

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

October 31st, 2013
253 Broadway, 14th Floor

MEETING MINUTES

Members in Attendance:

Horace Barker	Mark Elliot
Les Bluestone	Reg Foster

Also Present:

<i>For OHCD:</i>	<i>For SBS:</i>
Michelle Light	Jackie Mallon
Cesar Cardenas	Chris Neale
	Xenon Walcott

For DYCD:
Suzanne Lynn
Justin Walter
Alan Cheng

Horace Barker, WIB Vice Chair and Executive Committee member, filled in for Kathy Kearns who was absent. Mr. Barker called the meeting to order.

OHCD Provides Update on New Financial Disclosure Requirements for WIB Members

Cesar Cardenas, OHCD Special Counsel, updated the group about new annual disclosure requirements for certain WIB members. Effective Spring 2014, uncompensated members of policymaking boards, including WIB members not already subject to an annual state or local financial disclosure requirement, will be required to annually file a short financial disclosure report with the NYC Conflicts of Interest Board (COIB). COIB is currently developing the disclosure template. This new annual disclosure requirement stems from a recent change to the local administrative code, under section 12-110(d)(2). This new financial disclosure form will not be as exhaustive as the disclosure form City employees file on an annual basis.

Mr. Cardenas circulated a draft fact sheet summarizing the new requirements, including focus on some questions that will appear on the new financial disclosure form and could be a source of confusion if they are not clarified by COIB. Committee members were asked to provide comments or other feedback to the draft. The sheet also included conditions that will apply to those disclosures, to the extent that those were known.

DYCD Fiscal and Program Update (WIA Youth)

DYCD staff walked the group through its presentation of DYCD WIA fiscal and program performance covering the period from July through September 2013:

Budget Summary. As of the September Claim, WIA Youth spending was at 18% for FY14, compared with a 19% rate in FY13. Carryover spending was 93% in FY13. In FY14, carryover spending is at 63%. DYCD reminded committee members that carryover funding represents

funds unspent by the first 12 months of the previous award period. The reason for the accelerated spending in FY13 was the application of carryover funding towards the SYEP program. DYCD projects to spend down its carryover funding with the need for applying it towards SYEP in FY14.

DYCD also explained that FY14 WIA Youth funds are comprised of current and prior year Carryover funding. WIA Youth program funds are allocated on a 33/67 split between In-School Youth and Out-of-School Youth programming for FY13. WIA Administration represents 10% of the annual award total. Carryover represents 15% of the \$21,110,901 FY13 award. Projected Expenditures for FY14 are \$18,682,373.17, 86% of the FY14 award.

Program Summary. WIA Youth Program performance is consistent with historical trends. For FY12 (July 1, 2011 – June 30, 2012), New York City met or exceeded state standards on all goals (met as defined as reaching 80% or more of target). DYCD expects PY12 performance to meet or exceed all state standards. PY13 started July 1, 2013.

FY13 OSY programs are fully enrolled. Placements (education or employment) for this program numbered 852, out of a goal of 878, given that all FY13 enrollees are coursing through the OSY program. Performance attainment will continue throughout the follow up period, which concludes in June 2014. In addition to placement, DYCD remains on track to hit or exceed targets for OSY enrollment, attainment of degree or certificate, and literacy/numeracy gains. DYCD initially planned to enroll 1,255 youth in the FY13 OSY program.

The **FY13 ISY** program report resembled the June 2013 report to the committee, except that ISY attainment of degree or certificate numbered 596, exceeding DYCD's initial goal of 500. Final FY13 ISY placement figures will be available in early 2014 and will likely be reported out at the January 2014 committee meeting. **FY14 ISY** program goals were also reported: 1760 enrollments, 604 placements (education or employment), and 554 degrees or certificates attained. Final FY14 placement figures will be available in early 2015. Currently there are 26 unique ISY providers and 27 contracts.

DYCD's **2013 Summer Youth Employment Program (SYEP)** had a successful cycle. The City received more than 135,388 applications for roughly 35,957 SYEP slots. Participants worked in 6,883 diverse worksites across the City, including day camps, retail, hotels and hospitals. The total program budget for summer 2013 was \$44.8 million.

