

# ***Committee on City Workforce Alignment***

A City and County policy body established by San Francisco Administrative Code Chapter 30

## **BYLAWS of Committee on City Workforce Alignment**

**Established April 24, 2023**

### RECITALS:

- A. WHEREAS, the City provides workforce development programs administered by many City departments in order to create jobs in the City, assist employers to find and keep skilled workers, and assist the unemployed and underemployed to become economically self-sufficient;
- B. WHEREAS, the Human Rights Commission and the Office of Racial Equity, created by Ordinance No. 188-19, developed a Citywide Racial Equity Framework, which identified workforce development priorities including collection of race, ethnicity and other demographic data from participants in City-funded programs in order to develop, implement, and evaluate strategies to advance the City's racial equity objectives;
- C. WHEREAS, the San Francisco Economic Recovery Task Force developed 41 policy recommendations through extensive stakeholder engagement during the COVID-19 pandemic response, including recommendations to centralize the City's workforce development programs, establish program-level monitoring, and coordinate service to the City's most economically vulnerable populations, including Black, Indigenous, and communities of color;
- D. WHEREAS, Audits from the Budget and Legislative Analyst's Office conducted in FY 2019-20 and FY 2020-21 identified the need for citywide coordination of workforce development programs, improved mechanisms for workforce program monitoring and reporting, and mechanisms for citywide workforce planning and management;
- E. WHEREAS, these entities found that an oversight committee comprised of City officers, employees, and workforce community representatives is needed to undertake long- and short-term planning for the City's workforce development programs, to set goals and priorities for these programs, to coordinate workforce development activities among City departments, and to monitor their effectiveness;
- F. WHEREAS, San Francisco Ordinance No. 209-22 amended the San Francisco Administrative Code Chapter 30 to re-authorize the Committee on Citywide Workforce Alignment;
- G. WHEREAS, local law governs the composition of the Committee on Citywide Workforce Alignment, and sets forth the rules governing the method by which members may be appointed.
- H. WHEREAS, pursuant to Section 30.6 of the San Francisco Administrative Code, the Office of Economic and Workforce Development (OEWD) is charged with supporting the work of the Committee on City Workforce Alignment.

## 1.0 Name & Definitions

### 1.1 Name

The name of this body shall be Committee on City Workforce Alignment ("Alignment Committee").

### 1.2 Definitions

The following terms and their definitions shall apply to these Bylaws:

- (a) "Alignment Committee" shall mean the Committee on City Workforce Alignment established in San Francisco Administrative Code Chapter 30.
- (b) "Director of Workforce Development" shall mean the employee designated by the Director of the Office of Economic and Workforce Development to assist Workforce Investment San Francisco (WISF) and the Alignment Committee with planning and coordination of Workforce Development Services in the City.
- (c) "Nonprofit Corporation" shall mean a non-profit corporation, duly organized, validly existing and in good standing under the laws of the jurisdiction of its incorporation and (if a foreign corporation) in good standing under the laws of the State of California, which corporation has established and maintains valid nonprofit status under Section 501 (c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section.
- (d) "Workforce Development Services" shall mean job readiness, preparation and other pre-employment services provided to unemployed and underemployed individuals, as well as job training, placement, retention and career advancement services.
- (e) "Workforce Development Service Providers" shall mean all entities and organizations that provide Workforce Development Services funded through or by the City with federal, state, and/or local funds.
- (f) "Workforce Innovation and Opportunity Act" shall mean the federal law governing federally-funded workforce development programs codified at 29 U.S.C. section 3101 et seq., or any successor federal programs.
- (g) "Workforce Investment San Francisco" or "WISF" shall mean the Local Workforce Development Board required by the federal Workforce Investment Innovation and Opportunity Act and defined at 29 U.S.C. sec. 3122.

## 2.0 Mission Statement

The purpose of the Committee on City Workforce Alignment is to undertake long- and short-term planning for the City's workforce development programs, to set goals and priorities for these programs, to coordinate workforce development activities among City departments, and to monitor their

effectiveness, per San Francisco Administrative Code Chapter 30.1(f). The Alignment Committee will increase program's effectiveness through methods such as program evaluation and deduplication of client data. The Alignment Committee shall also establish a definition of the term "workforce development" that shall be uniformly adopted across City departments, as well as a shared approach to workforce development services that leads to measurable system success, per Chapter 30.5(a).

