

WORKFORCE INVESTMENT SAN FRANCISCO

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

**NOTICE OF A PUBLIC MEETING
OF THE
EXECUTIVE COMMITTEE OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD**

Date: Wednesday, February 27, 2008

Time: 9:30 a.m. – 11:30 a.m.

Location: Auditorium
Community College District Office
33 Gough Street
San Francisco, CA 94103

Copies of materials may be obtained from the Mayor's Office of Economic and Workforce Development and reviewed on the website: www.sfgov.org/moewd.

AGENDA APPEARS ON THE REVERSE SIDE

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org

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Issued: Friday, February 22, 2008

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e-mail: workforce.development@sfgov.org
Telephone 415.554.6439 | Fax 415.554.6018 | TDD 800.735.2929 (CRS)

**AGENDA FOR
MEETING OF THE
EXECUTIVE COMMITTEE OF THE WISF BOARD
WEDNESDAY, FEBRUARY 27, 2008**

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda (<i>Action Item</i>)
2. Adoption of minutes from the meeting held on November 28, 2007 (<i>Action Item</i>)*
3. Release of WIA RFP (<i>Action Item</i>)*
4. Review of WIA Directives (<i>Action Item</i>)*
5. Update on WIB Recruitment (<i>Discussion Item</i>)
6. Director's Report (<i>Discussion Item</i>)
7. Guest Speaker: Amy Sherman, CAEL – Individual Accounts (<i>Discussion Item</i>)
8. Chair's Report (<i>Discussion Item</i>)
9. Public Testimony on Non-Agenda Items (<i>Discussion Item</i>)
10. Future Agenda Items (<i>Discussion Item</i>)
11. Adjournment (<i>Action Item</i>)

KEY:

***Materials Included**

**ATTACHMENT #1
(SEE AGENDA ITEM #3)**



CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

Memorandum

Date: February 27, 2008

To: WISF Executive Committee

From: Rhonda Simmons, Director of Workforce Development, Mayor's Office

Subject: Request for Proposal (RFP) for Workforce Investment Act (WIA) Program

The Mayors Office of Economic and Workforce Development (MOEWD) proposes to release a Workforce Investment Act Program (WIA) Request for Proposal (RFP) this March. The RFP will entail contracting WIA services for up to one year with an option to extend for two years for Adult, Dislocated Worker and Youth services will begin on July 1, 2008. Program performance will be evaluated on an annual basis to determine if continued funding is appropriate.

MOEWD seeks WISF approval to release an RFP for all WIA services; to select and award contracts utilizing a diverse review panel, and enter into agreements with the selected awardees. MOEWD has developed a plan of action for the RFP process, to ensure contracts are in place by July 2008. In addition, capacity building workshops will be provided for all awardees before the programs begin on July 1, 2008.

The State has not yet provided the local areas with preliminary or final budget allocations for Adult, Dislocated Worker, and Youth programs for 2008-2009; however, MOEWD has been advised that a conservative estimate of the total allocation will be 85% of the current year's WIA allocation. In 2007-2008, the final allocation of WIA funds to San Francisco was:

Adult	\$1,898,970
Dislocated Worker	\$1,898,970
Youth	\$1,621,343
Total	\$5,419,283

1 DR. CARLTON B. GOODLETT PLACE, ROOM 448 SAN FRANCISCO, CALIFORNIA 94102

(415) 554.6192 (Assistant) – (415) 554.6969 (Main)

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MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

MOEWD expects the Adult and Dislocated Worker service delivery system will remain the same for 08-9; which means core services, intensive services, and business services will continue to operate in the One Stop Centers; and eligible WIA customers interested in training may access Individual Training Accounts. In addition, MOEWD will be exploring other opportunities to secure additional funds for sector-based cohort training.

MOEWD believes Youth programs may be delivered in many ways; and MOEWD will examine proposals and make funding determinations based on capacity and viability of the proposed program. The service delivery for Youth may change given the impact of Common Measures. In January, the Economic Development Department (EDD) issued a directive advising local workforce areas that the Common Measures waiver was approved by the U. S. Department of Labor. As a result, all local areas must adopt the Common Measures in FY08-09. The application of the common measures will impact the youth programs that apply, and therefore may impact the number of proposals that MOEWD will receive during this RFP process.

MOEWD will hold technical assistance meetings, in order to give applicants the opportunity to inquire about specific service delivery systems and/or Common Measure Issues. All inquiries will be made available to the public via MOEWD website.

1 DR. CARLTON B. GOODLETT PLACE, ROOM 448 SAN FRANCISCO, CALIFORNIA 94102
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ATTACHMENT #2
(SEE AGENDA ITEM #4)



CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT (MOEWD) DEPARTMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

Memorandum

Date: February 27, 2008

To: WISF Executive Committee

From: Rhonda Simmons, Director of Workforce Development, Mayor's Office

Subject: EDD Policies

Item #1:

California State EDD policy regarding the Eligible Training Provider List requires the LWIB to:

"Review all new provider and program applications for the ETPL to ensure applications are complete, that all required documents are included and that the provider has the 'authority or authorization to operate' (i.e.: business license, accreditation, etc.)"