Beginning in 2014, SYEP will comprise four service options. A program for Younger Youth (ages 14-15) is now a standalone option that focuses on work readiness, career and college exploration and service learning work assignments. The Older Youth program will offer work experience to 16 to 24 year olds with extended upfront orientations and educational workshops. The Vulnerable Youth program serves youth 14-24 who are court-involved, runaway/homeless, youth aging out of foster care or who currently receive preventative services from ACS. Lastly, the Ladders for Leaders program targets high school and college students who have prior work experience and provides employer-paid summer internships and some of the leading companies and non-profits in the city. In 2014 there will be 48 unique SYEP providers with 98 contracts.

Committee members thanked DYCD for their report and asked the agency to try and improve the availability of retrospective program data for improved current/prior year comparisons.

SBS Fiscal and Program Update (WIA Adult and Dislocated Worker)

SBS staff walked the group through its presentation of SBS WIA fiscal and program performance covering the period from July through September 2013 (projected):

Budget and Program Summary. **SBS carryover** from FY13 to FY14 was \$600,000 less than the previously projected \$7,035,000, as reported at the June 18, 2013 Executive Committee meeting. FY14 projected spending on personnel was revised to account for an increase in the City's fringe rate and Workforce1 Career Center budgets were modified to absorb unplanned FY14 spending. Carryover was reported on a gross basis rather than the net basis SBS has used to report to the committee since late 2012. Committee members requested a follow-up report on these figures for the January meeting.

Job placements at the **Workforce1 Career Centers** for the July through September period numbered 5,322. This figure is 84% of the target for the quarter and is an increase of 9% over the same period last year. Median wages for these placements were at \$9.50 an hour, down from \$10 during the same period in FY13. Placements broken down by sector for the reporting period show accelerated hiring in retail trade, which more than doubled compared to the April to June period (791 to 1709). Accommodation and food services hiring increased by almost 50% using the same comparative period (779 to 1129). For the third quarter in a row, hiring in the health care and social assistance sectors accounted for a small proportion of overall hires (3%) than in had in previous quarters.

As in previous quarters, a large portion (12%) of the rest of the quarter's hires were in administrative/support services (including security guard services). **Mark Elliot** raised a concern about the continued strength of security guard hires and asked SBS and the board at large to engage in a future conversation about the value proposition of WIA Adult and Dislocated Worker funding in NYC.

Employer commitments achieved through WIA-funded **NYC Business Solutions Centers** number 4,571 through September for calendar year 2013, which represents 124% of SBS's goal for that nine month period (3,697), and a 71% increase over the same period in 2012. Business Solutions Centers achieved 702 employer commitments from small businesses -- a significant proportion (15%) of the total employer commitments and a 17% increase over the same period in 2012. The NYC Business Solutions **Customized Training program** upskilled 103 incumbent workers during the reporting period. Total training awards were \$365,772 distributed among 4 companies in the wholesale trade, manufacturing, and construction sectors. The awarded businesses are located in Staten Island, Manhattan, and Queens. The awards leveraged \$168,874 in employer contributions for the trainings. The average projected wage gain for these workers is 9.4% (among trainees with wage gains).

From July through September, Workforce1 Career Centers were slightly ahead of pace in **Individual Training Grant** spending and issuance. By mid-October, there will be a shift in training offerings, approved by the WIB Policy Committee in August 2013, that will likely result in a small to moderate increase in issuance. Of 722 ITG candidates projected to complete training between July 2012 and March 2013, 710 candidates actually completed – a 98% completion rate. Of those who completed, 302 found employment within 5 months of training completion. 91% of these placements are directly related to the training received, with an average wage of \$11.91 per hour.

The targeted **PCA-to-HHA occupational training initiative** approved by the committee in Fall 2012 has enrolled 1,260 incumbent healthcare worker trainees. 1,113 of these completed the

classroom portion of the program through the reporting period; 147 trainees remain enrolled in classroom time. Of those who completed classroom training, 920 also completed the clinical training component and attained certification. Wage gain and job retention figures are unavailable but will be reported at a later date.

With quorum met, Mr. Barker called for a vote to approve the **PY13 NYC LWIA Local Plan**, which was not voted on at the September 2013 WIB quarterly meeting. The local plan was unanimously approved. The June 2012 committee meeting minutes were also approved. After the vote, the October 2013 Executive Committee meeting was adjourned.