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SACRAMENTOWORKS

SACRAMENTO WORKS, INC. **Executive Committee**

Date: Monday, March 21, 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 February 28, 2011 Meeting
3. Review of March 23, 2011 Board Packet
4. 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: WEDNESDAY, MARCH 16, 2011

SACRAMENTO WORKS, INC.
Executive Committee
Minutes

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

Monday, February 28, 2011
4:00 p.m.

1. **Call to Order/Roll Call:** Ms. Parker called the meeting to order at 4:07 p.m.

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

Members Absent: Bill Camp, Terry Wills

Others Present: Phil Cunningham, Robin Purdy, Christine Welsch, Terri Carpenter, Becky Walton

2. **Approval of Minutes of the January 24, 2011 Meeting**

Ms. Parker asked to go over version 2 of the minutes.
Voice Vote: Unanimous approval

Mr. Kelly suggested switching items 3 and 4. The committee members agreed.

3. **Approval to Ratify the Addition of a Second Mandatory Bidders Conference to the Workforce Investment Act (WIA) Youth Services Request for Proposals**

Ms. Welsch said that we have had a second bidder's conference. Mr. Kelly said that a few of the large players didn't show up at the first conference so we had a second bidder's conference. Mr. Tsang asked what the reasons were for their lack of attendance. Mr. Kelly said that there were a variety of reasons. Mr. Cunningham said that our staff did everything they could as far as notification, but three of the major players were misinformed or misread the notice and didn't show up at the bidder's conference. Ms. Welsch said that at the second bidder's conference she warned all attendees that if the Executive Committee did not approve a second bidder's conference, that they would not be able to submit a proposal. Ms. Parker said it is hard to make it mandatory and then change the rules. The committee members discussed whether this opened up opportunities for appeals, and the possibility of problems with people not attending the meeting if they are not mandatory. Ms. Welsch said that we are opening up the process to more people.

The motion to approve the ratification of a second mandatory bidder's conference was moved by Ms. Conner and seconded by Ms. Ferrari.

Voice Vote: Unanimous approval.

4. Discussion of Process for Use of Board Discretionary Funds

Ms. Kossick said that this item is a discussion of future board discretionary funding. We have about \$22,000 in Board Initiative funds that we have not spent this year and \$133,000 goes to employer outreach. Ms. Parker said that staff and the committee receive funding requests all year. We should specify certain times of the year to take requests to make it easier. Ms. Ferrari said that we could change the process of when we accept requests and how we prioritize the requests. Mr. King suggested that we create an RFP process. Mr. Tsang asked if we are having problems with getting a lot of requests. Ms. Kossick said that we have had a lot of requests this year. Mr. Tsang said we could create a window of time for requests. Ms. Ferrari asked Ms. Carpenter when she puts together a plan for employer outreach for the year. Ms. Carpenter responded that she usually develops the plan in May. Ms. Ferrari suggested that an RFP for board initiative funds be released after the approval process for the employer outreach committee is complete. Ms. Parker said this may be really great timing. Maybe we could look at the six month time frame. Mr. Tsang asked how long we can roll over funds. Ms. Kossick said we have a two year window. Mr. Cunningham said that Ms. Kossick is suggesting a policy where twice a year we consider funding these things. He believes that Ms. Parker, as Chair, has the authority to implement the procurement process. Ms. Parker asked if the committee agreed on the parameters for May and November? The committee agreed. Ms. Purdy asked if we should put together some language to describe what we need for outreach, research and innovation. Ms. Parker agreed.

5. Other Business:

Ms. Parker asked for other business.

Mr. Tsang asked what was going on with the funding this year. Ms. Kossick said we are waiting for action on a continuing resolution from Congress. Ms. Kossick said there is definitely going to be a cut in the funding. Normally we would get our allocation numbers in late March, but in this year we don't know.

Ms. Parker mentioned an invitation to the entire Workforce Investment Board by Asian Resources to a Lunar New Year's dinner.

6. Adjournment: The meeting was adjourned at 4:41 p.m.