

COMMITTEE ON CITY WORKFORCE ALIGNMENT

Draft Minutes of The

October 25, 2023

Meeting of the Committee on City Workforce Alignment (CCWACCWA)
War Memorial Veterans Building, Green Room, 2ND
Floor San Francisco, CA 94102

CCWA

Voting Members Present

Anni Chung, Self Help for the Elderly

Ben Poole, PUC

Carol Isen, DHR

Dion-Jay Brookter, Young Community Developers

Jasmine Dawson, DCYF

Luenna Kim, DPH

Ruth Barajas, Bay Area Community Resources

Sarah Dennis Philips, OEWD

Sheryl Davis, HRC

Shireen McSpadden, DSHS

Tara Madison, APD

Tiffany Jackson, Hospitality House

Tony Lugo, HSA

Vince Courtney Jr., No. California District Council of Laborers

Warren Hill, DPW

Bart Pantoja, Building and Construction Trade

CCWA

Additional Members Present

Anthony Bush, HSH

CCWA Staff Present

Janan Howell, Chair

Chad Houston, OEWD

Jen Hand, OEWD

Glenn Eagleson, OEWD

Tai Seals-Jackson, Secretary

CCWA

Members Absent

Shamann Walton, BOS

Ohlone Land Acknowledgement, Announcements & Housekeeping

(Discussion Item)

Chair Howell called the meeting to order at 9:06 a.m. Secretary Tai Seals-Jackson (OEWD) opened the meeting by reciting the Ohlone Land Acknowledgement and reviewing housekeeping rules.

Roll Call

(Discussion Item)

Chair Howell requested that Secretary Seals-Jackson conduct roll call. Secretary Seals-Jackson conducted roll call and announced that a quorum was present.

Chair's

Chair Howell welcomed Committee Members and introduced herself as the Interim Director of

Welcome
(Discussion Item)

OEWD's Workforce Division.

Chair Howell stated that the priority for this meeting is to adopt a Citywide Definition of Workforce Development, report on the 21-22 Workforce Inventory Report, and discuss priorities for the Citywide Workforce Development plan.

Chair Howell then introduced Member Ruth Barajas with Bay Area Community Resources.

Member Barajas who shared her background and why this work is important to her.

Adoption of the Agenda
(Action Item)

Chair Howell directed CCWA members to review the agenda. Next, Chair Howell solicited comments from CCWA members. Seeing none, Chair Howell requested a motion to adopt the meeting agenda. Member Courtney made the motion, which was seconded by Member Brookter and passed unanimously.

Approval of the Minutes from July 26, 2023
(Action Item)

Chair Howell directed CCWA members to review the minutes. Next, Chair Howell solicited comments from CCWA Members. Seeing none, Chair Howell requested a motion to approve the minutes. Member Pantoja made the motion which was seconded by Member Isen and passed unanimously.

Citywide Definition of Workforce Development Adoption
(Action Item)

Chair Howell introduced Jen Hand, the OEWD Workforce Impact Manager, to present the work that had been undertaken in formulating a definition of Workforce Development. Ms. Hand shared a statement from Supervisor Walton emphasizing the importance of the Alignment Committee's work and provided an overview of the purpose behind establishing this definition.

Ms. Hand proceeded with her presentation as the Workforce Impact manager at OEWD. She began by sharing a statement from Supervisor Walton, which summed up the purpose of the meeting held the previous month. The statement emphasized the importance of collaboration among city departments to establish a unified definition of workforce development for the city's growth and prosperity. The collaboration would ensure alignment of efforts, optimal resource allocation, and harmonized strategies. This unified definition would lead to better-targeted interventions, improved communication with stakeholders, and comprehensive support for residents, ultimately strengthening the city's ability to enhance the skills, employability, and well-being of its residents, creating a more vibrant and resilient community.

