

**WORKFORCE INVESTMENT SAN FRANCISCO**

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

Minutes of the  
February 16, 2024

Meeting of the

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

Meeting conducted in hybrid format on Zoom and in-person at  
One South Van Ness, Fifth Floor, Room 5080  
San Francisco, CA 94103

<b>WISF Executive Committee Members Present</b>	Jeanine Cotter, Luminalt Sam Rodriguez, Rodriguez Strategic Partners, LLC Vikrum Aiyer, Heirloom Jorge Tapia, EDD
<b>WISF Executive Committee Members Absent</b>	N/A
<b>Ohlone Land Acknowledgment, Announcements, &amp; Housekeeping</b> <i>(Discussion Item)</i>	Jeanine Cotter, WISF Chair, called the meeting to order at 9:00 A.M. Secretary Iris Rollins (OEWD) opened the meeting by reciting the Ohlone Land Acknowledgement and the meeting guidelines.
<b>Roll Call</b> <i>(Discussion Item)</i>	Chair Cotter requested for Secretary Rollins to conduct roll call. Secretary Rollins took attendance, and quorum was achieved.
<b>Chair's Welcome</b> <i>(Discussion Item)</i>	Chair Cotter welcomed the members and the general public who joined in person and on Zoom.
<b>Adoption of Agenda</b> <i>(Action Item)</i>	Chair Cotter called the Adoption of the Agenda and requested comments from members. Seeing none, Chair Cotter called for a motion to adopt the agenda. Member Tapia made the motion, and Member Rodriguez seconded. The motion passed unanimously.

<p><b>Approval of Minutes from May 19, 2023</b> <i>(Action Item)</i></p>	<p>Chair Cotter called the Approval of the Minutes from November 17, 2023 and requested comments from members. Member Tapia requested that the Board address WISF attendance at Meeting of the Minds. Member Cotter noted that the topic would be included in Future Discussion Items. Seeing no further comments, Chair Cotter called for a motion to approve the minutes. Member Rodriguez made the motion, and Member Tapia seconded. The motion passed unanimously.</p>
<p><b>Workforce Director's Report</b> <i>(Discussion Item)</i></p>	<p>Chair Cotter called the Workforce Director's Report and asked Chad Houston, Director of Workforce Strategy at Office of Economic and Workforce Development (OEWD), to provide remarks.</p> <p>At this time, Member Aiyer joined the meeting.</p> <p>Director Houston summarized updated labor market data from the California EDD. Preliminary December 2023 data includes a 3.5% unemployment rate in San Francisco County and which includes 20,000 unemployed persons. Nonetheless, there has been an increase in over 20,000 jobs since before the pandemic (December 2019). Director Houston summarized the industry changes from September 2023 to December 2023, which include job losses in construction, information, financial activities, and professional and business services. All other industries have demonstrated gains for a net of 5,600 jobs.</p> <p>Member Rodriguez asked about how many of the WARN notices were tech-related. Director Houston noted that half of the WARN notices impacted about 800 tech employees.</p> <p>Member Aiyer asked about OEWD interventions for retail and grocery store closures. Director Houston shared that the Economic Development arm of OEWD works with businesses on retention. Director Houston shared that the Workforce Division supports employees who may be impacted by layoffs.</p> <p>Member Rodriguez noted that the presentation at the December 2023 meeting from OEWD Director of Business Development Laurel Arvanitidis was extraordinarily helpful and well-received, and Director Arvanitidis supports this work.</p> <p>Director Houston made comments on the January 25<sup>th</sup> Community Learning Convening at the SF LGBT Center and how the convening supports adult and specialized job centers to learn more about each organization's services.</p> <p>Director Houston summarized the various OEWD workforce strategic plans and noted that the Committee on City Workforce Alignment (CCWA) convened on January 31<sup>st</sup> to discuss its strategic plan ("Citywide Workforce Development Plan"). CCWA identified the following priorities: apprenticeship and pre-apprenticeship; data sharing; diversity, equity, and inclusion and prioritizing vulnerable community members; youth workforce programs and programs across the life course; and coordination of partners' plans and priorities. Director Houston shared that the WISF Full Board would receive a longer update at the March meeting.</p>

Member Rodriguez asked whether the CCWA would be transparent around grants and contracts for the specific priorities. Director Houston noted that CCWA collects City workforce program data through the annual Workforce Inventory and shares the results publicly. The report is available here:

[https://www.sf.gov/sites/default/files/2023-07/FY%202122%20Workforce%20Services%20Inventory%20Summary\\_DRAFT\\_FINAL.pdf](https://www.sf.gov/sites/default/files/2023-07/FY%202122%20Workforce%20Services%20Inventory%20Summary_DRAFT_FINAL.pdf)

Member Tapia inquired about regional projects and partners with work2future and NOVAworks. Director Houston noted that OEWD, work2future, and NOVAworks work closely together through the Bay-Peninsula Regional Planning Unit. As an example, NOVAworks and OEWD collaborate on workforce opportunities at San Francisco International Airport through outreach, referral, shared program planning, and partnership development.

