

WORKFORCE INVESTMENT SAN FRANCISCO

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

Minutes of The

May 20, 2022

Meeting of the

Workforce Investment San Francisco (WISF) Board Executive Committee
Office of Economic and Workforce Development

WISF Executive Committee Members Present	Kevin Carroll, Hotel Council Jeanine Cotter, Luminalt Jorge Tapia, EDD
WISF Members Absent	Sam Rodriguez, Rodriguez Strategic Partners, LLC
Announcements, Housekeeping, and Land Acknowledgement <i>(Discussion Item)</i>	Iris Rollins (OEWD) opened the meeting by providing the meeting guidelines. Kevin Carroll, WISF Chair, called the meeting to order at 9:03 A.M. Chair Carroll welcomed the members. Quorum was not present, and action items were skipped until quorum was achieved at 9:15 a.m.
Adoption of Agenda <i>(Action Item)</i>	Chair Carroll passed over the action item due to no quorum.
Approval of Minutes from February 18, 2022 <i>(Action Item)</i>	Chair Carroll passed over the action item due to no quorum.
Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953 (e) <i>(Action Item)</i>	Chair Carroll introduced Jen Hand, Workforce Alignment Manager to present on the item. Ms. Hand presented background on the Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953 (e) which allowed remote meetings of policy bodies such as the WISF and the Executive Committee during the ongoing COVID-19 pandemic. Chair Carroll passed over the action item due to no quorum.
Workforce Director's Report <i>(Discussion Item)</i>	Chair Carroll introduced Deputy Director Janan Howell to provide updates. Director Howell shared presented Workforce Director's updates on the labor market and Workforce Division.

	<p>Director Howell presented the economic indicators for March 2022 from California Employment Development Division showing a continuing dip in unemployment to 2.5%. Approximately 14,500 individuals are technically unemployed, though estimates do not reflect individuals who are out of the workforce or who are no longer looking for work.</p> <p>Director Howell updated the Executive Committee on Asian American and Pacific Islander Heritage Month, the Specialized Job Center Spotlight to celebrate 900 enrollments (as of March 2022), the partnership with the Labor Council and Kaiser on a vaccine pop-up event for service workers, and an upcoming HealthCare Academy Career and Training Fair on June 3rd from 10 a.m. - 1 p.m. at Thrive City.</p> <p>Chair Carroll requested additional detail on the Healthcare hiring event. Director Howell shared that over 200 job seekers enrolled already, and there are many employers signed up for the event.</p> <p>Member Tapia joined at the end of the presentation, quorum was announced, and Chair Carroll returned to action items.</p>
<p>Adoption of Agenda <i>(Action Item)</i></p>	<p>Chair Carroll returned to this item and called for a motion to approve the meeting agenda. Member Cotter made the motion and Member Tapia seconded. The motion passed unanimously.</p>
<p>Approval of Minutes from February 18, 2022 <i>(Action Item)</i></p>	<p>Chair Carroll returned to this item and called for a motion to approve the minutes from the February 18, 2022 Executive Committee meeting. Member Cotter made the motion and Member Tapia seconded. The motion passed unanimously.</p>
<p>Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953 (e) <i>(Action Item)</i></p>	<p>Chair Carroll asked for a motion to approve the resolution allowing the WISF Executive Committee to continue to meet remotely.</p> <p>Member Cotter made the motion and Member Tapia seconded. The motion passed unanimously.</p>
<p>Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding <i>(Action Item)</i></p>	<p>Chair Carroll introduced Ms. Hand to present on the item.</p> <p>Ms. Hand explained that the WIOA MOU covers the required relationships, expectations, service delivery standards, and cost sharing relevant to all WIOA Title-funded services in San Francisco. OEWD and WISF cover WIOA Title I services, which include WIOA Adult, Dislocated Worker, and Youth funds. Additional parties to the WIOA MOU cover all WIOA mandated</p>

This meeting was held via teleconference, pursuant to Governor Newsom’s Executive Order N-25-20 (March 12, 2020) and Mayor Breed’s Third Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020 (March 17, 2020), using the public participation information provided in the Notice and Agenda.