### **3.0 Equity Statement**

#### **3.1 Principles of Employment Equity**

The Alignment Committee intends to uphold the Principles of Employment Equity co-created by the Office of Economic and Workforce Development, the Human Rights Commission, and community members in service of economic equity.

The Principles of Employment Equity ensure that workforce programs and services do not disadvantage or limit access, training, or employment opportunities based on race, ethnicity, gender identity, housing status, age, disability, sexual orientation, immigration status, country of origin, language, or justice system involvement. We acknowledge the intersectionality of each of these characteristics, particularly race and the continuing legacy of anti-Black racism, which disproportionately affects access and opportunity for each of these groups. OEWD is committed to addressing our responsibility to advance workforce equity through our programs and services by changing the beliefs, policies, institutions, and systems that have limited employment and career success for too many San Franciscans. Every resident of San Francisco deserves the opportunity to achieve employment and economic success. Our goal is to help develop a skilled and equipped workforce that reflects the diversity and assets of all of the City's residents.

#### **3.2 Ramaytush Ohlone Land Acknowledgment**

Before the meeting is called to order and roll call is announced, the Secretary shall recite the Ramaytush Ohlone Land Acknowledgment:

*The Workforce Investment San Francisco Board acknowledges that we are on the unceded ancestral homeland of the Ramaytush (rah-my-toosh) Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.*

## 4.0 Membership of the Committee on City Workforce Alignment

### 4.1 Membership

Membership of the Alignment Committee is mandated by Chapter 30.5 as follows:

- (a) Seat 1 shall be held by a member of the Board of Supervisors or a City employee designated by the Board, with the department head's approval.
- (b) Seat 2 shall be held by the Director of the Office of Economic and Workforce Development, or the Director's designee.
- (c) Seat 3 shall be held by the Executive Director of the Human Rights Commission, or the Executive Director's designee.
- (d) Seat 4 shall be held by the Executive Director of the Human Services Agency, or the Executive Director's designee.
- (e) Seat 5 shall be held by the Director of the Department of Children, Youth, and Their Families, or the Director's designee.
- (f) Seat 6 shall be held by the General Manager of the Public Utilities Commission, or the General Manager's designee.
- (g) Seat 7 shall be held by the Director of the Department of Human Resources, or the Director's designee.
- (h) Seat 8 shall be held by the Director of the Department of Public Health, or the Director's designee.
- (i) Seat 9 shall be held by the Director of Public Works, or the Director's designee.
- (j) Seat 10 shall be held by the Director of the Department of Homelessness and Supportive Housing, or the Director's designee.
- (k) Seat 11 shall be held by the Chief Adult Probation Officer, or the Chief Adult Probation Officer's designee.
- (l) Seats 12, 13, 15, and 16 shall be held by public representatives, who at the time of their appointments are employed by Nonprofit Corporations that provide workforce development services to low-income San Francisco residents.
- (m) Seats 14 and 17 shall be held by public representatives who are affiliated with a labor organization and have leadership experience and demonstrated expertise in workforce development systems, policies, and programs, including registered apprenticeship programs.

### 4.2 Appointments

Seats 2 – 11 are appointed through the governing legislation.

Seats 12, 13, and 14 shall be appointed by the Mayor. Seats 1, 15, 16, and 17 shall be appointed by the Board of Supervisors. There are no restrictions on reappointments

### 4.3 One Vote

All Members shall have one vote regardless of their seat number.

4.4 Term of appointment

Members in Seats 1 – 11 do not have a term end date. Members in Seats 12 – 17 are appointed for a three-year term. There are no restrictions on reappointments.

4.5 Tenure on Committee

Unless removed pursuant to Section 4.8, the tenure of the Members of the Alignment Committee shall be as follows:

Member in Seat 1 shall remain on the Alignment Committee until they are no longer a member of the Board of Supervisors or a City employee with Departmental approval to serve, or until the Board elects to replace them, whichever first occurs.

Members in Seats 2 – 11 shall remain on the Alignment Committee as long as they retain their official City positions. Once a Member in Seat 2 through 11 leaves their position, the seat shall be filled by the new holder of the specified City position.

