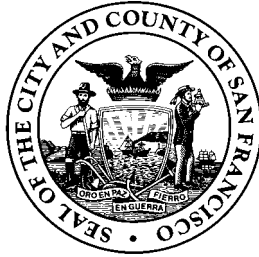


BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244  
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## MEMORANDUM

TO: Anabel Akwa-Asare, Committee on City Workforce Alignment and  
Workforce Community Advisory Committee  
Joaquin Torres, Director, Office of Economic and Workforce Development

FROM: Victor Young, Assistant Clerk  
Rules Committee

A handwritten signature in black ink that reads "Victor Young".

DATE: May 14, 2019

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Rules Committee received the following proposed legislation on May 7, 2019:

**File No. 190499**

**Ordinance amending the Administrative Code to dissolve the Workforce Community Advisory Committee and the Committee on City Workforce Alignment.**

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

c: J'Well Vaughan, OEWD  
Ken Rich, OEWD  
Lisa Pagan, OEWD

1 [Administrative Code - Dissolving Workforce Community Advisory Committee and Committee  
2 on City Workforce Alignment]

3 **Ordinance amending the Administrative Code to dissolve the Workforce Community**  
4 **Advisory Committee and the Committee on City Workforce Alignment.**

5  
6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
7 **Additions to Codes** are in single-underline italics Times New Roman font.  
8 **Deletions to Codes** are in ~~strikethrough italics Times New Roman font~~.  
9 **Board amendment additions** are in double-underlined Arial font.  
10 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
11 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
12 subsections or parts of tables.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The Administrative Code is hereby amended by revising Sections 5.1-4 and  
15 30.2; deleting existing Sections 30.3 and 30.5; renumbering existing Sections 30.4, 30.6, and  
16 30.7 as Sections 30.3, 30.4, and 30.5, respectively; and revising newly renumbered Sections  
17 30.3, 30.4, and 30.5, to read as follows:

18 **SEC. 5.1-4. POWERS AND DUTIES.**

19 The Council shall have the following powers and duties:

20 \* \* \*

21 (i) ~~The Council may make recommendations to the Board of Supervisors and the Mayor~~  
22 ~~regarding appointments to the Workforce Community Advisory Committee as provided in~~  
23 ~~Administrative Code Section 30.6.~~

24 (j) The Council shall share information and work in collaboration with the San  
25 Francisco Sentencing Commission, ~~as required by San Francisco Ordinance 10-12 (SF~~  
~~Administrative Code Section 5.250-2).~~

1           **SEC. 30.2. DEFINITIONS.**

2           For the purposes of this Chapter 30, the following definitions shall apply to the terms  
3 used herein:

4           ~~"Alignment Committee" shall mean the Committee on City Workforce Alignment established in~~  
5 ~~Section 30.3.~~

6           "Director of Workforce Development" shall mean the employee designated by the  
7 Director of the Office of Economic and Workforce Development to assist Workforce  
8 Investment San Francisco (WISF), ~~the Workforce Community Advisory Committee, and the~~  
9 ~~Alignment Committee~~ with planning and coordination of Workforce Development Services in the  
10 City.

11           \* \* \* \*

12           ~~"Workforce Community Advisory Committee" shall mean the committee established in Section~~  
13 ~~30.6(d).~~

14           \* \* \* \*

15  
16           ~~**SEC. 30.3. COMMITTEE ON CITY WORKFORCE ALIGNMENT.**~~

17           ~~(a) — The City hereby establishes a Committee on City Workforce Alignment ("Alignment~~  
18 ~~Committee") comprised of City employees as provided below. The Alignment Committee shall~~  
19 ~~coordinate Workforce Development Services across City departments in order to increase their~~  
20 ~~effectiveness.~~

21           ~~(b) — The Alignment Committee shall be comprised of one member designated by the Mayor,~~  
22 ~~one member of the Board of Supervisors or a City employee designated by the Board (with the~~  
23 ~~department head's approval), the Director of Workforce Development, and the department heads of the~~  
24 ~~following City departments: Human Services Agency, Department of Children, Youth and Their~~  
25 ~~Families, Public Utilities Commission, and Public Works. The Mayor shall annually appoint a member~~

1 *of the Alignment Committee to serve as Chair. The Mayor or Director of Workforce Development may*  
2 *invite additional departments that administer Workforce Development programs to participate as*  
3 *needed.*

4 *(c) — To the extent allowable by the City Charter, local, state, and federal law:*

5 *—— (1) — The Alignment Committee, by March 15, 2015, and then again by March 15,*  
6 *2017, and every five years thereafter, shall submit to the WISF for its review and comment a Citywide*  
7 *Workforce Development Plan, which shall include an assessment of the City's anticipated workforce*  
8 *development needs and opportunities for the next five years and a strategy to meet the identified needs.*  
9 *The plan shall include goals and strategies for all Workforce Development Services in San Francisco*  
10 *and a projection of the funding needed to achieve the goals, consistent with the Strategic Plan for*  
11 *Economic Development approved by the Board of Supervisors and the Local Plan approved by WISF.*

12 *—— (2) — The Alignment Committee, by March 15, 2016, and every year thereafter, shall*  
13 *submit to the WISF for review and comment updates to the Citywide Workforce Development Plan that*  
14 *include (A) a summary of the City's implementation of the plan, including data detailing departmental*  
15 *performance metrics, (B) a summary of anticipated changes to federal and state funding, (C) a*  
16 *summary of current fiscal year programs and expenditures for Workforce Development Services, (D)*  
17 *recommended funding levels for new and existing services for the next fiscal year, and (E) a statement*  
18 *of priorities to guide the allocation of unanticipated funding that becomes available for Citywide*  
19 *Workforce Development Services during the annual budget process or during the fiscal year.*

