

NEW YORK CITY WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

Meeting of July 30, 2008

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

MINUTES

Members in Attendance:

Stuart Saft	Kathleen Kearns
Rocco Damato	Robert Walsh
Mark Elliott	

Also Present:

Katy Gaul	Melinda Mulawka
Blake Foote	Matt White
Lea Kilraine	
Stephanie Martinez	

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

Approval of Minutes

The minutes of the May 7, 2008 Committee meeting were approved.

Introduction

Mr. Saft began the meeting by explaining that the majority of the meeting would focus on the activities related to the building of the New York City Labor Market Information Service (NYCLMIS). He explained that the NYCLMIS is a joint venture between the NYC Workforce Investment Board (WIB) and the City University of New York (CUNY), aimed at providing actionable tools for the public workforce system. Mr. Saft noted that after the WIB Update Blake Foote, WIB Executive Director, would be providing an overview of the current status of the NYCLMIS and the dissemination of the Transportation profile that is currently under development.

Workforce Investment Board Update

Blake Foote, WIB Executive Director, updated the committee on the WIB's current activities. She noted that from June 23 - July 10, the U.S. Department Labor (US DOL) visited to review NYC's WIA-funded programs and complete a fiscal audit at New York City Department of Small Business Services (SBS) and New York City Department of Youth and Community Development (DYCD). During their visit (scheduled for every three years), US DOL representatives spent three full days with WIB, SBS and DYCD staff, as well as visited the Staten Island and Queens Workforce1 Career Centers, Queens Business Solutions Center, and the new Workforce1 Transportation Center. In particular, US DOL highlighted two innovative and promising practices that they will be sharing with the entire country as models: the Strategic Operating Plan used for Workforce1 Career Centers and the Case Conference Model used for issuing Individual

Training Grants. US DOL also applauded DYCD for their organized case file system and for one of their outstanding vendors, Opportunities for a Better Tomorrow. US DOL staff expressed interest in and support of the NYC Labor Market Information Service and the new sector-based Workforce1 Career Centers as well. The WIB, SBS, and DYCD anticipate receiving a detailed report from US DOL in early fall.

She also noted that the WIB hosted a unique opportunity for Board members and workforce staff to learn more about the Workforce Investment Act (WIA) and the role of the Board. Greg Newton, an expert on WIA with over 20 years of experience in the workforce development community, provided an overview of the workforce investment system tailored specifically for WIB members. Horace Barker, Mia Simon on behalf of John Mogulescu, Mark Leff on behalf of Pam Brier, Anthony Hunter (the Interim Executive Director for American Indian Community House), and Arnold Dorin participated in the Board member training. Mr. Newton also facilitated a separate three-hour session for workforce program staff. Nearly 30 program staff participated in their session with lively dialogue and question/answer. WIB staff is compiling feedback from the events to inform future member and staff trainings.

Stuart Saft noted that he would also like to better understand how the Workforce1 Career Centers are partnering with public libraries to provide additional services. Blake noted that staff would provide an inventory of the public libraries currently being utilized by the system at the next Executive Committee meeting.

Current Status of NYCLMIS and First Deliverables

Blake provided the members with an overview of the NYC Labor Market Information Service's first quarter activities, which included establishing partnership between the WIB and the City University of New York, Drafting the Vision, Mission and one-year work plan, conducting research on transportation subsectors and develop profiles, and co-convene forums to improve access to and the quality of labor market data. Next, she detailed the key components of the Transportation Profile report, which includes economic and industry dynamics, jobs and wages, occupations and advancement pathways, workforce demographics, and conclusions and recommendations, and the Subsector profiles, which are a snap shot of key information meant to be utilized by front line staff. Finally, Blake explained that the next project would likely focus on an economic scan that would prioritize key sectors for workforce development.

The Committee discussed the initial findings of the report, including focusing on the need for drivers with CDL licenses in the Hunts Point area. Members also provided feedback on additional information that should be included, changes to layout, dissemination plan and the rollout event.

The meeting was adjourned.