

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
ONE-STOP COMMITTEE
Meeting of July 21, 2004**

**At Group Health Insurance
441 Ninth Avenue, 8th Floor
New York, NY 10001**

Minutes

Committee Members Present:

Donna Lynne, Chair	John Foley
William Abramson	George Ntim
Charles Callahan	

Also Present:

Susan Arroyo	Kevin Kelly
Rebecca Brown	David Margalit
Maria Buck	Greg Newton
May Chin	David Padrino
Linda Foehr	Marilyn Shea
Jennifer Hogan	Sara Spatz
LaTanya Hutchins	Scott Zucker

Donna Lynne, Committee Chair, convened the meeting at 11:45am. Introductions and welcome of new members were made. New members on the Committee are: William Abramson, Robert Battista, Roy Cosme and Gerri Warren-Merrick.

Approval of Minutes

The minutes of the April 5, 2004 One-Stop Committee meeting were approved.

State Education Department (SED) Memorandum of Understanding (MOU) Resolution

Maria Buck, Assistant Commissioner for Policy & Planning, New York City Department of Small Business Services (SBS), overviewed the need to update the SED MOU in order for SED to continue to provide adult literacy and ESL services at the Workforce1 Career Centers and expand to include the Brooklyn location. Item approved.

Strategic Briefing Session with Greg Newton

Greg Newton engaged the members in a discussion on developing a work plan for the Committee. The main points of discussion were:

1. Defining the Committee's role and responsibilities

This included a discussion on the interface between the Committee and the Operator Consortium and what type of information should the Operator Consortium regularly report to the Committee.

2. Defining and understanding the City's One-Stop System, including the Workforce1 Career Centers, Affiliates and Access Points

This included a discussion on the one-stop system, criteria of affiliates and provision of WIA services. The Committee requested a draft Concept Paper of an affiliate model.

3. Identifying performance measures that lead to employment outcomes

This included a brief overview of the type of measures – system, center and program measures. SBS and NYSDOL informed the Committee of the type of data they currently collect. The Committee requested SBS and NYSDOL to provide a written list of current performance measures collected by the respective agencies. The Committee requested the WIB staff to obtain a list of current performance measures collected by the One-Stop partners. The Committee requested the WIB staff to compile a list of proposed performance measures.

4. Integrating employers services to enrich services offered at the Centers

This included a discussion on developing performance measures for business services.

Conclusion

Following the business described above, the meeting was adjourned.