

**NEW YORK CITY WORKFORCE INVESTMENT BOARD  
ONE-STOP COMMITTEE  
Meeting of January 20, 2005**

**At New York City Department of Small Business Services  
110 William Street, 4th Floor  
New York, NY 10038**

**Minutes**

**Committee Members Present:**

|                  |              |
|------------------|--------------|
| Donna Lynne      | Roy Cosme    |
| William Abramson | John Foley   |
| Robert Battista  | Rae Linefsky |
| Charles Callahan |              |

**Also Present:**

|                |               |
|----------------|---------------|
| Rebecca Brown  | David Padrino |
| Maria Buck     | David Schmid  |
| Chris Cesarani | Marilyn Shea  |
| Brian Egan     | Sara Spatz    |
| David Farber   | Scott Zucker  |
| Linda Foehr    |               |

Donna Lynne, Committee Chair, convened the meeting.

**Approval of Minutes**

The minutes of the November 19, 2004 One-Stop Committee meeting were approved.

**Committee Action Plan Template**

David Padrino, Assistant Director of the New York City Workforce Investment Board (WIB), presented an action plan template, which would be used to frame the activities of the One-Stop Committee for 2005. Mr. Padrino solicited feedback on the template from Committee members.

**One-Stop Recertification**

Mr. Padrino presented an overview of the process and deliverables required by the New York State Department of Labor (NYSDOL) for the recertification of the New York City Operator Consortium. Mr. Padrino reported that WIB staff will present draft recertification application materials to the Committee at its May 4, 2005 meeting and deliver final application materials to NYSDOL on June 30, 2005. Committee members discussed initial reactions to the recertification process and emphasized the need for further development and clarification of the system measures used to evaluate the One-Stop System.

### **Proposed Affiliate Strategy**

Maria Buck, Assistant Commissioner for Workforce Development Policy & Planning at the New York City Department of Small Business Services (SBS), presented a strategy to expand the capacity and geographic reach of the One-Stop System by means of Workforce1 branded affiliates. Ms. Buck outlined the selection criteria, performance measurements, timing, and budget associated with the affiliate model. The Committee voted to approve the proposed affiliate strategy.

### **Workforce1 Career Centers at Two CUNY Campuses**

Scott Zucker, SBS Assistant Commissioner for One-Stop System Management, presented a resolution for the establishment of Workforce1 Career Centers at two CUNY locations: LaGuardia College and CUNY on the Concourse. While supportive of the concept, several Committee members raised issues about this resolution in terms of its legality under City procurement rules in the absence of a competitive process and the policy justification for selecting CUNY. David Farber, SBS General Counsel, reported that the proposed agreements between SBS and CUNY constitute intra-City agreements, therefore not subject to competitive procurement. Mr. Zucker explained that CUNY was selected because it offers locations that complemented existing service sites, had already established service infrastructure that would be effectively leveraged to provide services at a lower cost, had a strong history of providing high quality workforce development services and could quickly initiate these programs adding desperately needed capacity to the system.

After discussion, a resolution approving the concept of Workforce1 Career Centers at CUNY's LaGuardia College and CUNY on the Concourse campuses was approved, provided that: 1) Mr. Farber furnish a legal analysis of the agreements between SBS and CUNY that attests to their legality under current New York City procurement policy, and 2) the resolution be amended to state that, henceforth, all procurements for Workforce1 Career Centers and affiliates shall be competitive unless otherwise permitted by the One-Stop Committee.

### **Conclusion**

Following the business described above, the meeting was adjourned.