Alignment Committee Members holding Seats 12 - 17 shall remain on the Committee until:

- a. their term expires and the appointing authority has appointed a successor;
- b. they resign in writing, with resignation effective 30 days after submission of resignation in writing;
- c. they no longer hold the status for membership on the Alignment Committee under which they were appointed (e.g., employee of a nonprofit organization providing workforce development services), as determined by the Chairperson; or
- d. they are removed from the Alignment Committee for cause.

4.6 Change of Member affiliation

Any Member who experiences a change of professional affiliation (e.g., by terminating employment with the entity that the member was affiliated with at the time of appointment) shall immediately inform the Chairperson of such change. At the Chairperson's discretion, the Member may continue to serve on the Alignment Committee if the new affiliation is within the same membership category (e.g., nonprofit, labor organization) and if the new affiliation allows the Member to continue to fulfill his or her Alignment Committee responsibilities with the same level of effectiveness as before.

4.7 Resignation of membership

Holders of Seats 1 – 11 may not resign membership. Holders of Seats 12 – 17 may resign from membership by submitting written notice to the Secretary at least thirty (30) days prior to the effective date of the resignation.

#### 4.8 Removal from membership

Failure of a Member to attend, either as self or via designated alternate, at least half of the regularly scheduled meetings of the Alignment Committee during a calendar year shall result in the Member being deemed to have resigned from the Committee. In that event, the Chairperson shall notify the Member's appointing authority of the vacancy on the Committee created by the constructive resignation. If the Member who is deemed to have resigned is a head of a City Department, the head of the Department who is deemed to have resigned shall appoint another representative of the Department to fill the vacancy.

In addition, any Member may be recommended for removal from membership by a vote of two-thirds of the Members present and voting.

Reasons for removal include a failure to attend two (2) consecutive meetings without prior notification to the Secretary and without a designated alternate ("unexcused absences"); failure to meet fiduciary duty; and/or egregious or hostile acts towards other Members or members of the public.

Once the Alignment Committee has voted to recommend removal of a Member, the following procedures shall be followed:

- a. A notice shall be sent by prepaid first class or registered mail to the most recent address of the Member, as shown on the Alignment Committee's records, setting forth the action to be taken, the reasons for the action, and the date, time and place of the hearing provided for in this section. Such notice shall be sent at least fifteen (15) days before the proposed effective date of termination.
- b. The Member proposed for removal shall be given an opportunity to be heard, either orally or written, at a hearing to be held not fewer than five (5) days before the effective date of the proposed removal. The hearing will be held before the Alignment Committee.
- c. Following the hearing, the Alignment Committee shall decide whether or not the Member should be removed. The decision of the Alignment Committee shall be final.

In the event a Department Head is removed by vote of the Alignment Committee, the Chairperson will identify an appropriate designee for the Department.

#### 4.9 Vacancies

Any vacancies on the Alignment Committee will be filled in accordance with section 4.1 of this document ("Membership"). Where the vacancy is in an unexpired term, the appointment shall be for the remainder of the term.

#### 4.10 Designated Alternates

Where a Member is unable to attend an Alignment Committee meeting, the Member may, upon written notice to the Chairperson and Secretary in advance of the meeting, appoint a Designated Alternate to attend on the Alignment Committee member's behalf. Designated Alternates for a single meeting must be from the same organization and must meet the same Membership criteria as the Alignment Committee member, and must be appointed in conformance with Designated Alternate Procedures, including any ethics and disclosure requirements for City officers in effect at that time.

If an Alignment Committee member intends to designate an alternate for more than one meeting in a one-year period (February 1 – January 31), then the Alignment Committee member may, upon written approval by the Chairperson, appoint a Designated Alternate to attend on his or her behalf. The Designated Alternate must be from the same organization and must meet the same Membership criteria as the Alignment Committee member. The Designated Alternate must be sworn in by the Mayor's Liaison to Commissions and Appointments and must submit ethics and disclosure requirements for City officers in effect at that time.

4.11 Annual Statement of Economic Interests

Members and Designated Alternates must submit to the Secretary, upon their appointment to the Alignment Committee, and annually during their membership, any documents required by federal, state or local laws governing conflicts of interest, including but not limited to a completed and signed Statement of Economic Interests if applicable.

5.0 **Officers of the Certified Local Workforce Development Board and Support Functions**

5.1 Officers

The Officers of Alignment Committee shall consist of a Chairperson. The Mayor may appoint a co-chair or co-chairs to serve with the Chairperson.

