

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
WORKFORCE POLICY COMMITTEE**

Meeting of August 29, 2007

At the New York City Department of Small Business Services
110 William Street, 7th Floor
New York, NY 10038

MINUTES

Committee Members Present:

William Bollbach	Mark Elliott	Nydia Loyd for S. Spatz
Charles Callahan	William Janowitz	Joseph McDermott
Rocco Damato	Mark Leff for P. Brier	John Mogulescu

Also Present:

Susan Arroyo	Henrietta Lyle	Cristina Shapiro
Spencer Cronk	Melinda Mulawka	Curtis Skinner
Brian Egan	David Margalit	Patricia Thornhill
Alinda Franks	Allison Quigney	Suzanne Towns
Philippa Karteron		David Zipper

Rocco Damato, Committee Chair, called the meeting to order.

Approval of Minutes

The minutes of the April 5, 2007 Workforce Policy Committee were approved.

NYC Business Solutions Training Grant Program Enhancements

David Margalit, Deputy Commissioner for Business Development at the New York City Department of Small Business Services (SBS), introduced a presentation on proposed modifications to the NYC Business Solutions Training Grant program. Mr. Margalit noted that the Mayor's Center for Economic Opportunity had committed \$3 million in City tax levy funds to the Training Grant program over the next two years. This investment by the City, he stated, presented an opportunity to enhance the program so that it could continue to deliver value to businesses while simultaneously increasing the income and career mobility of trainees.

Following Mr. Margalit's introduction, Cristina Shapiro, SBS Assistant Commissioner of NYC Business Solutions, and David Zipper, SBS Executive Director of Training, NYC Business Solutions, highlighted the proposed modifications to the Training Grant program. These included more flexibility in trainee eligibility; more generous City contributions for participating businesses; an easier application process; better outcomes tracking; and a renaming of the program to NYC Business Solutions Training Funds.

Following a discussion, the Committee approved a resolution in favor of the proposed modifications as presented. The Committee requested a progress update following two quarters of implementation after the September 19, 2007 launch of the new program.

Some committee members offered to provide more detailed feedback and assistance to the program staff in marketing the program to small businesses as well as to review outcomes data when it becomes available.

Operator Consortium Report

Suzanne Towns, SBS Executive Director of Community and Strategic Partnerships, provided an update on the of the Operator Consortium's work over the past three months. The Operator

Consortium (OC), comprised of representatives of the NYS Department of Labor's Division of Employment Services, The City University of New York and SBS, continued to meet on a monthly basis, she reported. Ms. Towns highlighted the following accomplishments since April:

- Execution of an updated Operator Consortium Agreement which reflects the roles and responsibilities of the three partners
- Issuance of Language Access Policy Guidance to the Workforce1 Career Centers, which resulted in the submission of implementation plans by each Center for the OC's review.
- Creation of a system-wide directory of Center staff with fluency in languages other than English, and the development of a system to track the type and frequency of customer language needs in order to continue to improve language access for Center customers
- Reformatting of Center Leadership Meetings to become a learning exchange across Centers that facilitates information sharing opportunities for functionally aligned Center-based work teams
- Development by the OC Disability Work Group of a six-month work plan which includes the completion of the implementation plan for sharing the cost of Individual Training Grants for customers co-enrolled for WIA and VESID services, staff training, and the development of policies and procedures for serving individuals with disabilities throughout the Workforce1 system

In the fall, the Operator Consortium will initiate additional projects to advance functional alignment in the four centers where Wagner-Peyser and WIA funded staff are co-located. The first project will focus on workplace safety.

Conclusion

Following the business described above, the meeting was adjourned.