

**WORKFORCE DEVELOPMENT
BOARD MEMBERS**

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Ramos Oil Company, Inc.

LARRY BOOTH
Frank M. Booth, Inc.

BRIAN BROADWAY
Sacramento Job Corps

LARRY BURKHARDT
City of Sacramento.

DENNIS CANEVARI
Sheet Metal Workers Local #104

N. LISA CLAWSON
Blood Source, Inc.

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Parasec

MICHAEL DOURGARIAN
Asher College

ANN EDWARDS
Department of Human Assistance

DIANE FERRARI
Employment Development Department

DAVID W. GORDON
Sacramento County Office of Education

GARY R. KING – First Vice Chair
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Sacramento Employment & Training Agency

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SEIU – United Healthcare Workers

FRANK A. LOUIE
Sacramento Asian Chamber of Commerce

ELIZABETH MCCLATCHY
The Safety Center, Inc.

CHARLOTTE MITCHELL
Sacramento County Farm Bureau

DENNIS MORIN
Sacramento Area Electrical Training Center

DR. JAMEY NYE
Los Rios Community College District

JAY ONASCH
California Department of Rehabilitation

KIM PARKER
California Employers Association

FABRIZIO SASSO
Sacramento Central Labor Council

ANETTE SMITH-DOHRING
Sutter Health – Sacramento Sierra Region

PETER TATEISHI
Sacramento Metro Chamber of Commerce

RICK WYLIE – Secretary/Treasurer
Villara Building Systems



SACRAMENTOWORKS

**REGULAR MEETING OF THE
SACRAMENTO WORKS, INC. BOARD**

DATE: Wednesday, January 25, 2017

TIME: 8:00 a.m.

LOCATION: SETA - *Sequoia Room*
925 Del Paso Blvd.
Sacramento, California 95815

While the Sacramento Works, Inc. Board welcomes and encourages participation in the Sacramento Works, Inc. meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Sacramento Works, Inc. Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Sacramento Works, Inc. Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

**- Revised -
A G E N D A**

I. Call to Order/Roll Call

II. Consent Item (2 minutes)

A. Approval of Minutes of the November 16, 2016 Meeting

III. Discussion/Action Items (30 minutes)

A. Approval of Workforce Innovation and Opportunity Act (WIOA) "Stretch" Performance Goals (Roy Kim)

B. *Review One and Only Quote Received to Provide One-Stop Operator Services Under WIOA for this Region and Approve or Reject Quote. If Approved Send to Governing Board with Request for Concurrence (Phil Cunningham)*

C. Approval to Delegate Authority to the Sacramento Works Executive Committee to Approve the Youth Committee Recommendation to Redirect Funds Returned by Galt JUHSD for Youth Program Services in the Galt Area to Another Service Provider who can serve Galt Area Youth

IV. Information Items (15 minutes)

- A. Update from Strategic Planning Session
- B. Fourth Quarter WIOA Performance Dashboard (Ralph Giddings)
- C. Dislocated Worker Report (William Walker)
- D. Employer Recruitment Activity Report (William Walker)
- E. Unemployment Update/Press Release from the Employment Development Department (Roy Kim)
- F. Committee Updates
 - ✓ Youth Committee (Brian Broadway)
 - ✓ Planning/Oversight Committee (Anette Smith-Dohring)
 - ✓ Employer Outreach Committee (Rick Wylie)
 - ✓ Board Development Committee

V. Other Reports

- 1. Chair
- 2. Members of the Board
- 3. Counsel
- 4. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 18, 2017

REVISED AGENDA DISTRIBUTION: MONDAY, JANUARY 23, 2017

REVISED AGENDA ITEM FOR BOARD MEETING 1/25/2017

ITEM III-B – ACTION

REVIEW ONE AND ONLY QUOTE RECEIVED TO PROVIDE ONE-STOP OPERATOR SERVICES UNDER WIOA FOR THIS REGION AND APPROVE OR REJECT QUOTE. IF APPROVED SEND TO GOVERNING BOARD WITH REQUEST FOR CONCURRENCE

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) and the new regulations implementing the Act require the Workforce Development Board (WDB), in concurrence with the Governing Board, to select a One Stop Operator to operate the new “America’s Job Center of California” system as the mechanism for delivering WIOA services within the Sacramento Workforce Development Area.

The regulations require this selection process be performed by competitive bid. The One Stop Operator ultimately selected by the WDB must, at a minimum, “coordinate the service delivery required of One Stop Partners and Service Providers.” The WDB may also establish additional roles for the One Stop Operator.