	<p>partners and locally funded partners, including all Titles of WIOA. The MOU outlines the responsibilities of AJCC partners to work together to implement WIOA program strategies and the roles of the Comprehensive AJCC (Goodwill) and Affiliate AJCCs (Self Help for the Elderly and FACES), as well as other training partners in other Titles who operate WIOA-funded workforce services. The MOU also includes a calculus of WIOA-related infrastructure costs for the three AJCCs and an agreement to determine proportionate infrastructure costs for non-co-located partners once client data are available. Ms. Hand explained that OEWD would like the Workforce Investment San Francisco Board Executive Committee to approve the chair’s signing, on behalf of the board, the WIOA MOU which will be submitted to the State on June 30, 2022.</p> <p>Chair Carroll requested questions and comments from members. Member Cotter asked for Ms. Hand to clarify whether the MOU is a state workforce investment board agreement or if it was a requirement for all workforce investment boards in the state to submit the MOU separately. Ms. Hand clarified that the MOU is an EDD requirement and all workforce investment boards are required to submit on this updated timeline.</p> <p>Member Tapia asked for Ms. Hand to clarify the intent for shared customers. Ms. Hand clarified that the MOU outlined the intent for shared customers who are enrolled in WIOA, but that there is no formal agreement or process to co-enroll.</p> <p>Chair Carroll requested a motion to approve the Chair’s signature on the WIOA MOU. Member Tapia made the motion and Member Cotter seconded. The motion passed unanimously.</p>
<p>Master Partnership Agreement <i>(Action Item)</i></p>	<p>Chair Carroll introduced Ms. Hand to present on the item.</p> <p>Ms. Hand explained that the Master Partnership Agreement is to be signed by the Mayor and Chair Carroll and outlines the roles and responsibilities of the City, the WISF, and OEWD in accordance with WIOA. Coupled with the Delegation of Authority Letter signed by the Mayor, it grants authority to OEWD to be able to administer WIOA funds and enter into contracts for services. Ms. Hand explained that OEWD would like the Workforce</p>

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	<p>Investment San Francisco Board Executive Committee to approve the chair’s signing, on behalf of the board, the Master Partnership Agreement.</p> <p>Chair Carroll requested questions and comments from members. Member Cotter requested clarification on whether the Board of Supervisors would have the opportunity to review the agreement. Ms. Hand clarified that the Board of Supervisors is not a party to the agreement.</p> <p>Chair Carroll requested a motion to approve the Chair’s signature on the WIOA MOU. Member Cotter made the motion and Member Tapia seconded. The motion passed unanimously.</p>
<p>Future Discussion Items <i>(Discussion Item)</i></p>	<p>Chair Carroll introduced the item and requested suggestions for future presentations.</p> <p>Member Cotter requested a presentation on AB 593, including the challenges of getting data and implementing legislation. Director Howell gave a brief update that the agreement is in progress and EDD has been a great partner.</p> <p>Member Tapia suggested that the full body WISF be engaged in coordinating small job fairs which are adequately supported by all City and State agency partners beyond OEWD and which include staff and resources from WISF employer partners.</p> <p>Member Cotter requested an economic analysis update similar to the one Ted Egan, Chief Economist of San Francisco provided during the early days of the COVID pandemic.</p>
<p>Public Comment on Non-Agenda Items <i>(Discussion Item)</i></p>	<p>Chair Carroll opened up the meeting for public comment. There was no public comment.</p>
<p>Adjournment <i>(Action Item)</i></p>	<p>Chair Carroll provided an update that he will be leaving San Francisco in July 2022. Members Cotter and Tapia offered congratulations. Chair Carroll called for additional updates or closing thoughts.</p> <p>Seeing none, Chair Carroll called for a motion to adjourn the meeting. Member Cotter made the motion. Member Tapia seconded. The motion passed unanimously. The meeting was adjourned at 9:54 a.m.</p>

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