

Priority Hire Implementation and Advisory Committee Charter

Department of Finance and Administration
**PRIORITY HIRE
IMPLEMENTATION AND ADVISORY COMMITTEE CHARTER**

VISION

City projects go beyond the minimum requirements of Priority Hire (laying the groundwork for sustaining and institutionalizing the practice).

City projects hit their Priority Hire targets so people in distressed ZIP codes, people of color, and women are getting into and/or staying in City public works jobs.

The Priority Hire Advisory Committee is:

- Bringing members' expertise to bear on creating a Priority Hire pathway/pipeline;
- Ensuring transparency and supporting Priority Hire's implementation through a communications plan;
- Capturing stories of success and identifying evidence-based best practice(s);
- Looking out for unintended consequences;
- Making investment recommendations to the City about barrier remediation for people of color and women in the trades.

City projects with Priority Hire requirements are efficient, effective, and meet their budgets.

Priority Hire serves as a model for other agencies/sectors.

REPRESENTATION

The Priority Hire Advisory Committee membership, further referenced as "committee," is appointed by the Mayor. Each appointment shall be for two years. The Mayor may then re-appoint those individuals who wish to continue their service and/or may seek new individuals. The Mayor will appoint no less than two and no more than three representatives from each of the following interest groups:

1. Construction trade labor unions
2. Community organizations with a mission to represent worker interests
3. Contractors, including at least one WMBE firm
4. Apprentice and pre-apprentice training programs who are eligible to refer candidates under the City's executed Community Workforce Agreement (CWA), and
5. Technical advisors (not required members but also chosen by the Mayor).

There are no alternates.

ROLES AND RESPONSIBILITIES

Committee Members agree to:

1. Attend all regularly scheduled meetings in-person.

Committee members should notify in advance that they are not able to attend and those who cannot attend will do their best to share input with other committee members in advance. The committee may set a minimum number of meetings committee members must attend in order to maintain their standing on the committee. Meetings will be pre-scheduled and agendas will be sent in advance. If there are multiple members who cannot attend, the City will try to accommodate by changing the meeting date.

2. Arrive at each meeting prepared to discuss the issues on the agenda, including reviewing

Priority Hire Implementation and Advisory Committee Charter

meeting summaries, technical information, and document drafts that are distributed in advance.

3. Fully participate in meetings and articulate views based on their experience and expertise as well as the views of their community of interests, such as the organization, or specific constituency they represent as a member of the committee.
4. Present the views of their constituencies on issues being discussed. Members must engage in respectful, constructive dialogue with other members of the group.
5. Strive to bridge gaps in understanding, seek creative resolution of differences, and commit to providing thoughtful input.
6. Stay in contact with relevant and interested stakeholders (both individuals and groups) to learn of current constituency concerns and/or provide constituents with updates on meeting work products and meeting discussions.

Advisory Committee Primary Responsibilities		
Reviewing Priority Hire Progress Data	Advising on Priority Hire Implementation	Two-way Communication
<ul style="list-style-type: none"> • Progress Performance Reports including pipeline status data and information • Upcoming projects • JAC updates • Program updates 	<ul style="list-style-type: none"> • Develop process or policy recommendations to address <u>programmatic</u> issues, gaps, needed improvements • Develop process or policy recommendations to address <u>systemic</u> issues, gaps, needed improvements • Find and describe innovations in implementation • Advise the Director of FAS on the process for hiring priority workers through collaboration of contractors, union dispatch and the City Jobs Coordinator • Generate recommendations and findings for a written annual report to the Director of FAS for submission to Mayor and City Council 	<ul style="list-style-type: none"> • Inform constituency about ordinance, status of implementation, and basis for PHAC recommendations • Seek constituency's view about how priority hire is working • Seek constituency input on issues under discussion by PHAC • Share relevant upcoming events

ADVISORY COMMITTEE OPERATIONS

Ground Rules

To effectively accomplish its mandate, each committee member agrees to:

- Allow all voices to be heard
- Hold the interest of the whole – act as a team
- Reflect first before speaking and speak and act respectfully
- Share what she/he is thinking, feeling, knows
- Clarify her/his expectations and assumptions
- Explore interests, issues and differences for understanding
- Stay open to other views and remain flexible

Priority Hire Implementation and Advisory Committee Charter

- Call for a pause - take intentional breaks and caucus when needed
- Not rush to decide and check for agreement

Meetings

1. FAS will convene the committee once a month for six months, and future meetings will be held at least quarterly. The Committee may determine a need for a sub-committee and include City staffing when available.
2. Participation in discussions will be restricted to the members seated at the table, except when an open-floor is specifically itemized into the agenda.

