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SCOTT MINNIX
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

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"Trusted Partner and Provider of Choice"

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November 30, 2018

To: Supervisor Sheila Kuehl, Chair
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Scott Minnix
Director

A handwritten signature in blue ink that reads "Scott Minnix".

FAIR CHANCE COUNTY CONTRACTOR IMPLEMENTATION - BUSINESSES CONTRACTING WITH THE COUNTY (ITEM #18, AGENDA OF MAY 29, 2018)

On May 29, 2018, your Board approved Board Policy 5.250 (Fair Chance Employment) and instructed the Director of Internal Services Department (ISD), along with other relevant departments, to report back on the impact of the policy six months after the Fair Chance Employment Policy Implementation Guidelines have been developed, and again after a one-year period.

As indicated in the Department of Human Resources' October 2, 2018, memo to your Board, ISD issued Fair Chance Employment Policy 5.250 Implementation Guidelines (on June 5, 2018), and updated the model documents (on June 7, 2018) to include Fair Chance employment contract and solicitation language. Additionally, the Fair Chance Contractor Workgroup (Contractor Workgroup) reconvened to develop a methodology to accurately measure the impact of the subject Board policy in decreasing barriers to employment through County contracts. The Contractor Workgroup, through regularly scheduled meetings, developed a contractor survey which was sent to all registered County vendors on August 28, 2018, to identify and capture data on the efficacy of the County's Fair Chance Employment Policy. To date, the Contractor Workgroup received 441 responses and found the following:

- 61 percent of respondents indicated that their firm conducts backgrounds checks and/or inquiries into or considers the criminal conviction history of its applicants;
- 77 percent of respondents indicated that their firm had a hiring process consistent with California Government Code Section 12952, Employment Discrimination: Conviction History prior to it being required by law and County Policy 5.250 (Fair Chance Employment);

- 55 percent of respondents indicated that their firm changed its hiring practices to comply with the adoption of California Government Code Section 12952 and/or County Policy 5.250 (Fair Chance Employment);
- 24 contractor employees with criminal convictions were hired to work on County contracts from May 29, 2018, through August 28, 2018, compared to 22 contractor employees hired with criminal convictions during the same three-month time period in 2017;
- 13 firms indicated having to notify an applicant (from May 29, 2018 through August 28, 2018) of a preliminary decision that the applicant's criminal conviction(s) disqualified the applicant from employment; of those, six applicants responded with information challenging the firm's basis for the preliminary decision to disqualify, and five applicants were eventually hired to work on County contracts after a secondary employment review was performed.

The Contractor Workgroup analyzed survey results obtained from the three-month reporting period and determined that the minimal increase in employment of individuals with criminal convictions is likely attributed to 77 percent of respondents having indicated that their firm had a hiring process consistent with California Government Code Section 12952 prior to it being required by law and County Policy 5.250. The Contractor Workgroup will revise its survey questions to capture additional hiring data from contractors and will expand the survey period by six additional months. As requested by your Board, the Contractor Workgroup will continue to measure the impact of the County's Fair Chance Employment Policy for the next six months and will provide a follow-up report six months from the date of this report.

ISD would like to thank all of the departments that provided assistance with this effort.

If you have any questions, please contact me at (323) 267-2101, via email: sminnix@isd.lacounty.gov, or your staff may contact Christie Carr of my staff at (323) 267-3101, via email: CCarr@ISD.lacounty.gov.

SM:JS:CC
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c: ISD Board Deputies
Chief Executive Officer
Chief Operating Officer
County Counsel
Department of Consumer and Business Affairs
Department of Health Services
Executive Office, Board of Supervisors
Workforce Development, Aging and Community Services
Los Angeles County Public Works



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"Trusted Partner and Provider of Choice"

June 12, 2019

To: Supervisor Janice Hahn, Chair
Supervisor Hilda Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Kathryn Barger

From:  Scott Minnix
Internal Services Department

FAIR CHANCE COUNTY CONTRACTOR IMPLEMENTATION - BUSINESSES CONTRACTING WITH THE COUNTY (ITEM #18, AGENDA OF MAY 29, 2018)

On May 29, 2018, your Board approved Board Policy 5.250 (Fair Chance Employment) and instructed the Director of Internal Services Department (ISD), along with other relevant departments, to report back on the impact of the policy six months after the Fair Chance Employment Policy Implementation Guidelines were developed, and again after a one-year period. This is ISD's one-year report back on Fair Chance Employment as it relates to County contractors.

