

NEW YORK CITY WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

June 18th and 20th, 2013
253 Broadway, 14th Floor

MEETING MINUTES

Members in Attendance:

Kathleen Kearns	Mark Elliot
Horace Barker	Reg Foster
Les Bluestone	

Also Present:

Tiffany Fergusson	Michelle Light
Cesar Cardenas	Sherazade Langlade
Todd Levinson	Jackie Mallon
Elisabeth Voight	Chris Neale
Katherine Klem	Xenon Walcott
Justin Walter	
Megan Keenan	
Jagdeen Phanor	
Ardis Sanmoogan	

Kathleen Kearns, Committee Chair, called the meeting to order. New OHCD staff were introduced to the group, which at the beginning of the meeting included committee members and DYCD staff.

Introduction and OHCD Executive Director's Report

Michelle Light, OHCD Executive Director updated the members of the Executive Committee on key issues and activities affecting NYC WIB strategic and programmatic priorities since the Committee's previous meeting, including the status of A7911-B (amending the state labor law, in relation to sharing of unemployment insurance information with public entities for certain authorized purposes, including longitudinal study of public workforce programs); and recently reactivated citywide coordination and resource mapping in anticipation of changes to the high school equivalency examination scheduled to take effect in 2014. Mark Elliot acknowledged the City's history of interest in obtaining wage data access and emphasized the value of accessing the data.

DYCD Fiscal and Program Update

DYCD staff walked the group through its presentation of DYCD WIA fiscal and program performance covering the period from April through June 2013 (projected):

Budget Summary. As of the May claim, current year WIA Youth spending was at 77%, and is anticipated to hit 86% by the close of FY13, signaling an expected 14% carryover of FY13 funds to FY14. In FY13, carryover spending is 100%, with DYCD reaching that milestone in October

2012. The full spend-down of FY12 carryover has been a factor in faster FY13 spending compared to FY12. Other factors include more technical assistance for youth program providers to align their billing practices with DYCD spending targets and general population waivers that facilitate transfer of some WIA Youth funding to more general Summer Youth Employment activities. DYCD also highlighted that it does not overcommit to spending beyond a threshold it reasonably thinks will trigger funding issues. Agency spending estimates are based on prior-year spending patterns, lending to a conservative estimate. DYCD contracts with third-party groups to track yearly spending.

Program Summary. FY13 OSY programs are almost fully enrolled, with enrollment wrapped up at the end of June 2013. Placements for this program will be substantially higher at the end of year once all FY13 enrollees start coursing through the OSY program. Performance attainment will continue throughout the follow up period, which concludes in June 2014. In addition to enrollment, DYCD is on track to hit or exceed targets for OSY placement (education or employment), attainment of degree or certificate, and literacy/numeracy gains. Despite good progress, two FY13 OSY providers are likely to be defunded for poor performance, including the only provider in Staten Island. Mark Elliot asked DYCD to provide a breakdown of provider performance. Responding to a question from Mark Elliot about the quality of OSY certificates, Megan said the U.S. Department of Labor looks for certificates that will be meaningful after program exit, including certificates that are nationally-based or industry-recognized. Responding to a question from Kathy Kearns about OSY demand, Megan estimated that it would take 170,000 OSY enrollments to meet local demand for the program. DYCD will enroll 1,255 youth in the FY13 OSY program.

Committee members expressed concern that an entire borough, in this case Staten Island, could be left without a single OSY provider until at least the next program cycle. Les Bluestone asked if it would be possible to extend services of a current OSY awardee to such communities in order to fill the service gap. Megan responded that local procurement rules presented some obstacles but that she would go back to the agency to consider future options, especially where a provider is defunded a significant percentage of a youth service contract.

The ISY program report resembles the April 2013 report to the committee. DYCD did not meet FY12 ISY Placement goals, reaching only 93% of a 712 placement target. Notwithstanding the missed goal, the performance percentage still comes within New York State's 80% margin of acceptability for WIA Youth programs.

DYCD's Summer Youth Employment Program is off to a strong start. 135,234 applications were received for the 2013 program. Total enrollment will be in the range of thirty-five thousand participants, with six to seven thousand worksites, with the Mayor's Fund supporting about 20% of the additional summer youth jobs DYCD will place youth into in 2013, compared to 2012. About 12,000 worksite visits are expected to take place this summer by 20-30 seasonal visit staff. In 2013 WIA will fund about 2,400 slots; private funds will provide for over 1000. In response to a question by Les Bluestone about how the SYEP program will be serving more youth with less funding this year, DYCD cited changes to the 2013 SYEP RFP which include unsubsidized summer employment activities (reducing the price per participant) and a shorter program period (one week less). Mark Elliot commented that DYCD's Summer Youth program would be a good candidate for rigorous evaluation.

