

## WIB BOARD MEMBERS

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**LESLIE BOTOS**  
Blood Source

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Sacramento Job Corps

**BILL CAMP**  
Sacramento Central Labor Council

**COREENA CONLEY**  
Sacramento Veterans Resource Center

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MDDV, Inc.

**MARK ERLICHMAN**  
California Department of Rehabilitation

**DIANE FERRARI**  
Employment Development Department

**TROY GIVANS**  
County of Sacramento, Economic  
Development

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Sacramento County Office of Education

**BERNADETTE HALBROOK**  
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**LISA HARR**  
Vision Service Plan

**BARBARA HAYES**  
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Los Rios Community College District

**MATTHEW KELLY**  
Sacramento Sierra Building & Construction  
Trades Council

**GARY R. KING**  
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California Teachers Association

**KATHY KOSSICK**  
Sacramento Employment & Training  
Agency

**PAUL LAKE**  
County Department of Human Assistance

**JAMES E. LAMBERT**  
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California Employers Association

**MARTHA PENNY**  
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**ANETTE SMITH-DOHRING**  
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Los Rios Community College District

**KINGMAN TSANG**  
First Bank

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Cook Brown, LLP

**RICK WYLIE**  
Beutler Corporation

**DAVID P. YOUNGER**  
Lionakis Beaumont Design Group



**SACRAMENTOWORKS**

## **SACRAMENTO WORKS, INC.** **Executive Committee**

**Date:** Monday, February 28, 2011

**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 January 24, 2011 Meeting
3. Discussion of Process for Use of Board Discretionary Funds
4. Approval to Ratify the Addition of a Second Mandatory Bidders Conference to the Workforce Investment Act (WIA) Youth Services Request for Proposals
5. Adjournment

**COMMITTEE MEMBERS:** Bill Camp, Lynn Conner, Diane Ferrari, Matt Kelly, Gary King, Kathy Kossick, Elizabeth McClatchy, Kim Parker, Kingman Tsang, Terry Wills

**DISTRIBUTION DATE: TUESDAY, FEBRUARY 22, 2011**

**REVISED AGENDA DISTRIBUTION: FRIDAY, FEBRUARY 25, 2011**

**Sacramento Works, Inc.**  
**Executive Committee**  
Minutes/Synopsis

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

Monday, January 24, 2011  
4:00 p.m.

1. Call to Order/Roll Call: Ms. Parker called the meeting to order at 4:14 p.m.

Members Present: Bill Camp, Lynn Conner, Diane Ferrari, Matt Kelly, Gary King, Kathy Kossick, Elizabeth McClatchy, Kim Parker, Kingman Tsang, Terry Wills

Others Present: Phil Cunningham, Robin Purdy, Terri Carpenter

2. Approval of Minutes of the November 15, 2010 Meeting

No questions or corrections.

Moved/Kelly, second/Camp, to approve the November 15, 2010 meeting.  
Motion passed.

3. Review and Recommendation of Private Sector Applications

Ms. Kossick reviewed the applications from the two private sector applicants.

Representatives of private schools are eligible to sit on the board but they must be cognizant of any potential conflict of interest.

Two applications were deleted since they are so old.

Moved/Camp, second/McClatchy, to forward the application for Stephanie Leach for a private business sector seat on the WIB.  
Voice Vote: Unanimous approval.

4. Review of Board Packet for the January 26 Meeting

Members reviewed the board packet. Mr. Troy Givans is filling the vacancy that resulted in Jim Pardun's retirement. Ms. Welsch reported that there have been some changes to the Youth RFP; Ms. Welsch will present the item before the board.

The Committee inquired about what affect will the deletion of CalWorks have on Sacramento Works. Ms. Purdy stated that this year is looking good, but the Department of Human Assistance has told staff of their intent in negotiating for a phase out over a two year period.

Dave Butler will be on the March agenda for a LEED presentation.

Mr. Camp stated that the Department of Labor released an RFP for \$500 million to be disbursed for community colleges; he has been talking to school about the grant

which has to come through the LWIB. Ms. Purdy stated that she will be meeting with Sandy Kirschenmann at Los Rios regarding this issue. Funds from this RFP will assist business owners or employees that have been affected by businesses going overseas. The participants are highly tracked. PG&E is working on this grant as well.

It was announced that Bina Lefkovitz resigned from the Youth Council to work on other things. Mr. Camp suggested that a letter be sent to Bina thanking her for her work on the Youth Council. Ms. Kossick and Ms. Welsch will work on a letter.

5. Adjournment: The meeting was adjourned at 4:31 p.m.

## ITEM 2 – ACTION

### APPROVAL TO RATIFY THE ADDITION OF A SECOND MANDATORY BIDDERS CONFERENCE TO THE WORKFORCE INVESTMENT ACT (WIA) YOUTH SERVICES REQUEST FOR PROPOSALS

#### BACKGROUND:

On January 18, 2011 the Youth Council approved the 2012-2016 WIA Youth Services Request for Proposals (Youth RFP). The Youth RFP was subsequently approved by Sacramento Works, Inc. on January 26, 2011 and by the SETA Governing Board on February 3, 2011. The Youth RFP required the mandatory attendance of proposing organizations at the WIA Youth Services Bidders Conference. A Public Notice of the release of the RFP and the date of the Bidders Conference was posted on the SETA website, published in the Sacramento Bee and distributed to community organizations. In addition, prior to the release of the RFP and public notice, an email was sent to over 400 organizations to verify electronic and physical addresses. Moreover, as staff was notified, individual notifications were sent to interested parties.

A Bidders Conference was held on February 17, 2011 with 61 attendees representing 43 organizations. However, several current providers were not in attendance. Upon investigation, staff found that some of these organizations received the notification, but did not attend and others did not receive the notification – either because staffing or addresses had changed.

In order to ensure the broadest competition possible, staff held a second bidders conference on February 23, 2011, at 1:30 p.m. with eleven attendees representing five organizations. Notice for this bidders conference was posted and circulated similar to the notice for the February 17, 2011 bidders conference and informed the public to “attend ONE Mandatory Bidders Conference: February 17, 2011 at 9:30 a.m. OR February 23, 2011 at 1:30 p.m.” Staff notified those in attendance at the February 23, 2011 bidders conference that proposals from them would be considered only if the Youth Council, Sacramento Works, Inc. and the SETA Governing Board ratified the procedure and determined that attendance at either Bidders Conference would qualify a respondent to submit a proposal. Failure to attend one of the Bidders Conferences will disqualify a respondent’s application.

All other provisions of the Youth RFP will continue to apply and WIA Youth proposals will remain due on Thursday, March 17, 2011 at 4:00 p.m.

#### RECOMMENDATION:

Ratify the addition of a second mandatory bidders conference for the 2012-2016 Youth Services Request for Proposals (Youth RFP), which was held on Wednesday, February 23, 2011 at 9:30 a.m. in the SETA Board Room, retaining the requirement that failure to attend one of the bidders conferences, either on February 17, 2011 or February 23, 2011 will disqualify a respondent’s application. All other provisions of the Youth RFP shall continue to apply.