Ms. Hand then shifted the focus of the committee towards the second goal of the Workforce Alignment ordinance aimed to uniformly define workforce development and base strategic planning on this joint definition. The presentation discussed the need for this unified definition, citing the significant investment in workforce services, involving 24 city departments, nearly 300 programs, and over 150 community-based organizations, collectively serving more than 50,000 individuals.

The presentation highlighted several critical themes discussed within the committee, such as the importance of family-sustaining wages, equity, impact, and addressing the diverse needs of residents. Community partners emphasized the inclusion of lived experience in the workforce pathway, accessibility of services, social rehabilitation, and workforce readiness.

The presentation listed over 60 available workforce services in their system, with additional services like social capital development, employer-centered services, skills-based hiring, and education support.

The presentation acknowledged the softening of language around impact goals, focusing on career

pathways, family-sustaining wages, quality jobs, union membership, and an equity statement prioritizing participants who experience economic vulnerability.

Ms. Hand concluded her presentation by highlighting the caveats and conditions included in the definition. Publicly funded services were required to commit to data collection, specifically for enrollment, completion, and placement data, to ensure meaningful evaluation of the workforce system. Services failing to meet these criteria would need to be connected to a workforce program to be eligible for funding. The presentation also mentioned that the definition would be revisited biennially, aligned with the submission of two-year updates to the citywide Workforce Development plan.

Chair Howell expressed gratitude to Ms. Hand for her presentation, the committee members and the community and invited members of the Workforce Alignment Committee to engage in a discussion.

Director of Workforce Strategy, Chad Houston, facilitated discussion for members:

Director Dennis-Phillips, OEWD, expressed her satisfaction with the progress made and raised a minor question about the caveats and conditions embedded in the adopted definition. She sought clarification on the second bullet point, which mentioned services not meeting "these criteria." She asked if "these criteria" referred to the commitment to data collection mentioned earlier.

Director Houston confirmed that the criteria referred to the definition itself. Director Dennis Philips acknowledged the clarification.

Member Isen, asked whether meeting the criteria meant satisfying one or more of the items listed in the definition. Director Houston confirmed that meeting the criteria meant falling within the definition, essentially aligning with the definition provided.

Member Davis expressed concern about the potential for different departments to opt in or out of the definition, which could lead to confusion. She emphasized the importance of ensuring that workforce development has a universal meaning across all city departments and that the items and terms in the definition are standardized. Member Davis suggested that it might be necessary to establish a mandatory component or a universal use of the definition, considering the potential impact on community understanding.

Director Houston responded by noting that the plan is to revisit the definition every two years and to continue to refine it as needed. This would allow for ongoing discussions and refinements based on the evolving needs and challenges.

Member Courtney highlighted the advice from the city attorney, who had informed the Board of Supervisors that any alternate workforce programs, participants, or workforce development initiatives should adhere to the terms and conditions outlined in collective bargaining agreements. He stressed that these agreements were not mere guidelines but represented legally binding parameters. These parameters were established through a comprehensive process involving the mayor, the board, and the city attorney.

To provide context, Member Courtney mentioned that the Laborers Union represented thousands of individuals, primarily in the construction industry, across San Francisco, San Mateo, and Marin. He lauded their collaboration with the city and private industry, specifically in creating transparent career pathways for underserved communities. He also touched upon dealing with workplace issues, highlighting the union's mission to provide quality union jobs.

Member Courtney recognized the differences between the public sector and other industries, emphasizing that developing a workforce shouldn't result in the displacement of current City staff. He mentioned that an agreement between unions and the City had been reached, ensuring that

alternate workers would perform supplementary functions and not replace current city staff, even in cases of furloughs. This agreement aimed to maintain fairness and uphold the City's obligations to both the community and its employees.

Director Houston acknowledged Member Courtney's concerns and suggested considering language to address potential impacts on current city staff within the definition.

