

MEMORANDUM



Date: May 4, 2010

From: Scott Stocker, Chairperson

To: Mr. Rich Gruber
Mr. Art Carter
Mr. Tom Larsen

Mr. Steve Scaccia
Ms. Margery Tibbetts
Mr. Jim Finley

RE: Executive Committee Meeting Notice
Monday, May 10, 2010, 2:00 p.m. – 5:30 p.m.
Rock County Job Center
1900 Center Avenue, Janesville, Wisconsin

The next meeting of the SWWDB Executive Committee is scheduled for Monday, May 10, 2010 at the time and place listed above. The agenda and enclosures for the meeting are attached.

All Executive Committee members are urged to attend the meeting. Other board members are welcome to attend.

If you are unable to attend the meeting, please contact Kathy Kessler at k.kessler@swwdb.org or (608) 741-3568 two days prior to the meeting date.

Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Kathy Kessler at k.kessler@swwdb.org or (608) 741-3568 at least two days prior to the meeting.

Executive Committee

Monday, May 10, 2010

Rock County Job Center
1900 Center Avenue
Janesville, Wisconsin

2:00 – 5:30 p.m.

The Southwest Wisconsin Workforce Development Board (SWWDB) Executive Committee will convene in open session and, at the conclusion of routine business, will adjourn to closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the committee has jurisdiction or exercises responsibility and 19.85(1) (e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The committee will reconvene in open session at the conclusion of the closed session at approximately 5:30 p.m. Any action which might result from the closed session will be taken upon reconvening in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

Agenda

1. **Review and Presentation of Proposals for Workforce Investment Act (WIA) Title I Services**
SWWDB published a Request for Proposals for WIA Title 1 Services on March 22, 2010. Four (4) proposals were received in response to the RFP. The following organizations responded:

- AFL/CIO, Janesville, WI – \$350,000
- Manpower/Southwest Wisconsin Community Action Program, Janesville and Dodgeville, WI – \$370,771
- Southwest Wisconsin Technical College – \$168,224
- KRA Corporation, Silver Springs, MD – is \$1,399,619

Copies of the proposals are enclosed (hand-delivered, US Mail) for review by the committee. Also attached is a rating sheet that should be used to record your review scores and comments. If you have questions for any applicant, please note it on the rating sheets.

On Monday, May 10th, the Executive Committee will meet to hear oral presentations and to finalize the score/rank of the proposals. The tentative presentation times are:

2:00 p.m.	Manpower/SWCAP
3:00 p.m.	AFL-CIO/LETC
4:00 p.m.	Southwest Wisconsin Technical College

The KRA Corporation is not recommended for a presentation because of the high cost of their proposal and the distance of the corporate headquarters from southwest Wisconsin.

At the end of the meeting, the committee will adjourn to closed session to reach consensus on which

organization(s) to recommend for contracts and discuss negotiation strategy with staff who will meet with the selected organizations to finalize contract provisions and amounts. The full board will be presented with WIA contract recommendations at its June 9th meeting.

2. Discussion of Audit Firm for Fiscal Year 2009-10 Audit

SWWDB currently uses Wegner LLP CPAs and Consultants of Madison for its annual audit. The contract with Wegner ended with completion of the FY 2008-09 audit. SWWDB needs to issue an RFP for audit services or renew the agreement with Wegner.

The finance directors of the Wisconsin workforce development boards are in the process of preparing an RFP but that document will apply to the FY 2010-11 audit. It may be advantageous for SWWDB to wait until that RFP is let before entering into a long-term agreement with a new audit firm.

Annette Meudt and Bob Borremans will be present to discuss the options. A committee decision is requested so SWWDB can secure a contract for FY 2009-10 audit services.

3. Adjourn to Closed Session

The Committee will adjourn to closed session pursuant to Wis. Stats. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the committee has jurisdiction or exercises responsibility, including evaluation of the executive director (Encl 1).

4. Reconvene in Open Session

5. Other Business

6. Adjournment