A One Stop Operator may consist of a single entity (public, private, for profit or not for profit) and may include One Stop Partners (provided they form a consortium of not less than three One Stop Partners). The Request For Proposals (RFP) process is time consuming and expensive. There are other methods of procurement which might be more efficient such as procurement by small purchase procedures such as price or rate quotations. Before embarking on the expensive and time consuming process of designing and implementing an RFP competitive procurement process for this contract, legal counsel recommended testing the market to see what interest, if any, could be identified. In order to test the market the Executive Committee authorized legal counsel to send out an open letter to all known one stop partners, service providers and the public to solicit an expression of interest in proposing for the One Stop Operator contract.

The letter briefly outlined the concept envisioned for a contract to provide the minimum services necessary to satisfy WIOA, but it also allowed the responder to include a brief outline of a more comprehensive plan for services to be performed by the One Stop Operator if anyone was interested in proposing such a plan.

This letter was sent to 27 organizations and also published in the Sacramento Bee. Four organizations responded to this letter with an expression of interest in bidding to provide the One-Stop Operator services. Based on this very small response the Executive Committee, with the advice of legal counsel, decided not to use a formal RFP

ITEM III-B – ACTION (continued)

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procurement but instead to use a faster and more efficient procurement process known as a Request for Quotations or RFQ. This expedited process was used and in the end one quote was received. Two of the other three organizations that had initially expressed interest in submitting a quote withdrew their expressions of interest and the remaining entity did not respond.

The Executive Committee was delegated with the responsibility for serving as the procurement evaluator. However the Executive Committee was unable to meet so the quote received from SETA is being submitted directly to your board for evaluation. Legal counsel has reviewed the quotation received from SETA for compliance with the provisions of the RFQ issued under the authority of your Board and has found that the quotation submitted by SETA complies in all respects.

ACTION REQUESTED:

Review the quotation received from SETA (attached).

Accept or reject the quote received from SETA to provide the One-Stop Operator services. If the recommendation is to accept the quote and select SETA as the One-Stop Operator then refer the matter to the Governing Board with a request for its concurrence in the selection of SETA to serve as the One Stop Operator and authorize legal counsel to negotiate a formal contract for such services with SETA upon concurrence in the acceptance of the quote by the Governing Board.

If the recommendation is to reject the quote from SETA then direct the Executive Committee to resume its procurement process for the selection of a One- Stop Operator and return to the Board with a further recommendation.



Sacramento
Employment and
Training
Agency

11:30 am
Rec'd

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

December 7, 2016

Phillip M. Cunningham, General Counsel
Sacramento Works, Inc.
712 12th Street
Sacramento, CA 95814

RE: ONE-STOP OPERATOR REQUEST FOR QUOTATION

Dear Phil,

I am in receipt of your Request for Quotations (RFQ) dated November 15, 2016, requesting quotations to serve as the local One-Stop Operator for the Sacramento Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA).

Attached, please find the Sacramento Employment and Training Agency's (SETA) responses to the specific information requested in the RFQ. Should you have any questions or need additional information, please contact me at (916) 263-3810.

Sincerely,

Kathy Kossick
Executive Director

- a. Full legal name of the entity submitting the quotation.
Sacramento Employment and Training Agency
- b. Type of entity submitting the quotation, i.e., corporation; partnership; limited liability company; sole proprietorship.
A California Joint Powers Agency
- c. Federal and state tax identification numbers.
Federal – 81-0640257
State – 499-0354-5
- d. Tax status, i.e. for profit, not for profit, (if not for profit what exemption applies).
Local Governmental Unit – 509(a)(1).
- e. Name and title of contact person for quoting entity.
Roy Kim, Deputy Director
- f. Description of services to be provided:
 1. Hours of operation;
Generally Monday – Friday, 8:00 a.m. – 5:00 p.m.
 2. Number of employees providing services;
Approximately 100 employees in SETA’s Workforce Development Department and 550 employees Agency-wide. For this specific engagement of coordinating the service delivery of required one-stop partners and service providers, the project team will include one (1) Workforce Development Manager, who may be supported by Program Officers and/or a Workforce Development Professional III.
 3. Location where services will be provided;
Throughout the network of America’s Job Centers of California, all in Sacramento County.
 4. History of experience providing services under federal workforce programs;
The SETA Governing Board is the Chief Local Elected Official for the Sacramento Workforce Development Area, and SETA is the designated grant recipient and administrator for WIOA Title I funds. In addition, SETA operates the Head Start, Community Services Block Grant, Refugee Social Services and Targeted Assistance Programs. These programs are supplemented with a variety of federal and state discretionary grant programs.