Member Courtney appreciated the suggestion and stated that the city attorney had already provided language that could address this concern. He proposed incorporating language indicating that workforce development programming would result in no adverse effects on the City's current workforce. He believed that such language would not only acknowledge the existing situation but also dispel any misconceptions or concerns related to alternative definitions, legal interpretations, or potential loopholes.

Member Isen engaged Member Courtney in a discussion, questioning whether his intention was to add something to the caveats and conditions section of the definition of workforce development. Member Courtney clarified that his suggestion aimed to define what workforce development is not within the city, adding that he wasn't certain if it should be considered a caveat but was open to input from Member Isen.

Member Isen raised foundational questions about the definition, seeking to understand the second bullet point in the caveating conditions, which discussed services not meeting the criteria but being connected to a workforce program. Member Isen wanted to know what types of services might fall outside the defined categories of points one through four. Ms. Hand provided an explanation, highlighting that the flexibility allowed for additional services that had a genuine connection to workforce development.

The discussion then shifted to data collection, emphasizing its importance in measuring the impact of grants and programs. Member Isen inquired about the methodologies and systems in place for data collection and whether guidelines had been established. Director Houston explained that the process was ongoing, including the development of definitions and criteria.

Member Isen also asked about the requirements for data collection in grants, seeking clarification on whether grantees were obligated to collect specific data. Director Houston confirmed that data collection was indeed a requirement and part of the effort to define and further clarify workforce development.

Finally, Member Isen inquired about the sources that influenced the definition's points one through four. Ms. Hand listed various sources, including federal and state legislations, guidance from government entities, and San Francisco-specific policies. Additionally, input from different departments and their training programs contributed to consolidating the definition.

Anthony Bush, representing HSH, raised the issue of critical community themes and noted Member Courtney's point regarding worker retention, learning, and career advancement, which were discussed in the working sessions. He emphasized the importance of giving these aspects more prominence due to their potential impact on other workers. Mr. Bush pointed out that upon reviewing the critical community themes in slides six and seven and subsequently examining the conditions presented in slides 10 and 11, there appeared to be an insufficient integration of the feedback. He then focused on the need to include the development of current employees within the criteria definition, emphasizing not only retention but also career progression. He expressed curiosity about the strategies being considered to ensure that these community themes were more deeply embedded in the final document, thus moving beyond mere recognition of the feedback to implementing substantial changes.

Ms. Hand acknowledged the point made and noted that worker retention and learning aspects are

addressed through incumbent worker training and various employment services and supportive services. She emphasized that when workers are retained, they often require supportive services. Ms. Hand explained that the list of six different categories informs the definition and serves as a complement to it. She mentioned that if there were additional recommendations, they could be integrated into the process.

Member Isen discussed the collaboration with labor unions, such as the Laborer's Union and the building trades, in overhauling their labor apprenticeship program. She clarified that the intention was not to replace city employees with workers from the workforce development programs. She believed that specific concerns about this issue should be addressed within collective bargaining agreements between the city and unions rather than within foundational documents.

In conclusion, Member Isen mentioned her satisfaction with how the document was written and offered to discuss the matter further with Member Courtney to address any concerns and ensure they were taken seriously.

Member Courtney expressed gratitude through the Chair and acknowledged Member Isen for her efforts in relaunching significant and impactful programming with the city and county. Member Courtney stressed the importance of ensuring that departmental staff and others interpreting the definition were aware of these existing parameters agreed upon by the City and unions.

Member Pantoja expressed his understanding of the points raised in the discussion. He emphasized that the definition being discussed was related to grant funding for workforce development, which could encompass various aspects of business development, hiring, and workforce creation and that meeting one of the criteria in the definition, such as employment, was sufficient to receive grant funding. He raised the question of whether a business, for example, a street cleaning company, needed to match the city's standards for pay and working conditions.

Director Houston acknowledged that the definition had not fully addressed this issue. Member Isen suggested that it might be addressed elsewhere.

Member Pantoja appreciated the clarification and expressed his desire to ensure that if it wasn't included in this definition, its placement in another document was clear.

