

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

Meeting of February 21, 2008

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

MINUTES

Members in Attendance:

Mark Elliott
Reg Foster
Kathleen Kearns

Stuart Saft
Robert Walsh

Also Present:

Rebecca Brown
Chris Cesarani
Blake Foote
Lesley Hirsch
Stephanie Martinez

Melinda Mulawka
Omer Mohammed
Matthew White
Scott Zucker

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

Approval of Minutes

The minutes of the December 5, 2007 Committee meeting were approved.

Introduction

Stuart Saft began the meeting by directing the member's attention to the materials relating to the launch of the NYC Training Guide. Mr. Saft noted that the NYC Training Guide is an online jobseeker resource and that the Workforce1 Training team would provide a full update on the project at a future meeting. Next, Mr. Saft introduced Stephanie Martinez, the new Workforce Investment Board (WIB) Policy Director, and directed members to her bio in the meeting materials. He also announced that Melinda Mulawka has been promoted to the role of WIB Deputy Director. The Committee congratulated the WIB staff.

Workforce Investment System Update

Scott Zucker, Deputy Commissioner for Workforce Development at the New York City Department of Small Business Services (SBS), provided a brief overview on the New York City workforce system's performance to-date, as well as an update on the Queens Center construction. Mr. Zucker reported system performance numbers for the Workforce1 Career Centers, Individual Training Accounts, Customized Training and Community Outreach teams. Next, he updated the Committee on the progress of Center for Economic Opportunity funded programs, including the Sector-based Career Center, Employment Works, and NYC Training Guide, and City Council funded Community Workforce Innovations. Finally, Mr. Zucker walked the Committee through photographs of the newly renovated Queens Workforce1 Career Center.

Workforce Investment Board Update

Blake Foote, Executive Director of the NYC Workforce Investment Board, updated the Committee on WIB's first quarter accomplishments in support of the proposed 2008-2010 WIB Strategic Plan. Ms. Foote explained that over the last quarter WIB staff focused its efforts on implementing actions associated with strategic plan priorities that would yield an immediate impact. These priorities included,

1. Increase business participation awareness and use of the system
2. Provide local labor market information and analysis, and
3. Promote the success of the local workforce system and encourage adoption of best practices.

She noted several accomplishments related to these priorities including the recruitment of several new business members, the launch of two new workgroups supported by the Workforce Policy Committee, the establishment of the NYC Labor Market Information Service with the City University of New York Center for Urban Research, and development of the WIB Wire Newsletter to communicate with the Board.

Next, Ms. Foote introduced Lesley Hirsch, the newly hired Research Director, for the NYC Labor Market Information Service (NYC LMIS), which is housed at the City University of New York and primarily funded by the WIB. Ms. Foote explained that Ms. Hirsch would be responsible for managing the research agenda and product development for the NYC LMIS.

Finally, Ms. Foote pointed the Committee to biographies of four new members that have joined the Board. These members included,

- Horace Barker, Vice President and Assistant Manager of Smith Barney,
- Sara Holloway, Partner at Hudson Heights Partners business consultancy firm,
- Arnold Dorin, Administrator, NYS Vocational and Educational Services for Individuals with Disabilities (VESID), and
- Ed Ott, Executive Director of the New York City Central Labor Council.

Ms. Foote noted that with the addition of these new business members, the WIB is well on its way of meeting the target goal of recruiting ten new business members in 2008, and building a Board that helps the system better meet the workforce needs of New York City employers .

Workforce Investment Act (WIA) Rescission Update

Due to time constraints, Scott Zucker, Deputy Commissioner for Workforce Development at the New York City Department of Small Business Services (SBS), quickly provided the Committee with an update on the anticipated reductions on WIA funding, including reductions to WIA formula funds, and impending WIA rescission of Program Years 2005 and 2006. Mr. Zucker explained that the cuts will negatively impact the system's ability to develop innovative future projects, however will not result in cuts to current service delivery levels. He also noted that the WIB is still awaiting final guidance as to the implementation of the rescission and formula funds from U.S. Department of Labor and the NYS Department of Labor.

2008-2009 Local Plan Modification

Blake Foote, Executive Director of the NYC Workforce Investment Board directed the Board to the Proposed LWIA Local Plan Modification for Program Year 2008-2009 located in the Board materials. Ms. Foote explained that the modification is an administrative task required by the NYS Department of Labor, and will amend New York City's 2005-2008 Local Plan through June 30, 2009. Ms. Foote noted that WIB staff, in coordination with the NYC Department of Small Business Services, NYC Department of Youth and Community Development and Operator Consortium members, drafted the Local Plan Modification, which is composed of three sections relating to the local area's current and future strategies, efficiencies, and verifies the local area's policies. Ms. Foote explained that due to the required thirty-day public comment period, the staff is requesting the Executive Committee's support of the Proposed LWIA Local Plan Modification for Program Year 2008-2009, prior to its release for public comment. She also noted that the full Board will also be asked to endorse the Proposed Local Plan Modification at the March 12th Quarterly Meeting. The Committee endorsed the Proposed LWIA Local Plan Modification for Program Year 2008-2009 as suitable for public comment.

Conclusion

Following the business described above, the meeting was adjourned.