on appointments.

Discussion followed.

Ciara Wade suggested that the presentation be limited to a report on common themes from the community meetings. Liz Jackson-Simpson suggested that the report also include the update that there are new WiCAC members. Members expressed agreement that this would be the best use of time.

Kriztina suggested that members review WISF meeting minutes and agendas in preparation for the next WISF meeting.

Discussion followed.

Larry Robbin commented that the report-out should be focused on data – numbers of people served, numbers of people hired by the system, numbers of attendees at community forums, and the social and economic impact of the work – in order to best reach WISF members.

Ciara Wade commented on a report that was recently released by Columbia University on investments in opportunity youth, and a report by Robin Hood foundation on lifetime earnings impact.

Discussion followed.

**Presentation: Certificates of Honor to Exiting WiCAC members**

*(Discussion Item)*

Kriztina Palone presented a Certificate of Honor to Jamie Brewster for his service on the WiCAC.

**Announcements by OEWD – WiCAC Liaison**

- **OEWD Workforce Awards Luncheon: May 22, 2012**
- **OEWD Workforce CBI (Capacity Building Initiative) Workshops**

*(Discussion Item)*

Kriztina Palone announced the Workforce Awards Luncheon (May 22) and encouraged members to nominate awardees, to register, and particularly to attend the Peer Learning Group workshop on Employer Engagement.

Kriztina Palone also announced the upcoming dates for the CBI Workshop Series and shared the workshop calendar with the WiCAC members.

**Adjournment**

*(Action Item)*

Sheryl Davis made a final call for public comment. There was no additional public comment offered.

On motion by Ciara Wade, seconded by Winnie Yu and carried by all, the motion to adjourn passed unanimously. The meeting adjourned at 11:25am..