Member Isen emphasized the importance of crafting an intention statement rather than a categorical one, focusing on employment and displacement instead of the entire collective bargaining agreements.

Member Courtney concurred with Member Isen and encouraged the provision of more specific language.

Director Houston proposed an alternative suggestion: "Workforce development programming does not result in negative impacts."

Member Isen, emphasizing the need for further reflection and the importance of constructing an intention statement.

Director Houston acknowledged the necessity for additional discussion and recommended opening the floor for public comments, proposing to postpone further deliberation until after hearing public input.

Chair Howell opened the floor to public comment.

Joe Ramirez, the Director of the Positive Resource Center expressed the need for broad language

regarding employer impact and displacement, considering bargaining agreements in non-profits.

An additional speaker spoke to item number two within the definition, which focused on "in preparation for employment or placement in post-secondary education" doesn't adequately address the needs of existing employees. She recommended a potential alteration for item number two: "in preparation for employment or placement in post-secondary education or career mobility for existing employees" Given that many workforce development programs were purposefully structured to enhance the skills and support existing employees, enabling them to progress in their careers, prepare for promotions, or explore lateral opportunities that led to increased compensation.

Jennifer Benta, a training coordinator at the San Francisco Department of Public Health, expressed her appreciation for the discussions that had taken place. She shared a comment concerning the proposed definition, specifically addressing bullet point 0.4, which prioritized participants who experienced economic vulnerability.

Ms. Benta had expressed her concern about the somewhat subjective nature of the term "economic vulnerability." Given the finite availability of funding for various programs, she had questioned how this concept would be objectively defined and measured. She had stressed the importance of clarity to ensure that the funding would reach those individuals who were most economically vulnerable, as interpretations of economic vulnerability could vary widely.

Sabrina Dong, Director of STEP, asked what the definition of a family sustaining wage and whether Early Childcare Education is included as a workforce effort or simply as childcare in support of other careers.

Chair Howell responded that Early Childhood Education is considered a growing industry that is supported by workforce development efforts in San Francisco.

Director Houston spoke about the concept of a self-sufficiency wage, which, for San Francisco, amounted to \$32 per hour, and that that defining economic vulnerability would narrow the workforce definition further. Therefore, they chose to keep it open, making it more inclusive and all-encompassing.

Director Houston concluded by stating that public comment would be closed, and he invited further discussion.

Member Isen proposed tabling the item for later discussion, and Member Courtney seconded the motion. The motion to table the item was unanimously approved for later discussion on the agenda.

Chair Howell moved to the next agenda item.

**FY 21-22
Citywide
Workforce
Services
Inventory
Results
(Discussion
Item)**

Ms. Hand began by expressed that the inventory collected program-level information, input-output data, and outcome data for each program funded by the city's various departments, amounting to almost \$173 million in workforce development initiatives.

She discussed the growth in the number of training completions, client demographics, and the distribution of funds among different departments. Notably, she pointed out that the public defender's office, the Department of Technology, and the Department on the Status of Women, though receiving comparatively smaller investments, provided internship and fellowship programs.

Ms. Hand shared the breakdown of investments by department and highlighted significant

increases in investments from departments.

She provided an overview of the demographics and needs of the clients served by the workforce development system, touching on factors like age, educational attainment, and client location.

Ms. Hand explained that the results report also contained a qualitative section that requested narratives from departments about their programs, their racial equity impacts, and their adherence to workforce best practices.

In conclusion, Ms. Hand informed the committee that the Alignment Committee aimed to confirm the workforce development definition, revise the workforce inventory accordingly, and release the inventory for fiscal year 2022-2023. She provided a timeline for department submissions and review of the preliminary results in January.

Chair Howell redirected the discussion to agenda item number seven, with the intention of reopening the adoption for the workforce development definition.

