

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

Meeting of December 5, 2007

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

**MINUTES**

**Members in Attendance:**

Rocco Damato	Stuart Saft
Mark Elliott	Kathleen Kearns (via phone)
Reg Foster	Robert Walsh

**Additional WIB Members in Attendance:**

John Mogulescu	Rex Davidson
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**Also Present:**

Susan Arroyo	Melinda Mulawka
Chris Cesarani	Omer Mohammed
Brian Egan	Deldreana Peterkin
Blake Foote	Melissa Wavelet
Katy Gaul	Scott Zucker

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

**Approval of Minutes**

The minutes of the May 16, 2007 Committee meeting were approved.

**Introduction**

Stuart Saft began the meeting by formally introducing the new Executive Director of the Workforce Investment Board (WIB) Blake Foote. Ms. Foote expressed that she was excited to be working with the WIB. The Committee welcomed Ms. Foote.

**Approval of Hunt's Point Contract**

Melissa Wavelet, Assistant Commissioner Workforce1 Career Center Program Management at the New York City Department of Small Business Services (SBS), provided a brief review of the Hunt's Point project for the Committee. She detailed that the Committee at its March 1, 2007 meeting, authorized SBS to release a Request for Proposals (RFP) for the delivery of the services in the Hunt's Point community. As a result of the RFP, SBS has selected VIP Community Services, d/b/a Managed Work Services of New York as the vendor for the project. The contract will have a three-year term in the amount of \$2,500,000 with a three-year option to renew at SBS's discretion. SBS anticipates that the Contractor will register a minimum of 2,000 customers in orientation and place at least 685 customers in each year of the contract. Following a discussion, the Committee approved a resolution to ratify SBS's contract with VIP Community Services,

d/b/a Managed Work Services of New York to provide workforce services in the Hunt's Point community.

### **Overview of 2008-2010 WIB Strategic Plan**

Blake Foote, Executive Director of the NYC Workforce Investment Board, noted that the last strategic planning process was much different as the WIB worked from scratch to develop the WIB's mission, vision and fundamental roles. In an effort to provide the committee with a tool for discussion, the WIB staff; building off of 2005 Strategic Plan and in conjunction with feedback from board members, developed a draft 2008-2010 Strategic Plan.

Ms. Foote shared her enthusiasm for board member re-engagement, and discussed the revised Board member responsibilities, that included shaping the workforce system, increase business investment, and promote the NYC workforce system.

Ms. Foote then walked the Committee through the new plan highlighting the six strategic priorities for the Board, which included:

1. Advance the performance of the City's workforce services and conduct effective oversight of the WIA-supported system to ensure high functioning workforce services
2. Increase business participation, awareness, and use of the WIA-workforce system to support a demand-driven approach that meets business need and creates new job opportunities
3. Evaluate and drive priorities for the City's workforce policy agenda to focus on areas where the most impact can be made on connecting more businesses with workers and enabling workers to advance
4. Encourage the City to adopt innovative best practices and respond to important workforce issues occurring at the state and national levels – making NYC a workforce development leader
5. Provide local labor market information and analysis of important industry and workforce trends to generate a blueprint for effective program development
6. Promote and publicize New York City's workforce initiatives and gains to diverse groups (academia, elected officials, foundations, public policy organizations, press) – to increase profile among thought leaders, learning from these groups and attracting more resources

Following the presentation, Mr. Saft facilitated a discussion between the Committee members. The discussion focused on the revised committee structure and how to develop a better working relationship with the state and federal governments, as well as local stakeholders. Mr. Saft requested that the WIB staff incorporate the Committee's comments into the plan. The Committee agreed to endorse the Draft Plan, and requested that Ms. Foote present the Proposed 2008-2010 Strategic Plan at the Quarterly Meeting on December 12, 2007 for full board consideration and approval.

### **Conclusion**

Following the business described above, the meeting was adjourned.