"Visit the site of the applicant's program and verify the registration information supplied to BPPVE or their successor program before nominating the program to EDD. The site visit and data verification must be fully documented".

The State has confirmed that the LWIB may designate a representative to be responsible for these tasks. MOWED is proposing that, in the interest of time and so as not to burden the WISF with administrative duties, the WISF identify the Business Services staff as the responsible party and authorize that they complete these tasks in their stead.

The WISF will still be responsible for approving provider and program applications for the ETPL but will only receive *completed* application packets which include all the required support documentation thereby expediting the WISF's time spent on the approval process.

Item #2:

The California WIB recently received approval to permanently waive the "Subsequent Eligibility" requirement in the State of California. The Subsequent Eligibility Requirement requires providers

1 DR. CARLTON B. GOODLETT PLACE, ROOM 448 SAN FRANCISCO, CALIFORNIA 94102

415.554.6439 (Main) - 415.554.6018 (Fax)

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MAYOR'S OFFICE OF ECONOMIC AND
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RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

to report outcomes annually and to meet certain performance expectations (placement rate, average wage at time of placement, retention, etc.) in order to remain on the approved provider list.

If San Francisco observes the waiver, providers (and each of the training programs they offer) will remain on the ETPL indefinitely regardless of their performance (or lack thereof) unless they commit a fraudulent act or misuse WIA funds.

The State has confirmed that the waiver may be overridden at the local level should San Francisco choose to adhere to the WIA Subsequent Eligibility Requirement. Doing so would hold providers accountable for performance and would allow the WISF to remove non-performing providers. Overriding the waiver means providers would need to meet the minimum performance standards as outlined by the State Negotiated Levels of Performance Plan. MOWED is proposing that the waiver be overridden.

ATTACHMENT #3

Contract Extensions

Arriba Juntos

Current Contract Amount	New Contract Amount
\$250,000	+ 139,824 = 389,824
\$75,000- Case Management	\$53,359 -Case Management
\$75,000- Training	\$61,645-Training
\$100,00- Follow-Up	* Additional \$25,000 Reserved for training only.

Unit Cost on Placement 389,824/108=\$3,609

Arriba Juntos Adults	Planned	Actual	New Performance Goals
Enrolled	19	43	93
Training	6	13	31
Placement	15	0	72
Post Program Follow Up	12	0	76
Arriba Juntos Dislocated Worker	Planned	Actual	New Performance Goals
Enrolled	31	2	31
Training	9	0	9
Placement	26	0	26
Post Program Follow Up	23	0	27

Contract Extensions

Self Help For the Elderly

Current Contract Amount	New Contract Amount
\$250,000	\$196,700 = 446,700
\$75,000- Case Management	\$71,700
\$75,000- Training	\$75,000
\$100,00- Follow-Up	
*50,000 reserved for training	

Unit Cost on Placement 446,700/161=\$2,775

	Planned	Actual	New Performance Goals
Self Help For the Elderly Adults			
Enrolled	19	81	107
Training	6	33	66
Placement	15	20	83
Post Program Follow Up	12	0	88
Self Help For the Elderly Dislocated Worker	Planned	Actual	New Performance Goals
Enrolled	31	77	92
Training	9	22	31
Placement	26	13	78
Post Program Follow Up	23	0	80

Contract Extensions

Goodwill Industries

Current Contract Amount	New Contract Amount
\$300,000	+75,000 = 375,000
\$150,000- Case Mgmt.	
\$150,000- Training	
	*75,000 is reserved for training Only.

Unit Cost on Placement $375,000/107=\$3,505$

	Planned	Actual	New Performance Goals
Goodwill Adults			
Enrolled	38	5	38
Training	11	2	11
Placement	29	0	29
Post Program Follow Up	24	0	31
Goodwill Dislocated Worker	Planned	Actual	New Performance Goals
Enrolled	62	45	92
Training	19	3	28
Placement	53	0	78
Post Program Follow Up	46	0	80

WORKFORCE INVESTMENT SAN FRANCISCO

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

MINUTES OF THE NOVEMBER 28, 2007 MEETING OF THE EXECUTIVE COMMITTEE OF THE WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held in the Auditorium of the City College of San Francisco at 33 Gough Street in San Francisco, California 94103.

PRESENT:

Rosalie Bulach, Tom Ryan, Leslie Luttgens, Nathan Nayman, Chancellor Day and Abby Snay

ABSENT:

Jesse Blout, Ann Cochrane and Lynn Bunim

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):

Todd Rufo, Elaine Calhoun, Phyllis McGuire, Andrew Russo, Alfredo Fajardo and Terri Feeley

The meeting was convened at 9:35 a.m, with a quorum present at this time.