**Citywide
Definition of
Workforce
Development
Adoption (Action
Item)**

The agenda then returned to the Citywide Definition of Workforce Development Adoption, as Chair Howell had previously noted.

Member Isen proposed a motion to approve the definition of workforce development as written, with the inclusion of an accompanying statement into the record:

“the committee’s adoption of this definition does not intend to supersede provisions in existing collective bargaining agreements between the City and labor organizations representing city employees related to entry-level employment.”

Additionally, an amendment to:

“delete the word (entry-level).”

The motion was seconded by Member Courtney and the following definition was unanimously approved, reflected below.

"Workforce development" shall mean publicly-funded services including:

1. workforce navigation, employment, training, supportive, educational support, and youth development services;
 - workforce navigation: Outreach, Referral, Orientation, Information Sharing, Referral, Skill & Career Assessment, Provision of Labor Market Information, Individual Career Planning, Career Coaching, Individual Case Management, Intensive Case Management, Career Exposure, Networking & Social Capital Development, Mentorship
 - employment: Job Search, Job Development, Resume Writing, Interview Preparation, Job Club/Job Seeker Support Services, Job Fairs, Job Placement, Subsidized Employment, Retention Services, Layoff Aversion, Employer Engagement/Concierge, Tax Credit Advising, Employment Bonding, Skills-Based Hiring
 - training: Basic Skills, English, Digital Literacy, Financial Literacy, Job/Workplace Readiness, Sector Specific Job Readiness, Vocational, Occupational, On-the-Job, Project-Based Learning, Internship, Fellowship, Entrepreneurial, Pre-Apprenticeship, Apprenticeship, Training Scholarships (ITAs), Incumbent Worker
 - supportive: Childcare, Transportation, Social Service Navigation, Driver's License Acquisition or Record Remediation, Drug Testing, Legal Aid Services, Assistance with Work-Related Expenses, Clothing and Supplies, Referrals to Mental and Behavioral Health

- education support: HS Diploma/GED Attainment, Educational Testing Fees, Assistance with Education-Related Expense, College Degree Barrier Remediation
 - youth development: Young Adult Workforce Services, Mentoring, Youth Internship, College Prep, & Placement in Post-Secondary Education
2. in preparation for employment or placement in post-secondary education;
 3. which lead to family-sustaining wages, career pathways with an emphasis in high-growth sectors or in-demand occupations, quality jobs, and/or union membership; and
 4. prioritize participants who experience economic vulnerability.

Caveats and Conditions:

- Publicly-funded services must commit to data collection and collect enrollment, completion, and placement data at a minimum.
- Services which do not meet these criteria must be connected to a workforce program to be considered eligible for categorization and funding.
- The definition will be revisited biennially with the submission of updates to the Citywide Workforce Development Plan.

Chair Howell moved to the next agenda item.

**FY 21-22
Citywide
Workforce
Services
Inventory
Results**
*(Discussion
Item)*

Revisiting the Citywide Workforce Inventory, Chair Howell moved to open the floor for comments from committee members on the FY 21-22 Citywide Workforce Services Inventory Results.

Member Barajas expressed gratitude for the data report and raised two questions. First, she pointed out a nearly 60% gap in the demographic data and sought clarification that this gap was related to demographics, receiving a confirming nod. She inquired about which departments exhibited such gaps in the demographic data. Her second question pertained to immigration status data. She asked if there was information available regarding the immigration status of individuals in the workforce system, particularly those without the right-to-work documentation and whether this exclusion from the workforce system was being tracked.

Ms. Hand responded to Member Barajas's first question, explaining that the large gap in demographic data primarily occurred in drop-in programs. She cited the San Francisco Public Library as an example, where collecting demographic information from people attending computer classes was seen as a barrier to services. This led to skewed data because the analysis relied on duplicated client counts. She mentioned having information on departments that were not collecting demographic data but didn't have the specific details at the moment.

