

BOARD of SUPERVISORS



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## MEMORANDUM

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Date: September 1, 2022

To: The Honorable Members, Board of Supervisors

From:  Angela Calvillo, Clerk of the Board

Subject: Administrative Code - Workforce Development - Re-Establishing the Committee on City Workforce Alignment

(File No. 220879) Committee on City Workforce Alignment

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Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

*File No. 220879 Ordinance amending the Administrative Code to re-establish the Committee on City Workforce Alignment; to give the Committee responsibility for planning and coordinating the City's Workforce Development programs; and to make other changes to the procedures governing the planning and implementation of Workforce Development programs.*

- Does a current body address the same or similar subject matter?

*No. The Ordinance re-establishes the Committee on City Workforce Alignment to give the Committee responsibility for planning and coordinating the City's Workforce Development programs.*



- Language requiring the body to meet at least once every four months

*No. It is suggested that the following be added to the Ordinance “the Committee shall meet at least four times each calendar year.”*

- Language indicating members serve at the pleasure of the appointing authority

*Yes. Section 86.3 (c) states “Members of the Committee appointed to Seat 3 and 5 through 9 shall serve at the pleasure of the Board of supervisors.”*

- Language establishing attendance requirements

*No. It is suggested that the following be added to the Ordinance “Any member of the Committee who fails to attend at least half of the meetings held in a calendar year shall be deemed to have resigned from the commission.”*

- Number of seats and qualifications

*The Committee shall be comprised of seventeen (17) members as follows:*

- *One (1) member of the Board of Supervisors or a City employee designated by the Board (with the department head's approval);*
- *Ten (10) city department representatives (either the department head or their designee), from each of the following City departments: Office of Economic and Workforce Development, Human Rights Commission, Human Services Agency, Department of Children, Youth and Their Families, Public Utilities Commission, Department of Human Resources, Department of Public Health, Public Works, Department of Homelessness and Supportive Housing, and Adult Probation;*
- *Three (3) public representatives appointed by the Mayor to serve for a three-year term; and*
- *Three (3) public representatives appointed by the Board of Supervisors to serve for a three-year term.*

*Additional requirements for the six public representatives:*

*The appointment of public representatives is intended to ensure adequate representation of the priority sectors of the local economy as designated in the Local Plan, and of persons with expertise in racial equity and in serving transitional age youth, homeless individuals, and re-entry populations.*

- *At least two of the public representatives appointed by the Mayor and at least two of the public representatives appointed by the Board of Supervisors shall, at the time of their appointments, be employed by Nonprofit Corporations that provide Workforce Development Services to low-income San Francisco residents and those with barriers to employment.*



- *At least one of the public representatives appointed by the Mayor and at least one of the public representatives appointed by the Board of Supervisors shall be affiliated with a labor organization and shall have leadership experience and demonstrated expertise in workforce development systems, policies, and programs, including registered apprenticeship programs.*

- Term limits (i.e., commencement date? staggered terms?)

*Appointments by the Mayor and the Board of Supervisors shall serve for a three-year term.*

- Administering department

*No. It is suggested that the Office of Economic and Workforce Development be listed as the administering department.*

- Reporting requirements

*The Committee, by March 15, 2024, and every year thereafter, shall submit to the Workforce Investment San Francisco (WISF) for review and comment updates to the Citywide Workforce Development Plan that include (A) a summary of the City's implementation of the plan, including data detailing departmental performance metrics solicited through the annual Citywide Workforce Services Inventory due in December of each year, (B) a summary of changes to federal and state funding, (C) a summary of current fiscal year programs and expenditures for Workforce Development Services, (D) recommended funding levels for new and existing collaborative programs and initiatives in furtherance of workforce system alignment for the next fiscal year, (E) a statement of priorities to guide the allocation of unanticipated funding that becomes available for Citywide Workforce Development Services during the annual budget process or during the fiscal year, and (F) progress towards benchmarks identified in the Five-Year Plan.*

- Sunset date

*No. It is suggested that a sunset date be added or to clarify that it is the intent to waive Rule 2.21 of the Board of Supervisors Rules of Order, which provides that advisory bodies created by the Board should sunset within three years, the Board intends the Committee to exist indefinitely unless terminated by ordinance.*