

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

February 7, 2017  
253 Broadway, 8th Floor, New York, NY 10007  
MEETING MINUTES

**Members in Attendance:**

Scott Berger  
Les Bluestone  
Mark Elliott  
Chauncy Lennon

**Also Present:**

**For WKDEV:**

Sarah Bennett  
Reynold Graham  
Chris Neale

**For DYCD:**

Akeem Bashiru  
Megan Keenan-Berryman  
Theodore Latimore  
Daphne Montanez  
Ardis Sanmoogan

**For SBS:**

Kelly Dougherty  
Melanie Hart  
Tania Jospitre

Mark Elliott, WDB Vice Chair, called the meeting to order.

**DYCD Program and Fiscal Update (WIOA Youth)**

Department of Youth and Community Development (DYCD) staff walked the Committee through its presentation of its WIOA Youth program and fiscal performance covering the period between July 1, 2016 – December 31, 2016.

***Program Summary***

DYCD provided a summary of program and fiscal performance of WIOA Youth funding for the first two quarters of Fiscal Year (FY) 2017. In line with the federal WIOA law, DYCD offers two programs. Out-of-School (OSY) programs serve 16 to 24 year old young adults who are not connected to school or work and need assistance upgrading their educational and occupational skills. OSY programs are operated by community-based organizations in all five boroughs. As of December 31 there are 14 unique providers and 23 contracts. In-School Youth (ISY) programs provide services to eligible juniors and seniors in high school. ISY services include objective assessments, creating individual service strategies, counseling, work readiness training, college readiness activities, SAT preparation instruction and other youth related mentoring services. As of December 31 there are 17 unique providers and 18 contracts.

WIOA Youth Program performance is consistent with historical trends. For FY2016 (July 1, 2015 – June 30, 2016), New York City met or exceeded state standards on all goals (met as defined as reaching 80% or more of target).

### ***Fiscal Summary***

WIOA Youth program funds are allocated on a 75/25 split respectively between Out-of-School Youth (OSY) and In-School Youth (ISY) programming for FY2016. DYCD structured upcoming OSY and ISY provider contracts accordingly to meet this requirement.

In the first two quarters of FY2017, WIOA Youth spending was \$9.4M of the \$28.7M available to spend in FY2017. An additional \$2.5M of the FY2017 allotment was committed to FY2018. In FY2017, DYCD has obligated 80% of its program funds on Out-of-School Youth programs, in compliance with WIOA's new requirement to spend at least 75% of program funds on that population.

### **SBS Program and Fiscal Update (WIOA Adult and Dislocated Worker)**

Department of Small Business Services (SBS) staff walked the Committee through its presentation of the WIOA Adult and Dislocated Worker (DW) program and fiscal performance for the period between July 1, 2016 – December 31, 2016.

### ***Program Summary***

As of December 2016, the **Workforce1 Career Centers** directly helped connect jobseekers to 8,602 jobs while an additional 5,987 jobseekers found jobs on their own, for a total of 14,589 connected to jobs. The portion of full-time jobs was 76% for the second quarter of FY2017. Full-time rates have increased significantly since SBS adopted its policy of targeting better quality jobs in April 2014. Also during the second quarter of FY2017, the median wage increased to \$12.00 per hour while the average wage was \$13.12.

In the first two quarters of FY2017, the **Individual Training Grant (ITG)** program enrolled 341 participants into the program while 286 completed training, and 53 were employed post training to date. This employment figure is not final, as it does not yet include all individuals who completed training and reporting finding employment. SBS collects this information for customers for several months after training.

The **NYC Business Solutions Centers** helped small businesses obtain 183 financing awards, achieving 29% of the system's Fiscal Year goal of 630. The value of the financing awards was \$8.2M, 41% of the system's fiscal year goal of \$20M. The Centers also connected 293 businesses to services to help them start up and launch.

The **Customized Training** program awarded grants to five companies to provide training to 177 employees. These awards totaled approximately \$568,527, 57% of the agency's goal of investing \$1 million during Fiscal Year 2017.

### ***Fiscal Summary***

As of December 2016, WIOA Adult and Dislocated Worker accrued spending was about \$21M of the \$48.1M available to spend in FY2017. Of the spending available, 20% or about \$4M was

spent on training and internships. An additional \$5.9M of the FY2017 allotment was committed to FY2018 as Year 2 funds.

**Comprehensive Development, Inc. Presentation: CDI Career Academy**

Michael Roberts, Executive Director of Comprehensive Development, Inc. (CDI), provided the Committee with an overview of the CDI Career Academy where participants pursue a Medical Assistant Specialist certificate. The program is delivered in partnership with the Borough of Manhattan Community College (BMCC). The seven month program includes eight weeks of customer service and care coordination training, 20 weeks of the certified medical assistant training program including two days at NYU Langone's Simulation Lab, job placement support, and follow-up support 12 months after placement. Participants complete the program with the opportunity to articulate their experience into credit at BMCC and pursue an associate's degree. The Committee also heard from two program participants who shared their positive experience in the Career Academy and how the program helped them connect to a meaningful career path.

To develop the Academy, CDI worked with the New York Alliance for Careers in Healthcare (NYACH), the City's healthcare industry partnership, which helped CDI identify areas of growing employer demand.

The February 2017 Executive Committee meeting was adjourned at 10:30am.