

**To: Workforce Investment Board (WIB)**

**Date: January 24, 2002**

**FROM: WIB Executive Committee**

For Action  
 For Information  
 Meeting Notes

**SUBJECT: Authorization for WIB Executive Committee to act in behalf of the Workforce Investment Board**

**PROPOSED MOTION:** That the Workforce Investment Board grant authorization to the WIB Executive Committee to convene a special meeting and act in the WIB's behalf to ratify a second out-of-school youth program provider, once one has been selected by the Youth Council. Additionally, once the provider has been selected, that the WIB Executive Committee, during its scheduled March, 2002 meeting, be authorized to approve the negotiated contract and forward it to the Board of Supervisors (BOS) for signature.

**DISCUSSION:** On November 15, 2001, the WIB approved the letting of a Request for Proposal (RFP) to solicit proposals for employment and training services for out-of-school youth, ages 17-21. The Board of Supervisors approved that action on December 11, 2001 and the RFP was let on December 17th. It closes on January 24, 2002. The RFP Evaluation Committee, which has three WIB members as part of its makeup, meets on January 29 and will present its selection to the Youth Council for approval on February 8th. It is forecast that the contract start date will be April, 2002.

If the normal process is used for this provider selection and contracting, the WIB will not meet to consider the Youth Council's selection until late March. That will push the actual contract start date to May. By granting the WIB Executive Committee authorization to convene in mid-February and to act in the WIB's behalf to consider the Youth Council's choice of a second provider for ratification, the contract could be negotiated in late February, then be presented to the Executive Committee for approval on March 11, 2002. It would then be forwarded to the BOS for signature with the contract starting in early April, 2002.

**ATTACHMENT:**