



## QUARTERLY MEETING

At the New York City Department of Small Business Services  
110 William Street, 4<sup>th</sup> Floor Board Room

December 13, 2006

## MINUTES

### **Board Members Present:**

Bill Abramson	Michael Flanigan	Thomas Moloney
Robert Battista	Reg Foster	George Ntim
William Bollbach	Ester Fuchs	Stuart Saft
Richard Boyle	Colvin Grannum	Maria Serrano for E. Mendez
Michele Cahill	Susan Haskell for J. Mullgrav	Mia Simon for J. Mogulescu
Charles Callahan	Chuck Hunt	Carole Sobin
Roy Cosme	William Janowitz	Sara Spatz
Rocco Damato	Kathleen Kearns	Robert Walsh
Rex Davidson	Deborah King	
Carl Day for V. Eggleston	Rae Linefsky	

### **Guests:**

Sara Ain	Alinda Franks	Melinda Mulawka
Shazaad Ali	Sara Garretson	Alicia Noel
Miguel Almodovar	Katy Gaul	Gabriela Morales
Susan Arroyo	Bret Halverson	Jeanette Nigro
Pamela Bradley	Andrew Kane	Marty Oesterreich
Rafael Caraveo	Kevin Kelly	Deldreana Peterkin
Chris Cesarani	Jak Koseff	Bonnie Potter
Janet Clemetson	Calvin Johnson	Jeremy Reiss
Spencer Cronk	Henrietta Lyle	Lorenzo Reyes
Debra Curry	Jeff Martin	Jean Seltzer
Anthony Dell'olio	Suzanne Lynn	Marilyn Shea
Brian Egan	Moe Magali	Florence Wong
David Fischer	David Margalit	Scott Zucker
Alexandra Fisher	Ismail Mohamed	

Stuart Saft, Chair, called the meeting to order.

### **Introduction of Guests**

Mr. Saft welcomed two guests in the audience: Lorenzo Reyes, Jr., Chief Executive Officer of Upper Rio Grande at Work, and Rafael Caraveo, Jr., Vice President of Education and Workforce Development at the Greater El Paso Chamber of Commerce. The gentlemen were visiting New York to learn more about the City's demand-driven workforce development system.

### **Approval of Minutes**

The minutes of the June 14, 2006 and September 13, 2006 meetings of the New York City Workforce Investment Board (WIB) were approved.

### **Chairman's Report**

Mr. Saft announced that Michael Flanigan, Vice President and Director of Community Relations for Citibank, was appointed to the Board. In his position, Mr. Flanigan develops relationships between the bank and community organizations in the boroughs of Manhattan, Brooklyn and Staten Island. The Board welcomed Mr. Flanigan.

Mr. Saft also announced that Melinda Mulawka joined the WIB staff as a Project Manager. Ms. Mulawka will support the WIB's Strategic Planning Committee and lead major initiatives on the WIB's behalf, including the Board's sector strategy and workforce information strategy.

Mr. Saft reported that the WIB's Application for Recertification of the New York City One-Stop Operator was recently approved by the New York State Department of Labor (NYSDOL). He noted that while the Board submitted its application in June 2005, NYSDOL had put its review of all local areas' recertification applications on hold as the functional alignment initiative took precedence.

### **Approval of Functional Alignment Plan**

Marilyn Shea, WIB Executive Director, provided the Board with a recap of the progress achieved on the functional alignment of Wagner-Peyser and Workforce Investment Act (WIA) Title II services at the Workforce1 Career Centers. Ms. Shea's report provided the Board with a context for the Functional Alignment Plan, which was before the Board for approval. Ms. Shea reported that beginning in January of 2006, the WIB convened a series of facilitated sessions for senior staff from NYSDOL's Division of Employment Services (ES) and the New York City Department of Small Business Services (SBS), the WIA administrative entity, to identify opportunities to better integrate Wagner-Peyser and WIA services in the Workforce1 Career Centers.

Ms. Shea reported that in March 2006, subsequent to the commencement of those sessions, NYSDOL issued a Technical Advisory requiring each local Workforce Investment Board in the State to submit a Functional Alignment Plan in the form of an Addendum to its Three-Year Local Plan. Leveraging the work already begun in the facilitated sessions, a team – comprised of staff from the WIB, SBS, ES and the City University of New York – drafted New York City's Functional Alignment Plan.