5.2 Chairperson

- a. The Chairperson is the Director of Workforce Development, who is the employee designated by the Director of the Office of Economic and Workforce Development to assist Workforce Investment San Francisco (WISF) and the Alignment Committee with planning and coordination of workforce development services in the City.
- b. The Chairperson shall preside at all meetings of the Alignment Committee and any sub-committees.
- c. The Chairperson shall make appointments to any sub-committees.
- d. The Chairperson shall serve as an ex-officio member of all sub-committees, including the Executive Committee, with full voting privileges.
- e. The Chairperson shall approve signatories for bank accounts and contracts related to the Alignment Committee.

5.3 Co-Chairperson or Co-Chairpersons

The Co-Chairperson or Co-Chairpersons may be appointed by the Mayor for an indefinite term. The Chairperson shall consult the Co-Chairperson(s) regarding the setting of agendas, policy priorities and other duties of the Chairperson but shall retain final decision-making authority regarding the execution of the Chairperson's duties.

5.4 Support Functions provided by OEWD

A staff person from OEWD's Workforce Division shall be designated Secretary and support the Alignment Committee as described below:

- a. The Secretary shall attend all meetings of the Alignment Committee and its sub-committees and shall record all votes and the minutes of such meetings, to be kept at all times in accordance with state and local public meeting laws. The Secretary shall provide for the recording of all votes and proceedings of Sub-Committees.
- b. The Secretary shall at all times keep the original copy of the agendas and minutes of the Alignment Committee and its Sub-Committee meetings, Bylaws and other business records of the Alignment Committee.
- c. The Secretary shall give and document such notices as required by state and local public meeting access laws and these Bylaws.

**6.0 Sub-Committees of the Committee on City Workforce Alignment**

6.1 Guiding principles

- a. The Sub-Committees shall:
  - 1. Conduct public hearings and take public testimony when needed to ensure that all viewpoints are considered, and in all cases when required by statute or regulation.
  - 2. Provide the Alignment Committee with readily available expertise regarding the policies and direction of the Alignment Committee.
  - 3. Review staff recommendations during appropriate public hearings and advise the Alignment Committee and the sub-committees regarding action to be taken.
  - 4. Provide for broad community participation in Alignment Committee activities.
- b. Members of Sub-Committees who are not Members of the Alignment Committee as set forth in section 4.0, above, shall be appointed by the Chairperson. Where the appointee is a City staff person, the appointment is subject to approval by the person's Department Head. Members of Sub-Committees may be voting members of the Sub-Committee to which they are assigned, but membership in a Sub-Committee shall not confer membership or voting privileges in the Alignment Committee.
- c. It shall be the responsibility of each Sub-Committee to establish its schedule for meeting and to ensure that all interested parties are provided with adequate notice of such schedules in conformance with



public meeting laws. Committee Chairpersons may delegate such responsibilities to OEWD staff.

6.2 Executive Committee

At the direction of the Chairperson, an Executive Committee may be established as a Sub-Committee. The Chairperson shall convene and staff the Executive Committee and have voting privileges per Section 5.2. In addition to the Chairperson, such Executive Committee shall be comprised of not more than six (6) Members of the Alignment Committee, all of whom shall be appointed by the Chairperson. The total number of Members appointed by the Chairperson, if less than six (6), shall be either two (2) or four (4). The Executive Committee shall review the work plans of other Sub-Committees, ensure coordination of the work of all Sub-Committees and hear reports on their progress. The Executive Committee shall hear and review matters from other Sub-Committees. In addition, the Executive Committee may make recommendations for action to the Alignment Committee as Consent Calendar items, pursuant to Section 7.2.

6.3 Other Committees

From time to time, the Chairperson may establish ad hoc Sub-Committees to accomplish specific projects. The need for such sub-committees will be determined by the Chairperson, along with their composition, membership and structure.

Members of Sub-Committees who are not Members of the Alignment Committee as set forth in section 4.0, above, shall be appointed by the Chairperson. Where the appointee is a City staff person, the appointment is subject to approval by the person's Department Head. Members of Sub-Committees may be voting members of the Sub-Committee to which they have been assigned, but membership in a Sub-Committee shall not confer membership or voting privileges in the Alignment Committee.