Member Rodriguez asked about the frequency of CCWA meetings and membership of the body. Director Houston shared that the CCWA convenes quarterly with the next meeting scheduled for April. Director Houston explained that the members are defined by legislation, and department heads and designees are assigned to the committee.

Member Rodriguez asked if OEWD receives feedback on the Local and Regional Plan from the State. Director Houston introduced Jen Hand, Workforce Impact Manager, to speak to the question. Ms. Hand explained that OEWD usually receives notes on the plans.

Chair Cotter noted her pleasure at the final adoption of a unified workforce development definition through the CCWA.

Director Houston shared an evaluation of CityBuild and two other construction pre-apprenticeship programs conducted by Cornell University's Industrial and Labor Relations Climate Jobs Institute called "Building an Equitable, Diverse, & Unionized Clean Energy Economy: What We Can Learn from Apprenticeship Readiness."

Director Houston stated that the researchers also reviewed the Local Hire legislation and project labor agreements for their impacts on pre-apprenticeship programs. Director Houston spoke to the importance of routinizing and documenting work so that OEWD can share program design, administration, and outcomes so San Francisco can share resources with other municipalities and continue to be a leader in U.S. policy. The report is available here: [https://www.ilr.cornell.edu/sites/default/files-d8/2024-](https://www.ilr.cornell.edu/sites/default/files-d8/2024-01/ILR_CJI_Building%20an%20Equitable%20Diverse%20and%20Unionized%20Clean%20Energy%20Economy%20Report.pdf)

[01/ILR\\_CJI\\_Building%20an%20Equitable%20Diverse%20and%20Unionized%20Clean%20Energy%20Economy%20Report.pdf](https://www.ilr.cornell.edu/sites/default/files-d8/2024-01/ILR_CJI_Building%20an%20Equitable%20Diverse%20and%20Unionized%20Clean%20Energy%20Economy%20Report.pdf)

Chair Cotter noted that she has been in the clean energy space in San Francisco for 20 years, and that there have been barriers to apprenticeship and licensing for clean energy workers, especially in the solar space where there are disproportionately more women and people of color. Chair Cotter indicated that she would like to

	<p>partner with CityBuild Director Nim around opportunities to further policy and labor practices in the solar industry.</p> <p>Member Rodriguez elevated Chair Cotter as an essential stakeholder in the solar space, and noted that tax incentives have dissolved. Chair Cotter made additional remarks around the lack of a Statewide prevailing wage floor in this space. Member Rodriguez noted that workforce clients will be trained in a metropolitan area such as San Francisco and move to a lower cost of living area because of a lack of a Statewide prevailing wage floor.</p> <p>Member Aiyer spoke how Federal funding in the Infrastructure and Inflation Reduction Act requires apprenticeship; however, there is no infrastructure for apprenticeship.</p> <p>Chair Cotter made additional comments around how licensing is being used as a barrier for people who have experience in the space. Chair Cotter underscored the need for additional support.</p> <p>Member Rodriguez spoke to the impressive content of the evaluation and asked whether OEWD can present at the California Workforce Association’s Meeting of the Minds on the Cornell report. Director Houston stated that OEWD could work with the California Workforce Association on that. Member Tapia recommended that Chair Cotter sit on a panel about this subject at the Meeting of the Minds conference.</p> <p>Director Houston showcased the City Job Fairs in partnership with several City departments, as well as the 2<sup>nd</sup> Annual Student Resource and Internship Career Fair at City Hall. From the City Job Fairs, 319 individuals from Crocker Amazon, Southeast Community Center, Hamilton Recreation Center, Fillmore, and Inner Sunset have been able to connect with the San Francisco workforce system. OEWD partnered with Human Rights Commission on the student resource fair which supports the Alternative High Schools in San Francisco and which reached nearly 200 students. On the day, 129 students signed up for Opportunities for All internships, and students participated in resume assistance workshops at the event. Another 60 students signed up for OEWD’s transition-age youth programs.</p> <p>Seeing no further questions, Chair Cotter closed the item.</p>
<p><b>WIOA Fund Transfer Request</b> (Action Item)</p>	<p>Chair Cotter called the item Workforce Innovation and Opportunity Act (WIOA) Fund Transfer Request and introduced Jen Hand, Workforce Impact Manager, OEWD to present.</p> <p>Ms. Hand reviewed the WIOA Fund Transfer request process, transfer authority, allocation, and recommended re-allocation. Ms. Hand summarized that OEWD receives an allocation split of WIOA funds for Adults (45%) and Dislocated Workers (55%). Under WIOA, local areas are able to request up to a total (100%) transfer between fund sources. As the local area has a low unemployment rate (“full employment”) and enrolls significantly more adult participants than dislocated</p>