20 *—— (3) — The Alignment Committee shall provide drafts of Citywide Workforce*  
21 *Development Plan and plan updates to the Workforce Community Advisory Committee in sufficient*  
22 *time to give the committee the opportunity to review the drafts and provide feedback to the Alignment*  
23 *Committee for its consideration before the Alignment Committee submits the plan or update to the*  
24 *WISF.*

1           ~~(d) — The Director of Workforce Development shall submit the five-year Citywide Workforce~~  
2 ~~Development Plan, and each plan update, to the Board of Supervisors.~~

3           ~~(e) — The Alignment Committee may provide guidance to City departments on the meaning of~~  
4 ~~the terms used in the definition of Workforce Development Services in this Chapter 30, either in the~~  
5 ~~Citywide Workforce Development Plan or through other policy guidance.~~

6           ~~(f) — The Committee on City Workforce Alignment shall terminate on June 30, 2019, unless~~  
7 ~~the Board of Supervisors adopts an ordinance continuing its existence.~~

8  
9           **SEC. 30.34. RESPONSIBILITIES OF THE OFFICE OF ECONOMIC AND**  
10 **WORKFORCE DEVELOPMENT.**

11           The Office of Economic and Workforce Development shall:

12           (a)     Support the work of the WISF, ~~the Workforce Community Advisory Committee, and~~  
13 ~~the Alignment Committee~~ and assist ~~those bodies~~ the WISF with planning and coordination of all  
14 Workforce Development Services in the City. It shall perform additional duties as directed by  
15 the Mayor in order to promote more effective and efficient provision of Workforce  
16 Development Services; and

17           (b)     Manage the First Source Hiring Program under Chapter 83 and, to the extent  
18 consistent with the Charter, administer all funds appropriated by the City to fund the First  
19 Source Hiring Program.

20  
21           ~~**SEC. 30.5. CITY DEPARTMENT RESPONSIBILITIES.**~~

22           ~~All City departments engaged in Workforce Development Services shall provide information~~  
23 ~~regarding the Services and all federal, state and local Workforce Development funds to the Alignment~~  
24 ~~Committee in the format and within the timeline that the Committee requests.~~

1           **SEC. ~~30.630.4~~. LOCAL WORKFORCE INVESTMENT BOARD.**

2           \* \* \* \*

3           (b) Pursuant to the relevant provisions of the federal Workforce Investment Act, the  
4 Mayor may include individuals on the WISF as he or she determines to be appropriate. As a  
5 matter of policy, the Board of Supervisors strongly urges the Mayor to appoint a member of  
6 the Board of Supervisors ~~and a member of the Workforce Community Advisory Committee~~ to the  
7 WISF.

8           \* \* \* \*

9           ~~(d) — (1) The City shall convene an eight member committee to serve in an advisory capacity~~  
10 ~~to the WISF and the Alignment Committee (“Workforce Community Advisory Committee”). The~~  
11 ~~Workforce Community Advisory Committee shall advise the WISF on workforce development system~~  
12 ~~priorities, client needs, and services.~~

13           ~~———— (2) ——— The Board of Supervisors shall appoint four members and the Mayor shall~~  
14 ~~appoint four members to the Workforce Community Advisory Committee. In appointing members, the~~  
15 ~~Board and the Mayor shall give special attention to ensuring that representation is aligned with the~~  
16 ~~priority sectors of the local economy and that persons with expertise serving transitional age youth,~~  
17 ~~homeless individuals, and re-entry populations are represented. The Reentry Council, the Local~~  
18 ~~Homeless Coordinating Board, and the Transitional Aged Youth Executive Directors Network may~~  
19 ~~make recommendations to the Board and the Mayor regarding appointments to the Workforce~~  
20 ~~Community Advisory Committee.~~

21           ~~———— (3) ——— All Workforce Community Advisory Committee members must be, at the time of~~  
22 ~~their appointment, employed by a Nonprofit Corporation that provides Workforce Development~~  
23 ~~Services and must be the executive director or chief executive officer, or an employee of the Nonprofit~~  
24 ~~Corporation designated by such person. All Workforce Community Advisory Committee members shall~~  
25

1 *have demonstrated experience in leadership roles in workforce development, as well as expertise*  
2 *(preferably at federal, state and local levels) in workforce development policy and systems.*

3 ~~———— (4) ——— All Workforce Community Advisory Committee members shall be appointed to~~  
4 ~~serve for a two-year term. The Workforce Community Advisory Committee shall annually elect two~~  
5 ~~persons from among its membership to serve as co-chairs.~~

6 ~~———— (5) ——— The Workforce Community Advisory Committee shall terminate on June 30,~~  
7 ~~2019, unless the Board of Supervisors adopts an ordinance continuing its existence.~~

8  
9 **SEC. ~~30.730.5~~. SEVERABILITY.**

10 If any section, subsection, clause, phrase or portion of this Chapter 30 is for any reason  
11 held invalid or unconstitutional by any court or Federal or State agency of competent  
12 jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and  
13 such holding shall not affect the validity of the remaining portions thereof.

14  
15 Section 2. Effective Date. This ordinance shall become effective 30 days after  
16 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
17 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
18 of Supervisors overrides the Mayor's veto of the ordinance.

19  
20 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
21 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
22 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal

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Code that are explicitly shown in this ordinance as additions, deletions, Board amendment additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

By:   
\_\_\_\_\_  
JON GIVNER  
Deputy City Attorney

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