Agenda Item #1 - Adoption of the Agenda (Action Item)

Motion to adopt the agenda was made by Nathan Nayman, seconded by Rosalie Bulach.

Ayes: Leslie Luttgens, Tom Ryan, Abby Snay and Chancellor Day.

Nays: None

Abstentions: None

Motion passed.

Agenda Item #2 - Public Testimony on Agenda Items (Discussion Item)

Public testimony was taken throughout the meeting.

Agenda Item #3 - Adoption of minutes from October 24, 2007 (Action Item)

Motion to adopt the minutes was moved by Rosalie Bulach and seconded by Nathan Nayman.

Ayes: Leslie Luttgens, Abby Snay, Chancellor Day and Tom Ryan

Nays: None

Abstentions: None

Motion Passed.

Agenda Item #4 – SF Workforce Investment Area Local Plan Modification for '07-'08 (Action Item)

Workforce Director, Ms. Rhonda Simmons presented the Committee with two documents (Please refer to 'Attachment #1 and Handout #1'). Ms. Simmons spoke extensively on the second document ('Handout #1'), that referred to a

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| e-mail: Workforce.Development@sfgov.org |

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formal communication that was sent to Supervisor Mirkarimi from the CCA group, a community based coalition of various non-profit organizations regarding the groups' request that the Executive Committee and the Workforce Development Division of the Mayor's Office, be more transparent.

Discussion amongst the Committee members highlighted the point that the Executive Committee meetings and materials have been publicly noticed in accordance with the Sunshine Ordinance. Ms. Simmons noted that she has met with most of the members of the CCA group and will follow up with all of them collectively. Ms. Simmons has prioritized all these new changes to the Workforce System in San Francisco as open process in terms of gathering feedback from community representatives and stakeholders.

Public Comment:

Terri Feeley [SF Works] asked if there were resources to support the OJTs and could ITAs be used to support OJT; what about incumbent workers?

Ms. Simmons responded that ITAs can be used to support OJTs and for the Incumbent workers, it is unclear at this time on how the money has been spent for this population. Ms. Simmons' office is working on getting clarity on that particular area.

Motion to accept the SF Workforce Investment Area Local Plan Modification for '07-'08 was moved by Chancellor Day and seconded by Nathan Nayman.

Ayes: Leslie Luttgens, Rosalie Bulach, and Tom Ryan

Nays: None

Abstentions: Abby Snay

Motion Passed.

Agenda Item #5 – Update on Workforce Legislation (Discussion Item)

Ms. Simmons reported that the Workforce Legislation received an 11-0 vote of approval, by the Board of Supervisors. It was a historic moment. (Please see attachment labeled 'Materials for Agenda Item #5'). It was also noted the following:

- The legislation starts to move policy and strategic planning under the Workforce Division of the Mayor's Office.
- This legislation will take effect in January of 2008.

Mr. Nayman suggested that a task force of Committee members be created to assist Ms. Simmons' office.

Agenda Item #6 – Mayor's Office of Economic and Workforce Development (MOEWD) Staffing Updates (Discussion Item)

Ms. Simmons announced that Mr. Jesse Blout, Director of the Mayor's Office of Economic and Workforce Development will be leaving the department on

January 3rd, 2008. He will be working for Goldman Sachs, opening their Western regional office. Mr. Blout's replacement as director of the Mayor's Office of Economic and Workforce Development is Mr. Michael Cohen.

Workforce Development hired Mr. Glenn Eagleson, who will be the new Director of Youth Workforce Development. Two new staff, Mr. Todd Rufo and Ms. Elaine Calhoun, was also added to start the Business Services Unit of Workforce Development.

Agenda Item #7 – Director's Report (Discussion Item)

Ms. Simmons referred to the previous updates that she gave throughout the meeting. Please see above agenda items.

Agenda Item #8 – Chair's Report (Discussion Item)

There was no Chair's report due to Ms. Bunim being called to a meeting during the time of this particular meeting. There will be no Executive Committee Meeting in December.

Agenda Item #9 – Committee Report (Discussion Item)

Glenn Eagleson [Director of Youth Workforce Development, MOEWD] reported the following on behalf of the Youth Council Committee:

- The Youth Council approved an 8-month transition plan
- Target goal for new Youth Council appointments is April 2008
- Preparing for a new RFP process in '08
- Trying to develop a youth engagement plan for the Youth Council Committee.

Agenda Item #10 – Public Testimony on Non-Agenda Items (Discussion Item)

None

Agenda Item #11 – Future Agenda Items (Discussion Item)

None

Agenda Item #12 Adjournment (Action Item)

Motion to adjourn was moved by Chancellor Day and second by Tom Ryan

Ayes: Abby Snay, Leslie Luttgens, Rosalie Bulach and Nathan Nayman

Nays: None

Abstentions: None

Motion passed

The meeting was adjourned at 10:55 am

All written materials distributed at the meeting are posted on the City and County of San Francisco's website www.sfgov.org/moewd, and are incorporated by reference herein.