6.4 Term of appointment

Unless otherwise specified in the request to serve as a member of any Sub-Committee, the term of appointment will be indefinite, except that if a Sub-Committee Member ceases to be a member of the Alignment Committee, that Member's continued appointment to a Sub-Committee is at the discretion of the Chairperson, in consultation with any Co-Chairpersons.

7.0 **Meetings of the Alignment Committee & Sub-Committees**

7.1 Agenda

The Agenda shall be set by the Chairperson, in consultation with any Co-Chairpersons. Members may request that an item be placed on the agenda through the Chairperson.

7.2 Regular Meetings

- a. Regular meetings of the Alignment Committee shall occur at least once in each calendar quarter, i.e., April, July, October, and January on the last Wednesday of every month. The future schedule of meeting dates and locations may be determined by the Chairperson and will be published annually no later than November 30 of the prior year. Consideration for other OEWD policy bodies' meeting schedules will be incorporated into the regular meeting schedule. Notice of any change to scheduled dates and locations will be provided to Members and to the public at least ten (10) days in advance of the meeting.
- b. Executive Committee: If established, the Executive Committee shall establish a meeting schedule. Executive Committee meetings may be held in conjunction with meetings of the Alignment Committee.
- c. Other Committees: Other committees shall establish a regular meeting schedule in accordance with their particular function.

### 7.3 Special meetings

- a. A special meeting of the Alignment Committee may be called by the Chairperson or by the Executive Committee. In addition, five percent or more of the Members may call a special meeting of the Members for any lawful purpose.
- b. Executive Committee: The Chairperson, the Co-Chairperson, or any two City Department Heads on the Executive Committee may call special meetings of the Executive Committee.

### 7.4 Notice of meetings

Notices of Alignment Committee meetings, and of Executive Committee and other Sub-Committee meetings, shall include the date, time and location of the meeting as well as an agenda containing a brief, concise and non-technical description of items to be considered, in conformance with public meeting laws.

- a. Regular meetings  
Written notice of all regular meetings of the Alignment Committee, Executive Committee and Sub-Committees shall be sent to Members not less than seven (7) days before the date of the meeting, provided the notice is mailed with first-class postage, or by facsimile, or e-mail, sent to the Members' addresses as shown on the records of the Alignment Committee, or, if it is not so shown on such records or is not readily ascertainable, at the place at which the meetings of the Alignment Committee are regularly held. Any such notice shall be deemed to have been given at the time when delivered

personally or deposited in the mail or sent by other means of written communication.

b. Special meetings

A written notice of the time and place of special Alignment Committee, Executive Committee and Sub-Committee meetings shall be delivered personally to each Member by facsimile, e-mail, telegraph or first-class mail, with charges prepaid, to the Member's address as shown on the records of the Alignment Committee, or, if it is not so shown on such records or is not readily ascertainable, at the place at which the meetings of the Alignment Committee are regularly held. In case such notice is mailed, it shall be deposited in the United States mail at least four (4) days prior to the time of the holding of the meeting. In case such notice is delivered personally by facsimile or e-mail, it shall be so delivered at least seventy-two (72) hours prior to the time of the holding of the meeting.

c. Public notice

The Secretary shall mail copies of notices for all regular and special Alignment Committee, Executive Committee, and Sub-Committee meetings to interested parties, and arrange for the posting of the notices in the San Francisco Public Library, on the Office of Economic and Workforce Development website, at the meeting location, and in a location freely accessible to members of the public at least seventy-two (72) hours before the meeting.

Explanatory documents referred to in the notices will be made available for public inspection at the Workforce Development office during normal business hours, and posted on the Office of Economic and Workforce Development website with the agenda if they are one page or less in length.

7.5 Quorum

No action may be taken at a meeting that lacks a quorum. If a Member cannot attend, the Member may, in accordance with the Designate Alternate Procedures, designate an alternate to attend who meets the same Membership criteria and who is prepared to participate in the meeting in the same manner as the Member.

a. Constitution of a quorum

1. Alignment Committee: At all meetings of the Alignment Committee, a quorum shall consist of a majority of the seated members of the Alignment Committee. For a motion or other transaction to be adopted by the Alignment Committee, it must be supported by 51% of seated Alignment Committee Members.