Ms. Shea noted that the Plan provided a framework for functional alignment that focused on streamlining service delivery and eliminating operational redundancies across the Workforce1 Career Center system. She also noted that the Operator Consortium would be charged with implementing the Functional Alignment Plan at the Workforce1 Career Centers and reporting regularly to the Workforce Policy Committee on its progress.

Following these remarks, the Board approved a resolution to approve the Functional Alignment Plan as an Addendum to the City's Three-Year Local Plan.

### **Workforce Policy Committee Update**

Rocco Damato, Chair of the Workforce Policy Committee, reported that the Committee met on November 2, 2006. Mr. Damato stated that the Committee participated in a facilitated discussion of its role as the oversight body for the workforce system. He noted

that there was general agreement that Committee would focus on the development of workforce policies, while the Operator Consortium would focus on Career Center operations. Mr. Damato also reported that the Committee was briefed on the organizational development of the Operator Consortium, which had been meeting regularly, developing operational policies for the Career Centers, and defining its own rules of governance.

#### **Strategic Planning Committee Update**

Kathleen Kearns, Chair of the Strategic Planning Committee, reported that the Committee met on November 14, 2006. She stated that the Committee was briefed by Marilyn Shea on the progress the WIB had made toward implementing its 2005 Strategic Plan. Ms. Shea highlighted the WIB's accomplishments in that respect, detailing the healthcare sector strategy and workforce information strategy. Ms. Kearns also reported that Scott Zucker presented the Committee with an overview of the Workforce1 Career Center system's business-driven strategies and the accomplishments achieved over the last two and a half years. There was agreement that future WIB activities should support the Mayor's economic and workforce development goals.

#### **Youth Council Update**

Reg Foster, Chair of the Youth Council, reported that the Youth Board and Youth Council met on September 7, 2006 at the Harlem Children's Zone. The focus of that meeting, he stated, was a panel discussion of how the City could continue improving the quality of its Out-of-School Time (OST) programs. Mr. Foster also reported that the members of the Youth Council/Youth Board received an update on proposed Fiscal Year 2007 funding for WIA Youth Programs and on efforts taken to advocate for the restoration of WIA funding to Fiscal Year 2005 levels in the Labor, Health and Human Services and Education Appropriations bill.

#### **Agency Updates**

SBS Commissioner Robert Walsh provided the Board with an overview of recent accomplishments achieved by the Agency. He noted that the Workforce1 Career Centers had placed 4,334 jobseekers into employment for the quarter ending September 30, 2006, an increase of 8% over the previous quarter. Commissioner Walsh also noted that SBS had implemented new accountability measures for training providers receiving Individual Training Account vouchers, which have helped bolster that program. Lastly, he thanked David Margalit for his past leadership as SBS Deputy Commissioner of Workforce Development. In his new role as Deputy Commissioner for Business Development, Mr. Margalit would be charged, among other things, with better connecting small businesses and Business Improvement Districts with the City's workforce development system.

Susan Haskell, Assistant Commissioner for Vulnerable and Special Needs Youth at the City's Department of Youth and Community Development (DYCD), noted recent programmatic highlights from that Agency. She reported that new contracts for WIA Youth Programs had commenced on July 1, 2006 and that DYCD provided new WIA service providers with training sessions on job development, peer supervision and other topics. Ms. Haskell also noted that DYCD's 2006 Annual Summary of the Summer Youth Employment Program (SYEP) was available on the Agency's website. The Summary includes facts and figures on participant enrollment, job development and funding sources related to SYEP.

### **Presentation: Worksource1 – Facilitating Service Delivery**

Mr. Saft introduced guest speakers Michael Borden and Neil Smith of SBS' Technology & Operations Unit, both of whom were instrumental in the development of Worksource1, a new web-based application developed by SBS and Cambridge Solutions to improve business operations at the Workforce1 Career Centers. Mr. Saft noted that Worksource1 had recently received an Excellence in Technology Award for the "Best Application Serving an Agency's Business Needs." The Excellence in Technology Award Program honors the best of New York City's IT projects each year. Messrs. Borden and Smith provided an overview of the new application, highlighting its service tracking, jobseeker search, reporting, and program management capabilities. The Board was impressed by the presentation and pleased by Worksource1's great potential to improve service delivery and business operations at the Workforce1 Career Centers.

### **Conclusion**

Following the business described above, the meeting was adjourned. Mr. Saft announced that the next quarterly WIB meeting would be on March 14, 2007.