Committee Decision Making

The committee chooses to work toward consensus by using a process that explores all views, concerns and interests, and generates alternate proposals in order to find common ground. The committee agrees to:

1. Engage in sharing information/ be explicit with each other.
2. Try for consensus but identify all positions even if not in full agreement
 - a) Conduct open voting indicating approval, acceptable/acceptable with questions and/or reservations, or not acceptable (thumbs up, sideways, down).
 - b) Explore thumbs sideways or down and ask for proposals to bring nays to “can live with it.”
 - c) Vote on proposals to check for full consensus and proceed with understanding of all positions even if not in full agreement (exception of one).

After discussing dissenting opinions, alternate proposals may be generated from the group to see if full agreement can be reached through subsequent voting. A final decision from the PHAC may occur with a majority and a minority opinion, since there is value in the City hearing dissenting opinions.

Meeting Facilitation

FAS will provide meeting facilitation. In close coordination with the project team, the facilitator will:

1. Formulate the agenda for all meetings and facilitate committee meetings.
2. Keep the discussion highly focused on track with the agenda and close off digressions.
3. Grant the speaking authority to the members, such that only one person will speak at a time and no one will interrupt another.
4. Prohibit any personal attacks or statements that give the appearance or tone of blaming others for specific actions or outcomes.
5. Identify and synthesize points of agreement and disagreement and communicate these in the form of written meeting summaries (see below for further detail).
6. Coordinate any necessary fact-finding required.
7. Coordinate the preparation of single-text drafts of key documents between meetings to serve as a basis for deliberations.
8. Ensure compliance with all ground rules.
9. Serve as a confidential communication channel for members and observers who wish to express views but do not feel comfortable addressing the full group.
10. Advocate for a fair, effective, and credible process, but remain utterly nonpartisan with respect to the outcome of the deliberations.

Priority Hire Implementation and Advisory Committee Charter

RESPONSIBILITIES OF CITY PURCHASING AND CONTRACTING SERVICES (CPCS)

1. CPCS staff will participate in the meetings, support the committee and attend meetings, develop the agenda, facilitating discussions, meeting facilitation as needed and administrative support, including documenting deliberations and presenting information.
2. Labor Equity staff will provide information to the committee including data, progress reports, and work plans.
3. Provide committee with meeting schedule and location at least two weeks prior to each meeting, unless an emergent need arises;
4. Provide direction, purpose, and attend meetings;
5. Prepare meeting agendas and materials to support the committee's work through the agenda;
6. FAS will prepare a summary of each meeting, to include key discussion items, areas of agreement or disagreement without attribution. FAS will send a draft to members after each meeting. Approval of the summary will occur at the following meeting, after CPCS notes any additions, corrections, or clarifications. If substantial changes are made, a revised version will be issued. The summary will include a list of those in attendance.
7. Meeting summaries will be made available to the public review upon final approval by FAS and the committee.

Annual Report

FAS will be responsible for the production of the report and the iterations thereafter until the committee is prepared to adopt the report. This report will provide a review of existing progress from the perspective of each interest group and the committee at large, and any recommendations or findings the committee wishes to offer related to the program. The CPCS Director will forward the report to the Mayor and City Council.

COMMUNICATION

Any media requests, inquiries or outreach shall be directed to CPCS.

PUBLIC PARTICIPATION

This committee may be of interest to the public, observers, other public agencies, and other advocates or interested advisors. Members of the public are invited to attend any meeting, and may actively speak, participate or comment at those times when prescribed within the meeting agenda. All meeting minutes and agendas will be available on-line for public view.