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**LARRY BOOTH**  
Frank M. Booth, Inc.

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

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California Department of Rehabilitation

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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**

**SACRAMENTO WORKS, INC.  
Executive Committee**

**Date:** Monday, November 14, 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 September 26, 2016 Meeting
3. Review of Agenda Packet for November 16, 2016 Board Meeting
4. Adjournment

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

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 8, 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, September 26, 2016  
4:00 p.m.

**1. Call to Order/Roll Call**

Ms. Lynn Conner called the meeting to order at 4:01 p.m. The roll was called and a quorum established.

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

Others Present: William Walker, Roy Kim, Julie Davis-Jaffe, Michelle O'Camb, Phillip M Cunningham, Esq.

**2. Approval of Minutes of the August 22, 2016 Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Booth, second/Ferrari, to approve the August 22, 2016 minutes.

Roll call vote:

Aye: 7

Nay: 0

Abstention: 1 (Smith-Dohring)

**3. Review of Agenda Packet for September 28 Board Meeting**

Mr. Kim reviewed this item. Performance goals are negotiated with the State based upon what the state deems to be an appropriate goal. They think this is what our numbers will look like. They did use our actual data to calculate the expected performance goal.

Ms. Kossick stated that it has been really difficult to get more than 12 people commit to a date for a strategic planning meeting. She suggested that perhaps the committees could review the strategic plan and refresh their particular part of the strategic plan. Mr. Booth agreed that it makes sense to break it down into smaller bites. It was decided that staff will send out a Doodle poll for January

**4. 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**

Kathy Kossick and staff all left the room at 4:34 p.m.

Mr. Cunningham stated that the one stop operator survey letter went out to 28 organizations that have provided services or might be willing to provide services. In addition, the two page letter was published in the Sacramento Bee requesting interest in applying to be a one stop operator. There were no specifics other than we expect to spend \$50,000 or less. He received eight responses; four said SETA should do it and four expressed interest in submitting a proposal.

The four interested parties include: SETA, Lao Family, Meristem, and LaFamilia. Mr. Cunningham reported that Meristem has bid on projects with Sac Works before and was awarded a contract but turned it down because they wanted a minimum of \$100,000.

Mr. Cunningham reported he sent out a follow up letter to the four interested parties that gave them references to the regulations. Two called and requested that he send them a copy of the regulations, which he did.

Mr. Cunningham reported he also advised the four interested parties that if they were a service provider and one stop operator, there would have to be a significant firewall setup because the one stop operator cannot supervise the providers or partners. When that letter went out LaFamilia withdrew its expression of interest; that leaves Lao Family, Meristem, and SETA.

So the question posed is do we sole source or RFP? If we sole source this to SETA, there are risks. We would have to go to the Governor to justify the selection. SETA has done it for years and there are firewalls in place. The fiscal department is not even under Ms. Kossick's supervision; it reports to the county.

There is a possibility that Lao Family would raise an objection. There were complaints years ago that SETA was the 'big dog' and taking everything.

Mr. Cunningham was thinking that we could go to a formal RFP but he was talking to SETA legal counsel. There is a small purchase procurement that would be less formal than an RFP; all we have to do is ask for quotes. He is now leaning toward doing it that way; it makes the process transparent and we can outline what we want. When the responses are received, they can be evaluated and if someone comes in with a really great bid, that could be considered. He would make the Executive Committee to be the evaluators. This all has to be done without any input from SETA. It must be transparent according to the law. He thinks the small purchase bid is the way to go.

The RFP could potentially be very brief. The quote will be two lines in the regs regarding what a one stop operator does and the bidder has the ability to submit a quote for whatever they think will do the job.

Mr. Cunningham stated that the RFP would go to the three entities that expressed interest: Lao Family, Meristem, and SETA. Lao Family had the most detailed response and they are definitely interested.

Mr. Wylie asked if there were models from other regions to see what other areas had done. Mr. Cunningham stated that we are ahead of most other regions and there are no models to review.

Ms. Conner asked what exactly do the firewalls need to be. Mr. Cunningham replied that there are some criteria but you have to dig through the regs to find it. There has to be separate monitoring and performance evaluation from the part of the agency that actually does the operations.

Moved/Booth, second/McClatchy, to approve resolution B with a modification to allow the process be done through a small purchase procurement.

Mr. Cunningham will draft a proposed form for review by the committee.

Roll call vote:

Aye: 7

Nay: 0

Abstention: 0

Absent: 1 (Kossick)

5. **Adjournment:** The meeting was adjourned at 4:56 p.m.