Since 1978, SETA has been the Sacramento area’s lead agency in workforce development programs and planning. Since 1995, prior to the Workforce Investment Act’s inception, SETA has successfully coordinated the Sacramento area’s One-Stop Center System. In 2000, SETA was officially designated as the One-Stop Operator, coordinating a high-performing System comprised of 13 Centers, and continues to perform in that capacity today.

SETA is widely recognized for its expertise, innovation and collaboration in its workforce development programs, which have been recognized as model programs by the U.S. Departments of Labor and Health and Human Services and the State Workforce Development Board.
 5. Conflict of interest policy;
Attached is SETA’s Conflict of Interest Policy. In addition, all employees in decision-making positions must complete the Form 700 – Statement of Economic Interests under the California Political Reform Act.

6. Description of firewalls established to demonstrate internal controls and prevent conflicts of interest if you also intend to serve a different role within the one-stop delivery system at the same time you provide one-stop operator services.
- SETA has historically provided the role of One-Stop Operator (coordinating the service delivery of required one-stop partners and service providers) as part of its overall responsibility as the grant recipient and administrator of Title I funds. Due to WIOA's required separation of the role of service delivery coordinator from the other responsibilities of the grant, SETA has established the following firewalls within its organizational structure to ensure adequate internal controls exist and prevent conflicts of interest:*
- *SETA's Executive Director will retain authority over all grant administration and related matters for the WIOA programs. In addition, SETA's Fiscal Department Chief reports directly to the County of Sacramento, Department of Finance Director, and all financial transactions require the approval of the Fiscal Department Chief, thus ensuring a system of checks and balances on all fiscal-related matters.*
 - *SETA's Workforce Development Deputy Director and program staff will continue to staff the Sacramento Works, Inc. Board and continue to oversee and report on all WIOA planning, procurement, policy, program oversight and related matters.*
 - *SETA's Workforce Development Manager assigned to this engagement will report directly to SETA's Executive Director and the Sacramento Works, Inc. Board on the coordination of service delivery of required one-stop partners and service providers. For all other matters, this Manager will continue to report to SETA's Workforce Development Deputy Director.*
7. Amount of quotation for delivery of services as the One-Stop Operator on an annual basis. **Must be \$50,000 or less.**
Services proposed to be provided under this RFQ will cost no more than \$50,000 per year.
8. Your quote must be for a single entity proposing to serve as the one-stop operator.
This quote represents a single entity's proposal to serve as the One-Stop Operator: Sacramento Employment and Training Agency.
9. Contact information for at least two (2) references who may attest to your experience and qualifications.
- Ms. Ann Edwards, Director
 County of Sacramento, Department of Human Assistance
EdwardsAnn@saccounty.net
 (916)875-3591*
- Dr. Jamey Nye, Associate Vice Chancellor
 Los Rios Community College District
Nyej@losrios.edu
 (916)563-3207*
10. Description of how you intend to coordinate services among the one-stop partner programs and service providers.
- SETA is widely recognized throughout the region as the lead agency on workforce development services. As indicated above, SETA has successfully coordinated services among all one-stop partner programs and service providers for over two (2) decades, including the service network of over forty (40) different partner programs that deliver services within the America's Job Centers of California. SETA has established robust, system-wide partnerships with the County Department of Human Assistance's TANF/CalWORKs program, the Capital Adult Education Regional Consortium's WIOA Title II, Adult Education and Literacy programs, the State Employment Development Department's WIOA Title III, Wagner-Peyser, Unemployment Insurance, Trade Adjustment Assistance and Veterans' programs and the State Department of Rehabilitation's WIOA Title IV Vocational Rehabilitation program.*

SETA has established effective partnerships with all other required one-stop partners and recently completed a directory reflecting all of the required one-stop partners career services and service locations across the Sacramento area. In addition, SETA recently embarked on its WIOA Mobile Services Initiative where One-Stop Center staff equipped with mobile technology can enroll and serve customers at partners' locations throughout the Sacramento area. This strategy will allow One-Stop Center staff to travel to those areas that have large numbers of customers and neighborhoods that have the highest need for workforce development services.

SETA regularly conducts one-stop partner meetings to discuss the coordination and alignment of one-stop partners' service delivery, share best practices among one-stop partners and cross-train one-stop partner staff in all of the different one-stop partners' programs and services available.