

**Local Area Subsequent Designation  
and  
Local Board Recertification Application  
for  
Program Year 2025-27**

**Local Workforce Development Area**

City & County of San Francisco

## Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2025-27 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by **5 p.m. on Monday, March 3, 2025**, to the CWDB at [PolicyUnit@cwdb.ca.gov](mailto:PolicyUnit@cwdb.ca.gov).

City & County of San Francisco

Name of Local Area

1 South Van Ness Avenue, 5<sup>th</sup> Floor

Mailing Address

San Francisco, CA 94103

City, State, ZIP

Date of Submission

Chad Houston

Contact Person

(415) 701-4848

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members.

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

**Category: Business** – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority
- Representatives of businesses, including small businesses or business organizations
- Individuals appointed by those who have been nominated by local business organizations and business trade associations

List the Local Board's business members and identify the chairperson by typing CHAIR after their name:

### Local Board Business Members

	Name	Title	Entity	Appointment Date	Term End Date
1	Vikrum Aiyer	Head of Global Public Policy & External Affairs	Heirloom	5/17/2019	1/31/2025
2	Laura Van	Area Director, Human Resources	Sutter Health	12/11/2024	12/11/2026
3	Jeanine Cotter <b>CHAIR</b>	Co-Founder, CEO & President	Luminalt Solar	5/30/2012	1/31/2025
4	Lori Dunn-Guion	DBIA   LEED® AP Division Manager	Swinerton	1/26/2021	1/31/2025
5	Christina Sellami	Director of Human Resources	Marriott International	1/31/2024	1/31/2026
6	Anupama Shekhar	Skill Development	Microsoft	1/31/2024	1/31/2026
7	Sam Rodriguez	Director of Legislative Affairs	Rodriguez Strategic Partners LLC	12/5/2012	1/31/2025
8	Laurie Thomas	Executive Director	Golden Gate Restaurant Association	3/9/2022	1/31/2026
9	Michon Coleman	Regional Vice President	Hospital Council-Northern & Central California	6/26/2015	9/13/2025
10	Meaghan Mitchell	Writer	SF Standard	6/9/2021	1/31/2025
11	Colin Chinery	Director, Global Workforce Development	Salesforce	12/11/2024	12/11/2026
12	Bruce Callander	Executive Vice President	HUB International	4/4/2023	4/4/2025
13	Alex Wong	Community & Government Relations Manager	Kaiser Permanente	4/4/2023	4/4/2025
14	Iowayna Pena	Director of Real Estate & Development	San Francisco Giants	4/4/2023	4/4/2025

**Category: Labor** – Not less than 20 percent of the Local Board members shall be representatives from the Local Area’s workforce (WIOA 107[b][2][B]) who:

- Shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations) who have been nominated by local labor federations or (for a Local Area in which no employees are represented by such organizations) other representatives of employees. California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that these representatives shall amount to not less than 15 percent of the Local Board membership and be subject to the following:
  - a. For a Local Area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any Local Board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the area.
  - b. Shall include a representative, who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.
- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

List the Local Board’s labor members:

**Local Board Labor Members**

	<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
1	Tony Delorio	President	Teamsters Local Union No. 665	3/31/2020	1/31/2026
2	John Doherty	Business Representative	International Brotherhood of Electrical Workers (IBEW) Local 6	12/4/2014	1/31/2025
3	Ramon Hernandez	Business Manager	Laborers’ International Union of North	5/30/2012	1/31/2025

	Name	Title	Entity	Appointment Date	Term End Date
			America (LIUNA!) Local Union 261		
4	Charley Lavery	Senior Business Representative	Operating Engineer, Local 3	6/26/2013	1/31/2025
5	Kim Tavaglione	Executive Director	San Francisco Labor Council	1/4/2022	1/31/2026
6	Angela Tamayo	Political Capacity Organizer	Service Employees International Union-United Healthcare Workers West (SEIU-UHW West)	5/17/2019	1/31/2025

**Category: Education** – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers
- Institutions of higher education providing workforce investment activities

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board's education members:

**Local Board Education Members**

	Name	Title	Entity	Appointment Date	Term End Date
1	Lynn Mahoney	President	San Francisco State University	3/31/2020	4/4/2025
2	John Halpin	Associate Dean of Workforce Development	City College of San Francisco	1/31/2024	1/31/2026

**Category: Economic and Community Development** – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations
- The state’s employment service office under the Wagner-Peyser Act
- Programs carried out under Title I of the federal Rehabilitation Act

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local Chief Elected Official (CEO).

List the Local Board’s economic and community development members:

**Local Board Economic and Community Development Members**

	Name	Title	Entity	Appointment Date	Term End Date
1	Jorge Tapia	San Francisco Workforce Cluster Manager	Employment Development Department	5/30/2012	1/31/2025
2	Ben Tran	Director of Services	California Department of Rehabilitation	NEED TO ADD	1/31/2026
3	Shanell Williams	Director of Community Engagement and Partnership	UCSF California Preterm Birth Initiative	6/9/2021	1/31/2025

**Performed Successfully**

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50 percent or higher in PY 22-23 **or** PY 23-24, as described in Workforce Services Directive (WSD) WSD20-02, *Calculating Local Area Performance and Nonperformance* (September 18, 2020).

