COUNCIL ON CITY WORKFORCE ALIGNMENT

Draft Minutes of
October 28, 2026
War Memorial Veterans Building, Green Room, 2nd Floor
San Francisco, CA 94102

CCWA Voting Members Present	Joanna Hernandez on behalf of Supervisor Walton, BOS Ren Floyd-Rodríguez, OEWD Jessica Campos, HRC Anna Pineda, HSA Julia Ma, DHR Kara Tuiasosopo, DPH Althea Jones, Public Works Benjamin Poole, PUC
Other Participants Present	Kifer Hu, Self-Help for the Elderly Zach Lam, City College of San Francisco
CCWA Staff Present	Diana Ponce De León, Chair Jen Salerno, Secretary Jen Hand, OEWD Ana Tellez-Witrago, OEWD
CCWA Members Absent	Sherrice Dorsey-Smith, DCYF Anjali Rimi, DHSH Taras Madison, APD

1. Ohlone Land Acknowledgement, Announcements & Housekeeping *(Discussion Item)*

Chair Ponce De León, Director of Workforce Development for the City and County of San Francisco, called the meeting to order at 9:06 a.m. and asked for a moment of silence in honor of Dolores Huerta, who passed away that morning, and Claude Everhart on the Young Community Developers board, who passed away the night before.

Secretary Salerno (OEWD) opened the meeting by reciting the Ohlone Land Acknowledgement and reviewing housekeeping rules.

2. Roll Call *(Discussion Item)*

Chair Ponce De León requested that Secretary Salerno conduct roll call. Secretary Salerno conducted roll call and announced that a quorum was present.

3. Chair's Welcome *(Discussion Item)*

Chair Ponce De León welcomed Council members and the public to the meeting and noted that the discussion would focus on discussions of the new bylaws, City Workforce Development Plan Strategy, and the City's annual workforce survey. Chair Ponce De Leon also thanked OEWD staff for their preparation and support of the meeting and announced that starting January the meeting location will be moved to 49 South Van Ness.

4. Adoption of the Agenda *(Action Item)*

Chair Ponce De León solicited comments on the agenda from CCWA members. Seeing none, Chair Ponce De León requested a motion to adopt the meeting agenda. Member Campos made the motion, which was seconded by Member Pineda and passed unanimously.

5. Approval of the Minutes from April 29th, 2025 *(Action Item)*

Chair Ponce De León directed CCWA members to review the minutes from July 29, 2026. Next, Chair Ponce De León solicited comments from CCWA Members. Seeing none, Chair Ponce De León requested a motion to approve the minutes. Member Pineda made the motion which was seconded by Member Ma. The motion passed unanimously.

6. Council on City Workforce Alignment Bylaws Review & Approval *(Action Item)*

Chair Ponce De León introduced Jen Hand, OEWD Workforce Impact Manager to present Agenda Item #6, Council on City Workforce Alignment Bylaws Review & Approval.

Jen Hand provided shared that the previous bylaws and new proposed bylaws, developed by the city attorney, were sent to the members 30 days in advance to the meeting, and provided a summary of the bylaw changes, which include:

- The renaming of the body to Council on City Workforce Alignment
- Moved to Chapter 5 of the Administrative
- The body will sunset on December 31, 20230 unless extended by the Board of Supervisors by ordinance
- Added a public member term limit of 4 terms
- Holdover period, after a public member's term expires, they may serve a maximum of 60 additional days if there has not been a reappointment or new appointment
- Clarity revisions and revisions consistent with federal policy priorities

Chair Ponce De León then opened the floor for discussion.

Member Ma asked if the revisions to the bylaws include language specific to the Workforce Annual Workforce Inventory Report.

Member Ma made a motion to include language specific to the Workforce Annual Workforce Inventory Report, seconded by Member Campos. The vote was approved by a majority of the members, with Member Poole voting no.

Member Poole explained that the bylaws did not need to add language specific to the Workforce Annual Inventory because there is current legislation that calls for the inventory report. Jen Hand confirmed that the authoring legislation for the body has specific language that includes the Workforce Annual Workforce Inventory Report and the Citywide Workforce Development Plan.

Member Ma made a motion to withdraw her previous motion, Member Poole seconded the new motion. The motion to withdraw including language specific to the Workforce Annual Workforce Inventory Report was approved by unanimous vote.