Regarding the second question about immigration status, she stated that, for the workforce inventory, they were advised not to collect undocumented status in the inventory itself to protect the undocumented population. However, some departments do collect immigration status.

Member Barajas asked for a follow-up question, inquiring about the ongoing conversation regarding collecting immigration status data.

Ms. Hand reiterated that departments collect immigration status individually but don't report it in the workforce inventory, and Speaker 0 inquired about moving toward collecting this data.

Director Lugo clarified the importance of accounting for everyone, regardless of immigration status, in the inventory. Chair Howell agreed with the need for further discussion and transitioned to the agenda item about citywide workforce development plan strategies.

Chair Howell moved to the next agenda item.

**Citywide
Workforce
Development
Plan
Strategies**
*(Discussion
Item)*

Chair Howell expressed gratitude to Ms. Hand and directed the committee's attention to slide number three. She invited the committee to share their feedback on the plan requirements, including benchmarks for system efficacy, partnership goals, and strategies. She encouraged committee members to ask questions or offer comments.

Chair Howell requested that Ms. Hand present on the Citywide Workforce Development Plan.

Ms. Hand outlined the plan's requirements as defined in the Workforce Alignment legislation and mentioned that the conversation about the plan would begin today and continue at the January meeting.

Chair Howell and Director Houston asked Committee members for specific feedback on the process and recommendations for process changes.

Member Pantoja discussed the importance of apprenticeships in the building trades and emphasized the need for dedicated job positions to support apprenticeship programs.

Member Jackson, Program Manager at Hospitality House, discussed the importance of integrating systems to improve their ability to assist job seekers effectively, emphasizing the need for better communication with housing providers and a unified system to build trust within the community.

Member Barajas listed three priorities with an emphasis on equity. She mentioned the importance of bridging programs that prepare undocumented workers before their immigration status changes, highlighting the need for the workforce system to support vulnerable individuals, regardless of their status. Additionally, she discussed the significance of reentry pathways, suggesting that they should start within the custody system and transition into the community. Lastly, she advocated for vocational training to begin in high school.

Member Courtney expressed his enthusiasm for the opportunity to engage in the 99 series within the city and county. He appreciated Member Pantoja's discussion on apprenticeships and proceeded to briefly discuss the concept of pre-apprenticeships, which, like workforce, can be broadly defined. Member Courtney encouraged everyone to explore the pre-apprenticeship program classified under 9916, hoping for a comprehensive discussion on how to implement it effectively.

Member Brookter highlighted that while the discussion revolved around workforce development with the ultimate goal of employment, there were community members who were currently facing immediate challenges. Therefore, one of his top priorities for the upcoming year was to ensure that there were incentives in place to pay individuals while they were undergoing training and in the process of entering the workforce pipeline.

Member Chung, from Self Help for the Elderly, expressed that she started recruiting more aggressively for Certified Nursing Assistants (CNAs) and licensed home health aides. She

mentioned that they recently graduated nine certified home health aides, and almost eight of them had already secured jobs. The high demand for these graduates had resulted in a waiting list for future classes.

Member Chung acknowledged that they were experiencing somewhat uncertain times. They were unsure whether they needed to enhance their training programs or if there were fewer people attending the training. Despite the uncertainty, job offers remained high, creating a sense of anxiety during this period. Annie concluded by mentioning their plans to refocus and explore new areas for their training programs.

Member Madison from the Adult Probation Department began by highlighting the department's presence at the meeting to ensure that justice-involved clients are a central focus of workforce development discussions.

Member Madison stressed the significance of supportive services for justice-involved clients, highlighting that providing job training alone is insufficient. To support this population effectively, a comprehensive approach encompassing housing, case management, and other essential services is required.

Member Bush, Chief Equity Officer at HSH, introduced himself and outlined his department's priorities, which primarily revolved around citywide collaboration and equity considerations. He focused on several key areas, starting with addressing opportunities for temporary exempt employees who have spent many years in their roles but still face obstacles in pursuing permanent civil service positions. Anthony proposed establishing provisions to support them, such as test preparation or alternative opportunities.

