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SACRAMENTO WORKS, INC. Executive Committee

Date: Tuesday, May 25, 2010

Time: 4:00 p.m.

Place: Sacramento Employment & Training Agency
Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

AGENDA

1. Call to Order/Roll Call
2. Approval of Minutes of the April 26, 2010 meeting
3. Approval of Private Sector WIB Applications
4. Approval of Sole Source Finding for the Northern California Center of Excellence
5. Review of the May 26, 2010 Sacramento Works Board Packet
6. Adjournment

COMMITTEE MEMBERS: Bill Camp, Lynn Conner, Mark Ingram, Matt Kelly, Gary King, Kathy Kossick, Elizabeth McClatchy, Kim Parker, Kingman Tsang

DISTRIBUTION DATE: TUESDAY, MAY 18, 2010

Sacramento Works, Inc.
Executive Committee
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Monday, April 26, 2010
4:00 p.m.

1. **Call to Order/Roll Call:** The meeting was called to order at 4:05 p.m.

Members Present: Lynn Conner, Gary King, Kathy Kossick, Elizabeth McClatchy, Kim Parker, Kingman Tsang

Members Absent: Bill Camp, Mark Ingram, Matt Kelly.

Others Present: Brian Broadway, Robin Purdy, Phil Cunningham, Terri Carpenter.

Ms. Kossick reported that she received an e-mail stated that the week of July 5-9 will emphasize what workforce investment areas statewide are doing to help people. She will provide more information as she receives it.

2. **Approval of Minutes of the March 22, 2010 meeting**

No questions or comments.

Moved/Tsang, second/King, to approve the minutes as distributed.
Voice Vote: Unanimous approval.

3. **Approval of Private Sector WIB Applications**

Ms. Kossick stated that staff is still trying to recruit more private business applicants. Ms. Carpenter is still actively recruiting more applicants. Three individuals are being presented for consideration. The Metro Chamber of Commerce is being asked for their recommendation.

Ms. Carpenter stated that she in contact with Jason Hanson, the CEO of Sierra Pacific Home Comfort. In addition, she is still pursuing Surewest.

Ms. Kossick stated that there may be other applicants for the Executive Committee to review at the May Executive Committee. The applicants approved today, along with older applications, will be forwarded to the SETA Governing Board for appointment. Potentially next year, an application will be submitted from Solar Power, Inc.

Mr. Tsang asked how staff communicate people who submitted applications. Ms. Kossick stated that she called and spoke with applicants about why the process is so lengthy.

Moved/Kingman, second/Kossick to recommend to the SETA Governing board appointment of Leslie Botos, Bloodsource and Rick Wylie, President, Beutler Corporation to the Sacramento Works board.

Voice vote: Unanimous approval.

Ms. Kossick distributed a brochure that was produced showing where Recovery Act funds were utilized in Sacramento County. This brochure was taken to Cap to Cap to show the Recovery Act in action. A .pdf version will be put on the web site.

Ms. Kossick and Ms. Purdy gave a brief report of the Cap to Cap trip. The people they visited were really excited to hear good success stories in the Sacramento region.

Ms. Parker and Ms. Carpenter will be going to SAHRA and pass out the Sacramento Works DVD to 600 employers; this is part of our goal to reach out to employers. Ms. Purdy stated that a marketing specialist will be assigned to help employers in either connecting with providers to do OJT contracts or to develop the contracts in house. DHA is also in the process of allocating \$700,000 to expand summer youth employment; there will be 900 slots this year.

A question was asked about what is being done about dislocated Raley's employees. Ms. Purdy stated that Raley's is giving their employees 60 days notice. SETA is unable to do on-site rapid response.

4. Adjournment: Meeting adjourned at 4:29 p.m.

ITEM 3 - ACTION

APPROVAL OF PRIVATE SECTOR WIB APPLICATIONS

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board.

The Sacramento Works Board currently has three private sector vacancies. The Board Development Committee has been making efforts for the last several months to recruit applicants that represent the critical occupational groups identified by the board. The Committee also reviewed types and size of employers, as well as diversity of the board composition.

At the April 26 Executive Committee meeting, action was taken to recommend the appointment of two Private Sector applicants:

- ✓ Leslie Botos, Bloodsource
- ✓ Rick Wylie, President, Beutler Corporation

Staff has actively been seeking additional Private Sector applicants. To date, the Private Sector application has not been received. If the application is received by the May 25 Executive Committee date, a copy will be distributed to Committee members.

RECOMMENDATION:

Review the Private Sector application(s) and make a nomination to the SETA Governing Board.

ITEM 4 – ACTION

APPROVAL OF SOLE SOURCE FINDING FOR THE NORTHERN CALIFORNIA CENTER OF EXCELLENCE

BACKGROUND:

SETA and Sacramento Works, Inc., is required to abide by federal procurement procedures when procuring goods and services. The Sacramento Works, Inc. board reviewed and approved the expenditure of \$20,000 in Board Initiative funds be allocated to the Northern California Center of Excellence to survey employers to identify IT job functions and identify the necessary skills to succeed in jobs in the ICT sector. In order to enter into a contract with the Center of Excellence, a sole source finding must be approved.

Legal counsel recommends the approval of the following sole source language:

"On May 25, 2010 the Executive Committee adopted staff's recommendation to allocate \$20,000 of Board Initiative funds to the Northern California Center of Excellence to survey employers to identify IT job functions and identify the necessary skills to succeed in jobs in the ICT sector. SETA's Procurement Policies authorize its Boards, including Sacramento Works, Inc. to procure goods and services without competition when such goods or services are available only from a single source. The Executive Committee finds, based upon information provided by staff in the background information, that the Northern California Center for Excellence is specifically tasked by the Chancellor's Office of the California Community Colleges and uniquely qualified to provide for environmental scanning in Northern California and is the only entity with a proven track record available to provide primary research needed to gather new data on skills in demand and ICT occupations as defined by the related industries."

Staff will be available for questions.

RECOMMENDATION:

Approve the sole source finding as outlined in the staff report.