

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
ONE-STOP COMMITTEE
Meeting of November 19, 2004**

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

Minutes

Committee Members Present:

| | |
|--------------------|--------------|
| Donna Lynne, Chair | John Foley |
| Robert Battista | Rae Linefsky |
| William Bollbach | George Ntim |
| Charles Callahan | |

Also Present:

| | |
|---------------|----------------|
| Susan Arroyo | Matt Hopkins |
| Rebecca Brown | David Margalit |
| Maria Buck | David Padrino |
| May Chin | Bonnie Potter |
| George Davis | Marilyn Shea |
| David Farber | Christy Smith |
| Linda Foehr | Sara Spatz |
| Katy Gaul | Scott Zucker |
| Michael Hecht | |

Donna Lynne, Committee Chair, convened the meeting at 9:10am. Ms. Lynne requested a schedule of Committee meetings for the next six months.

Approval of Minutes

The minutes of the July 21, 2004 One-Stop Committee meeting were approved.

Trade Act Services

David Margalit, Deputy Commissioner for Workforce Development, provided an overview of the responsibilities assumed by the local area as of July 1, 2004 for the provision of Trade Act services to eligible Dislocated Workers through the One-Stop System. David Farber, General Counsel, presented a resolution authorizing the New York City Department of Small Business Services (SBS) to enter into a Service Agreement with the New York State Department of Labor (DOL), Division of Employment Services (DoES) for the provision of certain Trade Act services in New York City's One-Stop System comprised of several Workforce1 Career Centers. Item approved.

Business Solutions Centers

Michael Hecht, Assistant Commissioner for Business Solutions Centers, provided an overview of the Business Solutions Centers and the variety of services offered at the Solutions Centers,

including information on starting a business, accessing capital and business incentives, navigating government, obtaining government contracts, networking opportunities, and screening, hiring and training workers. Mr. Margalit detailed the specific workforce development services being offered through the Business Solutions Centers. Mr. Hecht indicated the Business Solutions Centers will be measured on three performance metrics – business cases, customer satisfaction, and job orders developed. Mr. Hecht highlighted the existing and new partnerships being leveraged to generate job orders for the jobseeker customers.

Mr. Farber presented a resolution which:

1. affirms the establishment of Business Solutions Centers in the Queens, Bronx, Upper Manhattan, and Brooklyn Workforce1 Career Centers, and authorizing the establishment of Business Solutions Centers in Lower Manhattan and Staten Island;
2. provides that each Business Solutions Centers located in a Workforce1 Career Center shall be physically separate from the facilities in which the other services of the Career Center are provided, shall have its own name, brand and directional signage displayed prominently at the Career Center and, wherever reasonably possible, its own exterior name, brand and directional signage, and its own entrance; and
3. provides that the Business Solutions Centers shall be operated under the brand of “NYC Business Solutions”.

Mr. Farber indicated the funding is approximately \$2.2 million for five Business Solutions Centers. Mr. Farber identified the five vendors – DB Grant Associates in Queens, Wildcat Services Corporation in the Bronx, Seedco in Upper Manhattan, Brooklyn Chamber of Commerce in Brooklyn, and SUNY/CUNY SBDC in Staten Island. Item Approved.

WIB Strategic Plan

Marilyn Shea, WIB Executive Director and David Padrino, WIB Assistant Director, previewed a working draft of the Proposed Framework for the New York City Workforce Investment Board CY 2005 Strategic Plan. A final draft will be presented to the full Board at the December 2004 meeting. The Committee’s tasks and responsibilities for developing a business plan in the next quarter were reviewed.

One-Stop System Measures

Maria Buck, Assistant Commissioner for Policy & Planning, presented on the information requested of the One-Stop partners on services provided at the Workforce1 Career Centers, the applicable service performance measures, and the research findings.

Improving Service Delivery in the One-Stop Career Centers

Scott Zucker, Assistant Commissioner for One-Stop System, presented two proposals on improving the operational efficiency of the One-Stop programs and the WIA Eligibility Verification Processes. The proposals will have a nine month implementation timetable.

Conclusion

Following the business described above, the meeting was adjourned.