Member Hill from San Francisco Public Works shared the department's keen interest in bolstering and expanding their apprenticeship programs. Their primary objective was to introduce more individuals to these highly skilled trades programs.

Director Kim expressed gratitude for the opportunity to speak and discussed the staffing challenges faced by the Department of Public Health, particularly within the healthcare system. She emphasized the importance of a diverse staff coming from the community to achieve health equity. The department was eager to partner in community-oriented education and focus on creating a youth pipeline into healthcare jobs, offering opportunities such as apprenticeships. These initiatives were aimed at making practical pathways for individuals to enter healthcare professions, covering various clinical and community-focused areas. Director Kim also mentioned the department's efforts in providing academic and non-academic internships, career advancement workshops, and group coaching to support career growth. Additionally, collaborations with SEIU and the development of internship programs in collaboration with HSA were part of their strategy to serve the community more effectively.

Member Isen highlighted the importance of rebuilding the historic relationship between the community and the city, making city jobs accessible and providing necessary tools to prospective employees. She announced the opening of the city's first-ever career center in January, emphasizing its role in advising both job seekers and existing city employees on career advancement. Member Isen also acknowledged Julia Ma's role in managing the career center and invited the Alignment Committee to attend the center's opening.

Member Poole, representing the San Francisco Public Utilities Commission, acknowledged that workforce development was not the core component of their agency and highlighted the

importance of their role as an employer. Member Poole mention the PUC explores pathways through their construction projects that allow individuals to transition into city employees. Additionally, they were interested in internship programs and other initiatives to help individuals become city employees or work on their construction projects.

Designated alternate Jasmine Dawson, speaking on behalf of Maria Sue with the Department of Children, Youth, and Families (DCYF), shared their priorities following the recent closure of their RFP. They emphasized that their main focus would be prioritizing the five strategies outlined in the youth workforce development section of their RFP.

DCYF recognized the importance of early intervention and was pleased to have strategies that catered to their youngest populations, including those as young as 14. Additionally, they highlighted their commitment to prioritizing specific populations, aligning with the priorities discussed during the meeting.

Member Lugo shared two important priorities. Firstly, the goal of not reducing funding or initiatives related to workforce development. They highlighted the significance of supporting the approximately 100,000 clients living below 300% of the federal poverty level, which is significantly lower than the city's requirements for a decent standard of living. Maintaining opportunities for these individuals was a key focus.

Secondly, Member Lugo drew attention to the immigrant community in San Francisco. They pointed out that there are around 40,000 individuals in the city who are either DACA recipients or undocumented immigrants, and these groups play a significant role in the local workforce development system. Member Lugo stressed the importance of creating more opportunities for them to thrive and emphasized their collaboration with others to achieve this goal.

Chair Howell expressed gratitude to the members for their valuable comment and moved to the next agenda item.

Chair Howell thanked the members and opened the floor for public comment.

**Public
Comment on
Non-Agenda
Items**
*(Discussion
Item)*

Chair Howell opened the meeting for public comment on non-agenda items.

Joe Ramirez, the Workforce Development Director of PRC, expressed his gratitude to the city and county for hosting an event at the library in honor of Disability Employment Awareness Month. He noted that during the discussion, disability had not been mentioned. Mr. Ramirez's agency operates at the intersection of HIV, substance use, and mental health within the community. He emphasized the importance of considering diversity, especially the individuals covered under the Americans with Disabilities Act (ADA), during these conversations and highlighted that Disability Employment Awareness Month was a time to acknowledge their inclusion and contributions.

Adjournment
(Action Item)

Chair Howell thanked Mr. Ramirez and requested a motion to adjourn the meeting. Member Dawson made to adjourn. The motion was seconded by Member Hill and passed unanimously.

The meeting adjourned at 11:11 a.m.