2. All Committees: The presence of a majority of the Members at a meeting of each Sub-Committee shall constitute a quorum.

b. Failure to achieve a quorum

When a quorum is not achieved, the only official actions that the body may take are to (1) fix the time to which adjourn, (2) adjourn the meeting, (3) recess the meeting, or (4) take measures to secure a quorum. Neither the Alignment Committee nor any of its Sub-Committees may take action on agenda items without a quorum. However, Members may remain to discuss any matter with the public but should make clear that their discussions do not constitute a meeting and that the Committee may take no action. Any documents collected, notes taken or recording made may be presented at the next meeting of the body to become part of the Committee's record.

7.6 Use of Technology

All Alignment Committee meetings shall be conducted in conformance with the Ralph M. Brown Act, California Government Code Section 54960, et. Seq. as amended and the San Francisco Sunshine Ordinance, Chapter 67 of the San Francisco Administrative Code, both of which address the use of technology for board member participation, as well as any State and Local requirements regarding the use of technology to promote Board member participation in meetings under special conditions (e.g., public health emergency).

7.6 Public testimony on agenda items

Public comment is required before action can be taken on an agenda item. The Chairperson may limit time for the public testimony to three (3) minutes per individual.

7.7 Public testimony on other matters

Time shall be scheduled on the meeting agenda, after conclusion of other business and prior to adjournment, for public testimony on matters appropriate to the responsibilities of the Alignment Committee but not stated on the agenda. The Chairperson may limit time for the public testimony to three (3) minutes per individual.

7.8 Action on items not on the agenda

Action shall not be taken at any regular meeting of the Alignment Committee on items not on the agenda except as allowed by California Government Code Section 5494.2(b) and Administrative Code Section 67.7(e). Action shall not be taken at any special meeting of the Alignment Committee on items not on the agenda.

7.9 Meeting minutes and materials

Draft meeting minutes and final meeting materials of the Alignment Committee shall be available for public inspection no later than 10 business days after the meeting.

## 8.0 **Voting by Members**

### 8.1 Procedures

All Members of the Alignment Committee, the Executive Committee, or a Sub-Committee may make motions and vote except as restricted by these Bylaws or by law. Each Member shall be entitled to one vote on each matter submitted to a vote of the relevant body.

Voting at a meeting of the Alignment Committee, Executive Committee or a Sub-Committee may be by voice, show of hands, or by ballot.

### 8.2 Consent Calendar

The Executive Committee may present recommendations for action to the Alignment Committee on a Consent Calendar. Notice of Consent Calendar recommendations shall be provided with notice of meetings pursuant to section 7.4 of these Bylaws. Each member shall be entitled to affirm the action or to oppose the action to adopt the Consent Calendar recommendations.

### 8.3 Restrictions

- a. No Member shall vote on, or participate in the discussion of, any portion of a plan, a contract, a subcontract, or any other matter that relates to the provision of services by such Member, or an entity represented by such Member, or that would provide financial benefit to the Member or to the immediate family of such Member.
- b. No Member may engage in any other activity that would violate federal, state, or local conflict of interest laws.

### 8.4 No Abstentions

All Members are required to vote unless excused from voting by a motion adopted by a majority of the Members present, or unless voting on the matter would violate the restrictions of Section 8.3 of these Bylaws. In the case where a vote would violate the restrictions of Section 8.3, a Member may announce their abstention from voting.

## 9.0 **Amendments to & Matters Not Addressed in the Bylaws**

The Bylaws may be amended at any meeting of the Members at which a quorum is present by an affirmative vote of a majority of the Members present, provided that notice of any proposed amendment is explicit and is included with the materials for the meeting received at least thirty (30) days in advance of the meeting.

Matters not discussed in the Bylaws will be resolved under the provisions of Robert's Rules of Order.

## 10.0 **Coordination with Workforce Investment San Francisco (WISF)**

Per San Francisco Administrative Code Chapter 30, WISF intends to coordinate with the Alignment Committee to ensure that the goals of WISF are incorporated into the five-year Citywide Workforce Development Plan produced by the Alignment Committee and that public sector expertise is incorporated into WISF decision-making. WISF will be responsible for reviewing and commenting on the five-year Citywide Workforce Development Plan and biennial updates to the Citywide Workforce Development Plan produced by the Alignment Committee.