Chair Ponce De León called for public comment on the item. Secretary Salerno confirmed that there was no public comment.

A motion to adopt the bylaws was made by Member Ma, seconded by Member Jones. The item was unanimously approved.

7. Citywide Workforce Services Inventory Report & FY 25-26 Release *(Discussion Item)*

Chair Ponce De León introduced Jen Hand, OEWD Workforce Impact Manager to present.

Hand provided an update on the FY 2024-25 Citywide Workforce Services Inventory and the upcoming FY 2025-26 Workforce Inventory Request.

Hand reported that 24 city agencies participated in last year's inventory process; however, the Department on the Status of Women was exempt because it no longer administers workforce development programming.

The FY 2025-26 inventory request will again be distributed to all 24 agencies, and departments were encouraged to notify staff of any additional agencies providing workforce development services that should be included in the inventory process. Hand explained that both the Workforce Inventory and Committee on City Workforce Alignment reports are currently undergoing final review by the City Attorney's Office to ensure compliance with recent federal and state policy changes. As a result, the final FY 2024-25 Workforce Services Report and the FY 2025-26 inventory tool were not yet available for release. Once the review is complete, both documents will be distributed to committee members and participating departments.

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Key FY 2024-25 workforce system highlights included:

- Approximately $217 million invested in workforce services citywide.
- Roughly 50% of funding originated from the General Fund, with the majority of services delivered through contracted providers.
- Workforce investments and funding patterns remained generally stable.
- More than 76,000 participants were served during FY 2024-25, representing a slight decrease from the previous year.
- The system consistently serves approximately 48,000 unique clients annually and has maintained relatively stable enrollment levels over the past decade.
- Citywide workforce investment has increased by approximately $80 million over the last 10 years while enrollment levels have remained relatively consistent, though there have been more training enrollments and placements into unsubsidized and unsubsidized employment, which likely account for the increased costs.
- Workforce programs reported approximately 20,000 training completions, reflecting ongoing efforts to improve reporting on sector-based training, measurable skills gains, and employment outcomes.
- Approximately 16,000 job placements were achieved, including both subsidized and unsubsidized placements.

Regarding the FY 2025-26 inventory process, Hand stated that the original goal was to release both the finalized FY 2024-25 report and the new inventory request to departments the following day. However, distribution is currently on hold pending completion of the City Attorney's review. Once released, departments will be provided approximately six weeks to complete the inventory, with responses targeted for collection before the holiday period and a projected response deadline of December 17. The committee is expected to receive an update at its January meeting. Hand noted that the completed FY 2025-26 Workforce Inventory will be incorporated into the Citywide Workforce Development Plan, which must be submitted to the Board of Supervisors and the Workforce Investment Board by March 15, in accordance with legislative requirements.

Chair Ponce De León then opened the floor for questions or comments.

Member Ma asked if OEWD Staff would continue to keep track regarding the City Attorneys review. Hand expressed that staff would continue to maintain the legislative required timeline and keep the members updated.

8. Citywide Workforce Development Plan & Process *(Discussion Item)*

Chair Ponce De León introduced Jen Hand, OEWD Workforce Investment Manager to present the item.

Jen Hand provided an overview of the Citywide Workforce Development Plan update process and upcoming planning milestones. Hand noted that the current planning framework is authorized under Ordinance 209-22, which will continue to be referenced until it is updated to reflect the authorizing legislation associated with Proposition E.

Hand explained that both the original legislation and the new Proposition E legislation require biennial updates to the Citywide Workforce Development Plan, with the next update due in March 2027. The plan is required to include progress toward established benchmarks and performance metrics, information on federal and state funding, workforce program expenditures, and a statement of priorities for the allocation of any unanticipated funding.

As part of the biennial update process, the Committee previously committed to reviewing and updating the City's workforce development definition every two years. Hand stated that one of the goals of the current meeting was to facilitate discussion and, if appropriate, update the definition.

Hand outlined the upcoming planning process, which includes:

- Continued review of workforce plan components through working groups over the coming months.
- A Vulnerable Populations and Life Course Working Group meeting scheduled for the following week.
- An Apprenticeship Working Group meeting to follow.
- Publicly noticed discussions within the working groups to examine key sections of the plan in greater detail.

