

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 06, 2023

CAO File No. 0220-06035-0001

Council File No. 22-1262

23-0600-S23

Council District: Citywide

To: Mayor
Council

From: *Yplenda Chavez*
for Matthew W. Szabo, City Administrative Officer

Reference: Community Investment for Families transmittal dated October 17, 2023; Received by the City Administrative Officer on November 3, 2023

Subject: **INCLUSION OF INDIGENOUS LANGUAGES IN THE IMPLEMENTATION OF THE CITYWIDE LANGUAGE ACCESS PLAN**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Note and file Community Investment for Families Department (CIFD) transmittal dated October 17, 2023;
2. Instruct CIFD and other City departments, as appropriate, to collect data on indigenous languages within their service areas;
3. Instruct all City departments to incorporate provisions of services for indigenous languages into their Department Language Access Plan (Department LAP) and delivery of services;
4. Authorize the General Manager of the CIFD, to prepare and release a Request for Qualifications to establish a list of qualified vendors to provide indigenous language services and other necessary language services including but not limited to translation, interpretation, training, and consultation;
5. Authorize by resolution, subject to allocation by the Board of Civil Service Commissioners, one (1) Management Analyst, Class Code 9184-0, through June 30, 2024 to be employed in the CIFD for the implementation of the Citywide Language Access Plan;
6. Request the Controller to transfer \$50,143.32 within CIFD Fund 100/21, from Account No. 003040, Contractual Services to Account No. 001010, Salaries, General to support one Management Analyst position for six months; and

7. Authorize the General Manager of CIFD, or designee, to prepare Controller instructions and/or make technical adjustments as necessary to implement the actions approved by the Mayor and Council, subject to the approval of the City Administrative Officer, and request the Controller to implement the instructions.

SUMMARY

On April 21, 2023, the Council instructed the Community Investment for Families Department (CIFD) to engage with community-based organizations (CBO) serving indigenous communities regarding the inclusion of indigenous languages in the Citywide Language Access Plan (LAP), report on the primary concerns and priorities raised from the engagement, and provide recommendations for addressing those concerns and priorities in the implementation of the Citywide LAP (C.F. 22-1262). Additionally, the CIFD was instructed to report on the implementation status of Citywide LAP, including the filling of vacant positions in the Office of Immigrant Inclusion and Language Access (OILLA) as well as any additional staffing and resources necessary for the implementation of the Citywide LAP.

Background

In December 2021, the Mayor issued Executive Directive No. 32, which established the Citywide Language Access Program (Program). In August 2022, the City released the Citywide Language Access Plan (LAP) to serve as the foundational document for the Program and as a model for City departments to develop their individualized LAPs. The 2022-23 Adopted Budget allocated funds and four (4) resolution authority positions in CIFD to implement the Program. CIFD filled two of the four positions and launched OILLA, which expands on the work of the Mayor's Office of Immigrant Affairs and oversees the implementation of the Citywide LAP as well as programs and initiatives for immigrant and refugee integration. The remaining two vacant positions were deleted in FY 2023-24.

Indigenous Languages

The CIFD conducted stakeholder engagement both virtually and in-person with various CBOs and community leaders representing indigenous languages. The stakeholders shared their concerns and priorities to facilitate the integration of indigenous languages into the Citywide LAP. The CIFD report provides the full list of concerns and priorities raised during stakeholder engagement, which include the lack of or limited resources and data available. The CIFD recommends focusing on the following three priorities: data collection, procurement, and culturally-responsive training. The Citywide LAP lists some indigenous languages prevalent in the City and the stakeholders identified a few additional languages. However, the CIFD reports that a comprehensive data collection effort is necessary to fully understand the language access needs of indigenous communities.

The CIFD recommends additional data collection on indigenous languages and the inclusion of indigenous languages in Department LAPs. The CIFD requests authority to release a Request for Qualifications (RFQ) to establish a list of qualified organizations, vendors, and/or consultants to

provide indigenous language services and other necessary language services including translation, interpretation, training, and consultation. The CIFD also requests resolution authority for three Management Analysts (MAs) to support OIILA and a corresponding transfer to their Salaries, General Account to offset the salary costs.

Staffing

Currently, there are two positions authorized in CIFD to implement the Program, one (1) Senior Project Coordinator and one (1) Management Analyst (MA). The Senior Project Coordinator oversees both immigrant and refugee-specific programs as well as the coordination and implementation of the Citywide LAP. The MA provides support for these programs and oversees the contract for the RepresentLA program, which provides free legal representation for immigrants facing removal proceedings.

The CIFD is requesting to add three (3) new MAs to assist with effective implementation of OIILA's programs and fulfill its various responsibilities. OIILA serves as the Citywide Language Access Coordinator and is responsible for coordinating interpretation and translation services; collaborating with City departments to review Department LAPs, provide feedback, and collect language access data; and reporting to the Mayor and Council on citywide language access activities and any issues facing ELL residents. OIILA is also responsible for overseeing the RepresentLA Program and for developing programs and initiatives to integrate refugee and immigrant Angelenos. CIFD is requesting one (1) Management Analyst for each of the following functions: (1) monitoring and evaluation, (2) community management, and (3) policy management.

At this time, this Office recommends providing resolution authority for one (1) MA position to assist the Senior Project Coordinator in the implementation of the Citywide LAP. This Office recommends to transfer a revised amount of \$50,143.32 to the CIFD Salaries, General Account to offset the associated salary costs for the remainder of the current fiscal year. The addition of one MA will allow CIFD to dedicate one MA for language access and one MA for immigrant and refugee-specific programs, with the flexibility to utilize either one for language access or immigrant and refugee-specific programs as needed, based on current workload. All other position requests should be addressed through the annual budget process.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund at this time. The CIFD will use the available balance from the 2022-23 budgeted funds for the Citywide Language Access Program to support six-months funding for one (1) Management Analyst. The annual ongoing cost including direct salary (\$100,287) and related costs (\$48,857) is approximately \$149,144. Funding for future years will be subject to Mayor and Council appropriation through the annual budget process.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that budgeted funds are used for intended purposes.

MWS:JLJ:02240047c