

# NEW YORK CITY WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

January 4, 2013  
255 Greenwich Street

## MINUTES

### Members in Attendance:

Kathleen Kearns	Mark Elliot
Horace Barker	Reg Foster
Les Bluestone	

### Also Present:

Tiffany Fergusson	Suzanne Lynn
Cesar Cardenas	Deldreana Peterkin
Megan Keenan	Michelle Light
Alan Cheng	Tara Colton
Jagdeen Phanor	Angie Kamath
Justin Walter	Chris Neale
Calvin Johnson	
Courtney LeBorious	
Dansha Cai	

Kathleen Kearns, Committee Chair, called the meeting to order.

The meeting was called for by Board Chair Kathy Kearns in the interest of furthering the WIB's due diligence on matters related to WIA adult and youth expenditures. The agencies presented committee members with a status update of their WIA program spending and performance outcomes to date. The group was joined by SBS and DYCD workforce leadership and agency taskforce staff from the City Office of Management and Budget.

Members asked SBS to be prompt and thoughtful about how to accelerate training expenditures in the current fiscal year and requested a follow up meeting with SBS to continue discussions about WIA training expenditures. Members commented, post-discussion, that they found the presentations with SBS and DYCD valuable and provided of the following feedback to help OHCD and agency staff streamline and improve the structure of the WIA budget briefings in the future:

- **Quarterly Briefings:** Members asked to make the agency briefings a standing quarterly item for all Executive Committee meetings. Moving forward, these meetings are scheduled to occur just before the quarterly meeting dates.
- **Programmatic Reports:** Members asked for programmatic performance reports as a corollary to the budget reports from SBS and DYCD. This was driven by a feeling among the members that questions about spending might linger without a proper understanding of the programmatic context.
- **Consistent Format:** Members indicated that some consistency in the agency reporting format would make it easier to digest the information, providing agency staff some direction of what they wanted to see. As a result of this recommendation OHCD and the agencies

have collaborated to come up with fiscal and performance-related reporting templates that SBS and DYCD will present to the Executive Committee during the standing quarterly briefings. The templates are high-level frameworks that acknowledge key differences in adult/youth expenditures and program performance.

- **Advance Review:** Members appreciated receiving meeting materials from agencies a few days in advance to digest. Going forward, SBS and DYCD will continue working with OHCD and OMB staff on the materials that will be presented at briefings. A more iterative process will allow internal agency questions to be aired ahead of the meeting, providing more opportunity for dialogue among between Members and staff at the Executive Committee meetings themselves.

The meeting was adjourned