

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
ONE-STOP COMMITTEE**

Meeting of April 6, 2005

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

Minutes

Committee Members Present:

Bill Abramson	Charles Callahan
Robert Battista	John Foley
William Bollbach	John Harloff
Richard Boyle	Rae Linefsky

Also Present:

Rebecca Brown	Lisa Laudico
Maria Buck	David Margalit
Chris Cesarani	David Padrino
Brian Egan	Marilyn Shea
David Fischer	Mia Simon
Katy Gaul	Jeremy Waldrup
Kevin Kelly	Scott Zucker

Marilyn Shea, Executive Director of the New York City Workforce Investment Board (WIB), convened the meeting.

One-Stop Committee Chairmanship Update

Ms. Shea informed the Committee that Donna Lynne, Committee Chair, had accepted a position in Denver and resigned from the WIB. Charles Callahan was appointed to serve as Interim Chair of the One-Stop Committee until a permanent Chair could be named.

Approval of Minutes

The minutes of the March 17, 2005 One-Stop Committee meeting were approved.

Queens Workforce1 Career Center Update

David Margalit, Deputy Commissioner of Workforce Development at the New York City Department of Small Business Services (SBS), provided the Committee with an update on the Queens Workforce1 Career Center. Mr. Margalit reported that the vendor for the Career Center, the Consortium for Worker Education (CWE), had asked to be released from its contract, effective August 31, 2005. Mr. Margalit indicated that a new vendor for the delivery of jobseeker services at the Queens Workforce1 Career Center will be selected through a negotiated acquisition process. The new contract will commence on August 1, 2005 for a term of two years, and thereafter, be renewable for a term of three years.

One-Stop Recertification Update

Brian Egan, WIB Policy Analyst, provided an update on recertifying the New York City One-Stop System in line with the requirements of the New York State Department of Labor (SDOL), Workforce Development and Training Division. Mr. Egan presented a draft of the Description of the Local Recertification Process, a required recertification deliverable. Mr. Egan noted that the final recertification application materials will be submitted to SDOL on or before June 30, 2005.

Operator Consortium's Application for Recertification

Maria Buck, SBS Assistant Commissioner for Workforce Policy & Planning presented a draft of the Operator Consortium's Application for Recertification. The Application included a business plan for the management of the One-Stop System, structured around the five recertification criteria previously approved by the One-Stop Committee: leadership, quality service delivery, strategic alignment, system expansion and system measures. Following this presentation, the Committee provided feedback on the Application, which will be included in the final materials submitted to SDOL.

Conclusion

Following the business described above, the meeting was adjourned.