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Villara Building Systems



SACRAMENTOWORKS

**SACRAMENTO WORKS, INC.
Executive Committee**

Date: Monday, September 12, 2016

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 August 22, 2016 Meeting
3. Receive Report from Legal Counsel Regarding Response to Survey Of Interest Regarding One Stop Operator Contract Bidding and Recommend Process for Selecting One Stop Operator Under WIOA
4. Adjournment

COMMITTEE MEMBERS: Larry Booth, Lynn Conner, Diane Ferrari, Gary King, Kathy Kossick, Elizabeth McClatchy, Anette Smith-Dohring, Rick Wylie

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 7, 2016

SACRAMENTO WORKS, INC.

Executive Committee

Minutes

(The minutes reflect the actual progression of the meeting.)

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

Monday, August 22, 2016
4:00 p.m.

1. Call to Order/Roll Call

Ms. Lynn Conner called the meeting to order at 4:05 p.m. The roll was called and a quorum established.

Members Present: Lynn Conner, Diane Ferrari, Gary King, Kathy Kossick, Liz McClatchy, Rick Wylie

Members Absent: Larry Booth, Anette Smith-Dohring,

Others Present: William Walker, Roy Kim, Julie Davis-Jaffe, Michelle O'Camb

2. Approval of Minutes of the July 25, 2016 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wylie, second/Kossick, to approve the July 25 minutes.

Roll Call Vote:

Aye: 5 (Ferrari, Kossick, McClatchy, Wylie, Conner)

Nay: 0

Absent: 3 (Booth, King, Smith-Dohring)

3. Consideration of Process to Select One Stop Operator

Mr. Phil Cunningham stated that a requirement under WIOA is to select the one stop operator by competitive bidding. He is not sure if any organization is interested. There are provisions that would allow us to use SETA as long as SETA is interested and think we could construct appropriate firewalls.

One option is to do an RFP to see what we get. However, he is recommending that before we go through the expense that we do a survey of interests. He recommended sending out a letter to one stop partners and to anyone that would be appropriate. This is testing the market to see if anyone is interested. If there is interest, he will come back and suggest an RFP. If there is no interest, the Agency can go with a non-competitive contract and work with SETA Legal Counsel. He drafted a letter to send to the one stop partners that we have. He indicated that the Agency is looking at a minimum for someone to provide

minimum service under the law to coordinate the one stop service providers. If the board wants more than that, it can be requested.

Mr. Gary King arrived at 4:09 p.m.

Mr. Cunningham stated that there is a national provider that would be interested but that provider is looking for a large contract. He does not think the provider would be interested doing it for \$50,000 or one stop partners grouping in a team of three to become the one stop operator.

Mr. Cunningham stated that the government wants us to bid it out under the new WIOA to promote transparency. There could be someone out there that could do a great job. This is a way to see if there is any interest.

Mr. Cunningham stated that the one stop operator is in charge of the whole system. There are a number of one stop partners that could provide the services but they may not be interested in being the one stop operator.

Ms. McClatchy said that if someone expressed interest, it would probably trigger an RFQ? Mr. Cunningham replied that it would and that would include proof that the responders are qualified and can provide the services. He is looking for a way to comply with federal requirements.

Mr. King stated that if someone responds, he is concerned that there is not enough detail in the letter for people to know about pricing. Mr. Cunningham stated that the intent is to figure out if there is interest. He is assuming that people interested will already be knowledgeable of the WIOA and the administrative requirements.

Mr. King asked if it was important to state that SETA is currently performing this service and Mr. Cunningham replied that no, he does not want to say too much

Mr. Cunningham will report back to this committee if there are any responses. It is conceivable that we get responses from people that are not qualified.

Moved/King, second/Wylie, to approve the release of a letter seeking interest in becoming the One Stop Operator in Sacramento County.

Roll Call Vote:

Aye: 5

Abstentions: 1 (Kossick)

Absent: 2 (Booth, Smith-Dohring)

Ms. Kossick stated that the last time the board had a retreat was in 2011. It is up to the Executive Committee to fashion how the retreat will go. The 2014 meeting was a meeting on board expectations. Ms. Kossick wants input on the retreat to

invest our time wisely. We are revising and updating the board strategic plan and expectations.

Mr. King suggested that we ask board members to review the strategic plan and come to the retreat prepared to dive in and really chew on issues.

Ms. Kossick stated that staff will prepare something to discuss at the September board meeting.

4. **Adjournment:** The meeting adjourned at 4:34 p.m.