**Note** – Report your “performance score” rather than the “adjusted level of performance.”

**PY 22-23 Scores**

Indicator	Adults	Dislocated Workers	Youth
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Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>77.8%</u>	<u>80.3%</u>	<u>64.8%</u>
Employment Rate 4 <sup>th</sup> Quarter After Exit	<u>65.3%</u>	<u>78.3%</u>	<u>71.1%</u>
Median Earnings	\$8,675	\$10,140	\$5,307
Credential Attainment	74.3%	<u>25.0%</u>	<u>7.1%</u>

#### ***PY 23-24 Scores***

<b>Indicator</b>	<b>Adults</b>	<b>Dislocated Workers</b>	<b>Youth</b>	<b>Overall Indicator Score</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>70.7%</u>	<u>71.7%</u>	<u>66.2%</u>	____%
Employment Rate 4 <sup>th</sup> Quarter After Exit	<u>70.4%</u>	<u>75%</u>	<u>58.7%</u>	____%
Median Earnings	\$10,841	<u>\$6,455</u>	<u>\$5,063%</u>	____%
Credential Attainment	<u>52.5%</u>	<u>50%</u>	<u>42.9%</u>	____%
Measurable Skills Gain	<u>83.9%</u>	<u>70.5%</u>	<u>30.8%</u>	____%
Overall Program Score	____%	____%	____%	---

#### ***Sustained Fiscal Integrity***

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 22-23 or PY 23-24:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.



- Gross negligence – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200 (Uniform Guidance).

Certify No Violation: ☒

## Engaged in Regional Planning

*Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The Bay-Peninsula Regional Planning Unit (RPU) includes Workforce Investment San Francisco (WISF), North Valley Consortium (NOVAworks), and the San Jose Silicon Valley Workforce Investment Network (SJSVWIN). The RPU covers the geographic area of San Francisco, San Mateo, and Santa Clara Counties. The WISF has actively engaged in regional planning and regional plan implementation. Activities include:

- Participated in negotiating WIOA performance measures as a region representing three workforce boards.
- Took part in regular meetings and conversations with the workforce board directors in the region to discuss regional plan implementation strategies and to create a more cohesive regional service-delivery system.
- Host external meetings with RPU to receive feedback from our respective local stakeholders and regional stakeholders, including community organizations, labor partners, and employers, to receive feedback for our Local and Regional Workforce Innovation and Opportunity Act Plan.
- Partner with NOVAworks to deliver workforce development services at San Francisco International Airport (SFO). SFO is part of the City & County of San Francisco's jurisdiction, however the physical location of SFO is in San Mateo County. Through an MOU, we partner with NOVAworks to ensure that San Mateo County have access to the hundreds of job opportunities from SFO, the airlines, and the vendors. Through this

partnership, we both deliver: job preparedness and retention services; skills and job readiness training; occupational skills training; supportive services; barrier removal; outreach and recruitment; and job fairs and hiring events.

- The region is partnering on the State of California's California Jobs First, formerly the Community Economic Resilience Fund (CERF) initiative, to promote a sustainable and equitable economic future for the region's jobseekers, employers, and community stakeholders. In partnership with the Bay Area Good Jobs Partnership for Equity (BAGJPE), a collaborative of all workforce development boards across the nine county Bay Area region, we serve as the fiscal agent for the grant and collaborate to align each of the sub-region's economic and workforce development sector strategies throughout the Bay Area. As the fiscal agent, SFOEWD is responsible for \$20 million of Regional Investment Initiative funding from November 1, 2022 – September 30, 2026. We distributed \$4,481,841.66 in funding for regional partners across the collaborative through the first phase of the project.

## Local Area Assurances

Through PY 25-27, the Local Area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The Local Area's procurement procedures will avoid the acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Uniform Guidance Section 200.318)
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Uniform Guidance Section 200.508).

Note that failure to comply with the audit requirements specified in Uniform Guidance Subpart F will subject the Local Area to a potential cash hold (Uniform Guidance Section 200.339).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with WSD 19-05, *Monthly and Quarterly Financial Reporting Requirements* (December 4, 2019).
- All close-out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to a potential cash hold. (Uniform Guidance Section 200.339)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211* to spend a minimum of 30 percent of the combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
  - The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Area will select America's Job Center of California<sup>SM</sup> operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and Title 29 CFR Part 38, including the collection of necessary data.
- G. The Local Area will engage in and contribute to regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates, and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

## Application Signature Page

**Instructions** – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 25-27 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Board Chair

Local CEO

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Signature

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Signature

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Jeanine Cotter

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Sarah Dennis Phillips

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Name

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Name

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Chair, Workforce Investment San Francisco

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Executive Director, Office of Economic &  
Workforce Development  
(Mayoral Signature Designee)

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Title

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Title

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Date

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Date