As indicated in the Internal Services Department's November 30, 2018, report back to your Board, the Fair Chance Contractor Workgroup, developed a contractor survey which was sent to all registered County vendors on August 28, 2018, to identify and capture data on the efficacy of the County's Fair Chance Employment Policy. The Contractor Workgroup received a total of 441 responses from the first Fair Chance contractor survey which incorporated a three-month reporting period. These results were reported to your Board on November 30, 2018.

Since the last report back to your Board, the Contractor Workgroup continued to measure the impact of the County's Fair Chance Employment Policy as it relates to decreasing barriers on employment in our County contracts. The Contractor Workgroup revised its survey questions to capture additional hiring data from contractors and expanded the survey period by six additional months. The second survey was again sent to all

registered County vendors on May 22, 2019. To date, the Contractor Workgroup received an increased number of responses totaling 503, and summarized the following:

- 59% of respondents indicated that their firm conducts background checks and/or inquiries into or considers the criminal conviction history of its applicants;
- 66% of respondents indicated that their firm changed its hiring practices to comply with the adoption of California Government Code Section 12952 and/or County Policy 5.250 (Fair Chance Employment);
- 2,280 Live Scans have been performed by County contractors for County contractor employees working on County contracts since May 29, 2018;
- 197 contractor employees with criminal convictions were hired to work on County contracts in the last 6 months (Sept. 1, 2018 – Feb. 28, 2019), compared to 24 contractor employees hired with criminal convictions during the last reporting period of 3 months (May 28, 2018 – August 28, 2018);
- 21 firms indicated having to notify an applicant (Sept. 1, 2018 – Feb. 28, 2019) of a preliminary decision that the applicant's criminal conviction(s) disqualified the applicant from employment; after a secondary employment review was performed 16 applicants were eventually hired to work on County contracts.

The Contractor Workgroup analyzed the survey results obtained from the expanded six-month reporting period and determined that there has been an 88% increase in employment of individuals with criminal convictions. This significant increase is likely attributed to the 66% of firms who have changed their hiring practices to comply with the adoption of California Government Code Section 12952 (an 11% increase from our last report). The increase may also be attributed to implementation of County Policy 5.250 (Fair Chance Employment) which requires County departments to include standard Fair Chance language in both solicitations and contracts that ensures contractors and its subcontractors comply with Fair Chance laws.

Additionally, as a component of the County's Fair Chance Hiring Campaign and to encourage contractors to give justice-involved individuals a Fair Chance at employment by "Banning the Box", ISD is incorporating Fair Chance content on the County's public facing Doing Business with Us website which is scheduled to launch in June 2019. It is anticipated that this will create greater awareness on the County's Fair Chance Policy and subsequently promote a fair hiring process by County contractors.

June 12, 2019
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In conclusion, the newly adopted Fair Chance Laws and County Policy has resulted in an increase in employment of individuals with criminal convictions, as shown through the data collected over the past 12 months.

As requested by your Board, ISD has provided a six-month report back on the progress of County contracts as it relates to the policy being approved on May 29, 2018 and once again at the one-year mark. ISD will continue reporting Fair Chance efforts as it relates to County contractors through the Department of Human Resources Fair Chance Quarterly Report to your Board. If you have any questions, please contact me at (323) 267-2101, via email: sminnix@isd.lacounty.gov, or Christie Carr, of my staff at (323) 267-3101, via email: CCarr@ISD.lacounty.gov.

SM:SH:MO:CC:LG:ct

c: Chief Executive Office
County Counsel
Department of Consumer and Business Affairs
Department of Health Services
Workforce Development, Aging and Community Services
Public Works of Los Angeles County