

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

**Meeting of May 20, 2004  
At the New York City Department of Small Business Services  
110 William Street, 3<sup>rd</sup> Floor, NYC**

**Minutes**

Executive Committee Members in attendance:

Kenneth Addams	Donna Lynne
Rocco Damato	Stuart Saft
Reg Foster	Robert Walsh
Mildred Garcia	

Also Present:

Maria Buck	David Margalit
Rebecca Brown	Mark Newhouse
May Chin	David Padrino
David Farber	Deldreana Peterkin
Celeste Frye	Bonnie Potter
Carl Hum	Marilyn Shea
Timothy Johnson	Roy Vanderford
Lisa Laudico	

Stuart Saft, Chair of the Executive Committee, called the meeting to order.

The minutes of the March 2, 2004 Executive Committee meeting were approved.

**Chairman's Report**

Mr. Saft introduced Marilyn Shea as the acting Executive Director of the WIB, pending full Board approval. He introduced a resolution modifying previously approved budgets for three of the jobseeker contracts, to correct an error in the original resolution. David Farber, General Counsel and Executive Director of Strategic Planning at the New York City Department of Small Business Services (SBS), explained that the error had had no impact upon the procurement process. The resolution was passed unanimously.

**One-Stop System Certification Process**

Donna Lynne, Chair of the One-Stop Committee, updated the Executive Committee on the progress towards achieving New York State Department of Labor certification for the City's One-Stop System. Ms. Lynne reported that the One-Stop Committee met on April 5, 2004 at the Workforce1 Career Center in Queens and passed a resolution approving the Operator Consortium's Business Plan, the primary component of the application for certification.

**Update on Staten Island One-Stop Job Seeker Contract**

David Margalit, Deputy Commissioner for Workforce Development at SBS, updated the Committee on recent developments concerning the opening of a Workforce1 Career Center on Staten Island. Mr. Margalit noted that SBS was pursuing an intensive site selection process, prioritizing a location in a central business and civic district and situated near transportation. He anticipated the launch of services during the late summer or early fall of 2004.

**Update on Procurement Process for Business Services within One-Stop Centers**

Mr. Farber provided the Committee with an update on the process for selecting business services providers to operate within the Workforce1 Career Centers. He emphasized that the merger of the adult and dislocated worker programs previously administered by the Department of Employment into SBS provided an opportunity to assess how best to leverage SBS' established linkages with small businesses, local development corporations and other related entities.

Mark Newhouse, Deputy Commissioner for Neighborhood Development at SBS, described the vision for integrating business services within the Career Centers. He highlighted a focused scope of services with an emphasis on integration with existing programs and partners. Mr. Farber noted that contract negotiations would likely begin by July 2004.

**Resolution authorizing Grant Application Policy**

Ms. Shea introduced a grant application policy which outlined a process for reviewing and assessing various grant opportunities available to the New York City Workforce Investment Board (WIB), or requiring WIB support. The Committee directed the WIB staff to revise the policy to reflect certain considerations around the review process.

**Conclusion**

Following the business described above, the meeting was adjourned.