

**WORKFORCE INVESTMENT SAN FRANCISCO**  
**Local Workforce Investment Board for the City and County of San Francisco**

Minutes of the  
November 21, 2025

Meeting of the  
Workforce Investment San Francisco Board (WISF) Executive Committee  
San Francisco 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

**WISF Executive  
Committee  
Members Present**

Jeanine Cotter, Luminalt  
Jorge Tapia, California Employment Development Department (EDD)  
Charley Lavery, Operating Engineers Local 3  
Sam Rodriguez, Rodriguez Strategic Partners, LLC

**WISF Executive  
Committee  
Members Absent**

Vikrum Aiyer, Heirloom

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

Jeanine Cotter, WISF Chair, called the meeting to order at 9:08 A.M. Secretary Seals-Jackson (OEWD) opened the meeting by reciting the Ohlone Land Acknowledgement and the meeting guidelines.

**Roll Call  
(Discussion Item)**

Chair Cotter requested for Secretary Seals-Jackson to conduct roll call. Secretary Seals-Jackson took attendance, and quorum was achieved.

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

Chair Cotter welcomed the members and the general public who joined in person and on Zoom.

**Adoption of  
Agenda for  
November 21,  
2025  
(Action Item)**

Chair Cotter called the Adoption of the Agenda for November 21, 2025 and requested comments from members. Seeing none, a motion to adopt the agenda was made by Member Charley Lavery, seconded by Member Sam Rodriguez, and passed unanimously.

**Approval of  
Minutes from  
August 15, 2025  
(Action Item)**

Chair Cotter called for the Approval of the Minutes from August 15, 2025.

With no additional comments from members, a motion to approve the minutes was made by Member Sam Rodriguez and seconded by Member Charley Lavery. The motion passed unanimously.

<b>Executive Board Appointments</b> <i>(Discussion Item)</i>	Jeanine Cotter acknowledged the members for their services and reappointed Vice-Chair Sam Rodriguez, Jorge Tapia, Charley Lavery, and Vikrum Aiyer to the Executive Committee. Members made remarks about their experience, the value of the Executive Committee, and the support from OEWD.
<b>Workforce Director's Report</b> <i>(Discussion Item)</i>	Chair Cotter called the Workforce Director's Report and asked the Director of Workforce Development at the Office of Economic and Workforce Development (OEWD), Iowayna Peña, to provide remarks. Director Peña provided updates on economic trends; recent graduations at CityBuild, Homebridge, and Episcopal Community Services; a large convening led by the Northern California Apprentice Network; OEWD's leadership at the Committee on City Workforce Alignment Youth Workforce Consortium; the annual Mega Job Fair; and the four-year workforce services request for procurement's community listening sessions. Members engaged in discussion.
<b>OEWD Request for Procurement – FY 26-30</b> <i>(Discussion Item)</i>	Chair Cotter called the OEWD Request for Procurement Item and introduce Jen Salerno, Workforce Planning Manager, to give presentation. Ms. Salerno presented on the procurement process, timeline, and outcomes from stakeholder engagement related to the procurement. Members engaged in discussion.
<b>Future Discussion Items</b> <i>(Action Item)</i>	Chair Cotter opened the floor for Board members to propose future discussion topics or presentation requests for upcoming WISF meetings. Members engaged in discussion.
<b>Public Comment on Non-Agenda Items</b> <i>(Discussion Item)</i>	Chair Cotter called for public comment. Secretary Seals-Jackson informed the public on how to provide public comments in the meeting and on Zoom. There was no public comment in the room nor on Zoom.
<b>Adjournment</b> <i>(Action Item)</i>	<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>Receiving no further comments, Chair Cotter called for a motion to adjourn the meeting. Member Sam Rodriguez made the motion, which was seconded by Member Charley Lavery and was unanimous. Members adjourned the meeting at 10:37 A.M.</p>