

COMMUNICATION FROM CHAIR, PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE relative to creating a centralized program that would handle the processing of applications and oversight of any disciplinary procedures determined to be necessary in connection with the Department of Animal Services' (DAS) volunteer recruitment and management programs.

Recommendation for Council action, pursuant to Motion (Koretz – O'Farrell – Blumenfield):

INSTRUCT the Chief Legislative Analyst (CLA) to review the City's volunteer programs to determine their current strengths and weaknesses and make recommendations with regard to the possibility of creating a centralized program that would, at a minimum, handle the processing of applications and oversight of any disciplinary procedures determined to be necessary, and to report within 60 days in regard to said review.

Fiscal Impact Statement: Neither the City Administrative Officer nor the CLA has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On October 24, 2022, the Chair of the Personnel, Audits, and Animal Welfare (PAAW) Committee considered a Motion (Koretz – O'Farrell - Blumenfield) relative to creating a centralized program that would handle the processing of applications and oversight of any disciplinary procedures determined to be necessary in connection with the DAS' volunteer recruitment and management programs. According to the Motion, the City has established a Volunteer Bureau within the Mayor's Office and the Volunteer Trust Fund No. 892 as a repository for funds dedicated for use in support of the City's volunteer programs.

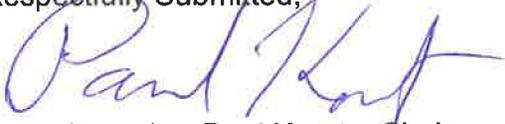
During the COVID-19 pandemic, the focus of the Volunteer Bureau (now known as VolunteerLA) has been the Disaster Service Worker Volunteer (DSWV) program which has provided assistance to a variety of pandemic-related programs run by the City and associated nonprofit organizations. As reported by the Personnel Department in 2017 in response to a 2014 budget motion (Council File No. 14-0600-S140), no volunteer program currently exists that provides a standardized City-wide procedure for recruiting and processing volunteers. The City Personnel website does provide a limited list of internship/volunteer positions posted for consideration and is available to individual departments for advertising their volunteer needs.

Volunteers in the City are recruited and processed by those individual departments as the need arises. Departments utilizing volunteers often reach out to groups and locations previously identified to have provided volunteers in the past. At times, Departments have

provided the Volunteer Bureau/VolunteerLA with rosters of their volunteers for coordination and insurance purposes and did so for the DSWV program, but they are not doing so at present.

During a recent review of volunteer practices in the DDAS, questions regarding the volunteer application and disciplinary processes have arisen which suggest the possibility that a more centralized City volunteer program might prove useful for streamlining and adding independent oversight to those processes, respectively. The City should review the potential utility of centralizing aspects of its volunteer recruitment and management programs with the goal of strengthening, standardizing and streamlining the overall program. After consideration and having provided an opportunity for public comment, the Committee Chair moved to recommend approval of the Motion. This matter is now submitted to Council for its consideration.

Respectfully Submitted,



Councilmember Paul Koretz, Chair
Personnel, Audits, and Animal Welfare Committee

COUNCILMEMBER VOTE	
KORETZ:	YES
HARRIS-DAWSON:	ABSENT
BONIN:	ABSENT

ARL
10/24/22

-NOT OFFICIAL UNTIL COUNCIL ACTS-