

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

Meeting of November 2, 2006

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

MINUTES

Committee Members Present:

William Abramson	Rocco Damato	John Mogulescu
Richard Boyle	William Janowitz	Sara Spatz
Roy Cosme	Joseph McDermott	

Also Present:

Sara Ain	Blake Foote	Amy Landesman
Susan Arroyo	Kate Gannon	Omer Mohammed
Rebecca Brown	Katy Gaul	Marilyn Shea
Chris Cesarani	Susan Haskell	Cristina Shapiro
Janet Clemetson	Angie Kamath	Melissa Wavelet
Brian Egan	Philippa Karteron	Scott Zucker

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

Approval of Minutes

The minutes of the September 7, 2006 Workforce Policy Committee were approved.

Facilitated Planning Session

Rocco Damato explained that the purpose of the meeting was to reflect on the Committee's accomplishments over the last year, reevaluate the Committee's role and function, and develop the Committee's work plan for 2007. He introduced Amy Landesman from Workforce Professionals Training Institute (WPTI), the facilitator for the session.

For background and context, Marilyn Shea, Executive Director of the New York City Workforce Investment Board (WIB), provided the Committee with an update on the organizational development of the New York City Operator Consortium, comprised of the New York City Department of Small Business Services, the New York State Department of Labor's Division of Employment Services, and the City University of New York. Ms. Shea reported that the Operator Consortium had been meeting regularly and developing policies and procedures by which to oversee operations of the Workforce1 Career Center system. Next, the principals of the Operator Consortium provided the Committee with an overview of how their respective organizations were supporting the WIB's mission and vision for the local workforce system.

Committee members participated in a discussion of the Committee's role as the oversight body for the workforce system.

The Committee agreed that it will continue to perform the following tasks:

- Provide recommendations for better serving businesses and jobseekers through the City's workforce investment and workforce development systems.
- Establish policies to improve job placement rates, increase worker earnings, and provide businesses with a skilled workforce
- Identify best practices across the nation for possible implementation in New York City

- Monitor a full range of programs and services, including the Workforce1 Career Centers (through the Operator Consortium), Individual Training Account (ITA) program, and Business Solutions Training Grant program

There was agreement that the Committee would focus on developing workforce policies for the system rather than developing operational procedures for the Career Centers. The latter function, it was affirmed, would be carried out by the Operator Consortium. The Committee requested that the Operator Consortium provide the Committee with a report describing their structure and decision making process and charged them to provide regular updates on the performance of the Workforce1 Career Center system. The Committee, in turn, would review performance and, as appropriate, provide input on the performance criteria used. The Committee would also review system wide policies and procedures related to achieving efficiency and quality service delivery.

Next, the Committee began a discussion of activities it might pursue in 2007, including identifying specific policy areas on which to focus and pursuing the development of a communications strategy on the WIB's behalf.

2007 Meeting Schedule

Committee members agreed on a meeting schedule for 2007. The members agreed to extend the Committee's meeting time from 60 to 90 minutes, with meetings to start promptly at 8:15 a.m. The new schedule is as follows.

January 16, 2007
February 22, 2007
April 5, 2007
May 31, 2007
July 12, 2007
November 8, 2007

Conclusion

Following the business described above, the meeting was adjourned.