	<p>workers, the local area requests to transfer WIOA Dislocated Worker funds to WIOA Adult funds in a 66% Adult and 34% Dislocated Worker split.</p> <p>Chair Cotter called for questions and discussion from the Board.</p> <p>Member Rodriguez indicated that the item was standard procedure. Member Tapia indicated that he had no concerns with the item.</p> <p>Seeing no questions, Chair Cotter opened the floor to public comment. Secretary Rollins informed the public on how to provide public comment in the meeting and on Zoom.</p> <p>Seeing no public comment, Chair Cotter requested a motion from the committee. Member Rodriguez made a motion to approve the proposed WIOA fund transfer request and application. Member Tapia seconded the motion. The motion passed unanimously.</p> <p>Member Rodriguez made comment that WIOA Dislocated Worker funds were created to serve more rural areas where there may be large-scale layoffs, seasonal issues, or plant closures which significantly impact a major industry.</p> <p>Chair Cotter closed this item.</p>
<p><b>OEWD Budget Projections</b> <i>(Discussion Item)</i></p>	<p>Chair Cotter called the next item and recalled Director Houston to provide update.</p> <p>Director Houston noted that OEWD is early in the process, and wanted to give an update to the Board on the feedback from OEWD’s budget community meetings the prior week, as well as the instruction from the Mayor’s Office. Director Houston noted that OEWD is facing 10% in budget cuts for FY 24-25, or about \$4 million reduction for the Workforce Division’s General Fund.</p> <p>Director Houston shared that community feedback prioritized accessibility for programs, especially for vulnerable populations such as workers without right-to-work authorization. Director Houston noted that OEWD is seeking additional funding streams and submitted a competitive State fund application for program models which supported individuals without right-to-work authorization. Director Houston noted that community feedback also requested that OEWD not divest from workforce services even though the labor market is strong. Director Houston shared that OEWD is reviewing budget based on program utilization and impact of programming (e.g., special populations, job quality, etc.).</p> <p>Member Rodriguez made comment that OEWD may want to coordinate with EDD around braiding funding. Member Tapia explained that EDD can provide unemployment benefits to individuals who are enrolled in a workforce program. Member Rodriguez explained that braiding the programs could be a way to offset budgetary shortfalls for paid training programs or supportive service programs.</p>

	<p>Member Tapia explained that the information on the program is shared at OEWD’s Rapid Response sessions.</p> <p>Chair Cotter closed the item.</p>
<p><b>Future Discussion Items</b> <i>(Action Item)</i></p>	<p>Chair Cotter calls for discussion from board members on topics of interest for future discussion.</p> <p>Member Tapia made remarks that he would like WISF Board Members to attend the California Workforce Association Meeting of the Minds conference, because he attended last year and found it to be a highly relevant conference for workforce development board members. Member Tapia encouraged OEWD to reserve funds for WISF Board Members. Member Rodriguez agreed and encouraged members to attend. Through the Chair, Ms. Hand stated that OEWD sends a San Francisco contingent every year to connect with State policy makers and other boards, and that the Bay Area workforce boards convene annually at Meeting of the Minds.</p> <p>Member Rodriguez made remarks that he would like OEWD to provide continued presentation on the economic recovery, downtown development, and business development.</p> <p>Member Tapia noted that the last full board meeting did not have quorum, and that the full board would need to revisit action items at the upcoming meeting. Member Tapia also noted that Secretary Rollins’ multiple email reminders are extremely helpful, and he encourages staff to continue to send reminders. Through the Chair, Secretary Rollins noted that she will continue to send three reminders for every meeting, and that quorum is necessary at all meetings.</p>
<p><b>Public Comment on Non-Agenda Items</b> <i>(Discussion Item)</i></p>	<p>Chair Cotter called for public comment on non-agenda items. Secretary Rollins informed the public on how to provide public comment in the meeting and on Zoom. There is no public comment in the room or on Zoom.</p>
<p><b>Adjournment</b> <i>(Action Item)</i></p>	<p>Chair Cotter expressed gratitude to all the attendees for their participation in the meeting and invited any member comments before proceeding with a vote to adjourn.</p> <p>After receiving no further comments, Chair Cotter called for a motion to adjourn the meeting. Member Tapia made the motion, which was seconded by Member Rodriguez and was unanimous. Members adjourned the meeting at 10:29 a.m.</p>