- Distribution of a draft plan to committee members prior to the January meeting for review.

Hand also reported that the City Attorney's Office plans to review the draft Citywide Workforce Development Plan in December. Staff's goal is to complete a draft by mid-December for review by both the committee and the City Attorney.

Looking ahead, Hand noted that the January meeting will include a presentation on the workforce inventory and final discussion of the plan. The goal is to submit the completed Citywide Workforce Development Plan to the Board of Supervisors and the Workforce Investment Board by March 15, consistent with required timelines.

Workforce Development Definition Review

Hand reviewed the workforce development definition that was developed and adopted by the committee three years ago. The current definition states that workforce development includes publicly funded services such as workforce navigation, employment services, training, supportive services, education, and youth development activities that prepare individuals for employment or post-secondary education leading to family-sustaining wages, career pathways, opportunities in high-growth sectors or in-demand occupations, quality jobs, and union membership, while prioritizing individuals experiencing economic vulnerability.

Hand reminded members that the definition was developed through a comprehensive process that included:

- Review of federal, state, and local authorizing policies.
- Analysis of city program descriptions.
- Consultation with staff from participating departments.
- Committee discussions regarding workforce service categories and priorities.

Hand further noted that educational supports were intentionally identified as a priority area for the Committee on City Workforce Alignment. Committee members were asked to consider whether the current definition remains appropriate, whether any revisions are needed, and whether additional workforce-related services or emerging priorities should be reflected in the updated definition.

Chair Ponce De León opened it up for discussion.

Member Hernandez, a representative of Supervisor Walton, asked whether the reentry population was included in the definition. Hand explained that the reentry population is specifically named as a priority population in the Citywide Workforce Development Plan, and that the body currently includes a representative from the Adult Probation Department.

9. Opportunities for Partnership and Collaboration *(Discussion Item)*

Chair Ponce De León opened the floor for partnership and collaboration updates, a regular feature at the end of meetings to encourage members to share ongoing projects, events, or initiatives.

Member Ma introduced Gabby Wiley, who recently joined the Department of Human Resources (DHR) as a FISH Fellow. Wiley's primary project over the coming months will focus on developing a comprehensive understanding of existing internship, career pathway, and workforce pipeline programs that support entry into public sector careers.

The project will include outreach to City departments to identify and document internship opportunities, career exposure programs, workforce training initiatives, and pathways that help youth, transitional-age youth, and emerging workers gain work experience and prepare for employment within City government. The information gathered will help DHR better understand existing workforce pipelines and support future workforce development planning efforts.

Chair Ponce De León thanked all the departments that supported with the OEWD Mega Job Fair and invited Ren Floyd-Rodriguez, OEWD to provide an update on the event.

Member Floyd-Rodriguez reported that outcome data is still being compiled; however, the event was highly successful. The job fair, held at The Mint, received approximately 1,500 registrations. Despite rainy

weather conditions the event was highly attended.

The job fair featured approximately 60 employers, along with numerous City department partners and workforce service providers that offered employment opportunities and resource information to job seekers. Member Floyd-Rodriguez highlighted the collaborative effort across departments and noted that the event serves as a strong example of how agencies can work together to support workforce development goals.

Attendees participated in on-site interviews, and some job seekers received job offers during the event. OEWD plans to share additional results, including hiring outcomes, once data collection is complete.

Chair Ponce De León added that the event generated positive energy and strong community engagement, with attendees expressing enthusiasm and appreciation for the opportunities available. She also noted that the event was attended by State Secretary Knox, Deputy Secretary Abby Snay, and Mayor Lurie.

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

Chair Ponce De León opened the meeting for public comment on any agenda or non-agenda items. Secretary Salerno provided guidance on the public comment process.

Seeing no public comments in the Zoom chat or in-person, Chair Ponce De León closed public comment

11. Adjournment *(Action Item)*

Chair Ponce De León thanked Committee members, staff, and participants for their engagement and contributions. Chair Ponce De León announced that the next Committee meeting is scheduled for Wednesday, January 27, 2026, at 9am at 49 South Van Ness.

Seeing no further comments, Chair Ponce De León called for a motion to adjourn. Member Poole offered a motion to adjourn, which was seconded by Member Jones. The vote was unanimous, and the meeting adjourned at 9:52 A.M