

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
ONE-STOP COMMITTEE
Meeting of February 8, 2005**

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

Minutes

Committee Members Present:

Donna Lynne	Roy Cosme
William Bollbach	John Harloff
Charles Callahan	George Ntim

Also Present:

Maria Buck	David Schmid
Brian Egan	Marilyn Shea
David Farber	Sara Spatz
Kevin Kelly	Janice Teague
David Padrino	Scott Zucker

Donna Lynne, Committee Chair, convened the meeting.

Approval of Minutes

The minutes of the January 20, 2005 One-Stop Committee meeting were approved.

Recertification Timeline

Brian Egan, Policy Analyst for the New York City Workforce Investment Board (WIB), presented a proposed timeline for the key deliverables associated with the One-Stop System recertification process.

Operator Consortium Business Plan Framework

Mr. Egan outlined the framework for the Operator Consortium's business plan and identified opportunities for the Committee to provide guidance on the plan's development. Mr. Egan presented revised certification criteria to establish the strategic framework for the business plan. In addition, he presented a list of business plan elements, representing the Committee's expectations for the content of the business plan. The Committee approved the certification criteria and the business plan elements, provided that a timeline and Disability Program Navigator plans be added to the latter.

One-Stop System Measures

Maria Buck, Assistant Commissioner for Workforce Development Policy & Planning at the New York City Department of Small Business Services (SBS), presented recommended One-Stop system measures. The Committee approved the six proposed measures and requested three additional measures: customer retention (for jobseekers), customer satisfaction (for both

jobseekers and businesses), and repeat usage (for both jobseekers and businesses). A sample system measures report card will be presented at the March 17, 2005 Committee meeting.

Centralized Job Development and Matching Function

Scott Zucker, SBS Assistant Commissioner for One-Stop System Management, presented a concept for a Centralized Job Development and Job Matching function that would supplement current job development capabilities at each Workforce1 Career Center and would enable SBS to better meet the demand for qualified candidates by businesses throughout the City. Mr. Zucker reported that the Centralized Job Development and Matching function would be located in Lower Manhattan and that SBS is in discussions with the Structured Employment Economic Development Corporation/Non-profit Assistance Corporation (Seedco) to conduct this demonstration project. The Committee approved the concept.

Other Business

WIB member George Ntim, Senior Manager of the Marriott Marquis, requested that a representative from SBS make a presentation on the employer-focused recruitment and training services offered by the One-Stop System to the Marriott Business Council at its February 24th meeting.

Conclusion

Following the business described above, the meeting was adjourned.