SBS Fiscal and Program Update

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

Budget Summary. Carry-in has been reported on a net basis in the past. SBS would like to start reporting it to committee members on a gross basis – reflecting the reporting format shared with NYSDOL. The group asked for clarity regarding how carry-in levels are being represented moving into FY14. SBS started FY13 with approximately \$6.6 million in unobligated carry-in funds. The Executive Committee discussed with SBS FY 14 carry-in in January 2013 requesting SBS reduce their projected carry-in of \$7.0 million as much as possible. SBS provided an update that SBS has obligated by an estimated \$1.6 to 1.8 million carry-in of the \$7.0 million carry-in for FY14. SBS will provide final carry-in figures at the September 2013 Executive Committee meeting after FY13 items are cashed out and the allocation is finalized. SBS projects total accrued FY13 expenditures in the range of \$46.6 million, including carry-in, and an FY14 WIA budget in the range of \$49.2 million, including carry-in reserved for FY15. Committee members requested a follow-up report on these figures for the September meeting.

Given that SBS will receive a modest increase in their FY14 WIA budget, the agency is projecting increases in Career Center operations and occupational training. In addition, FY13 funds carried into FY14 will be used for increases in workforce programs (Vets Account Managers, Bronx facilities costs and investments in healthcare at CUNY), funding expansion centers with WIA and more investments in training initiatives. Kathy Kearns requested a breakout of these activities for the September Executive Committee meeting. Kathy also asked SBS to address training program matters with the Policy Committee. OHCD staff informed the group of their intention to convene the Policy Committee this summer.

The group agreed to reconvene on the morning of June 20th to consider and vote on the FY14 SBS WIA budget.

Program Summary.

In FY13, through a combination of roughly \$40 million in WIA and \$15 million in City/private funds, SBS is on track to fill 27,000 jobs through the 17 Workforce1 Career Centers, train 3,100 individuals for new or better jobs, and significantly increase financing assistance to small businesses. Committee members were interested in learning more about the full-time to part-time ratio for jobs placed through the Workforce1 Career Centers as well as a review of average wages.

SBS recently issued a new training RFP for web development skills. Three responses were received. The selection committee will meet during the next two weeks to pick the final grantee. SBS will send the Executive Committee an email before the next meeting informing members about the final decision. The training initiative intends to target individuals with no web development skill and place them into jobs earning in the range of \$65 thousand annually. SBS intends to train no less than 25 individuals through this RFP.

SBS updated the group on the in-demand occupation training RFP issued recently in response to a request by the Executive Committee to reduce carry-in funds and expand SBS efforts to better align promising training initiatives with funds from private philanthropy. This first RFP resulted in eight proposals being delivered to SBS from the pool of vendors discussed with committee members in early Spring 2013. SBS is certain to fund six of the proposals before the end of the fiscal year, totaling about \$600 thousand in contracts. The other two RFPs remain under review, pending clarification by SBS of certain representations. A final date for determinations on those two applications is also pending. All eight RFPs demonstrated a one-to-four match between WIA funding and private dollars, and in some cases a one-to-eight match.

In addition to the in-demand occupation RFP, SBS is moving towards finalizing the details of an information technology training partnership between Per Scholas and BMCC worth \$800 thousand. The contract for this engagement is in draft and currently under review by CUNY general counsel. Combined, the two RFP initiatives would obligate \$1.4 million in FY13 WIA funds.

The ongoing PCA to HHA training initiative developed by SBS in partnership with CUNY and SEIU1199 will enroll 600 trainees (against a goal of 1500) by the close of the fiscal year. The program got off to a slow start because intake procedures were not optimal, requiring a number of adjustments by program partners. SBS ultimately found that more program applicants than expected had lapsed HHA certificates but had PCA certificates that were current, making them good candidates for the program. Enrollment criteria were adjusted to facilitate this population's entry into the program. The changes to intake procedures positioned SBS to enroll about 225 trainees a month since April. Since the enrollment will only reach 600 of the planned 1500 trainees by close of the fiscal year, about \$500 thousand of the \$900 thousand allocated to the program will be carried over to FY14 for continued application to the PCA to HHA program. SBS reported a drop-off rate of less than 5% between start of class to credential attainment.

SBS asked the group for assistance with an issue that would help expand PCA to HHA training to limited-English Spanish speakers. The State Education Department has not approved training curricula for this group and SBS would like to change that to deliver PCA to HHA training to three thousand individuals who did not pass the TABE. Except for failing the TABE, these individuals would otherwise be eligible to enroll in the program. OHCD asked SBS for a formal written request by end of day in the interest of starting to address the issue through proper channels as soon as possible. Mark Elliot asked SBS to provide the committee with a written summary of program outcomes upon completion of the program. Michelle Light offered to advocate for this with NYSED as well, and requested SBS to provide a summary overview to her by day's end due to an upcoming meeting already scheduled with NYSED.

Lastly, SBS reported to committee members about the recent closure of the LaGuardia Community College Healthcare Sector Center pending transfer of operations to FECS. The new sector center will be located in Manhattan, with a continued emphasis on quality training administered by CUNY through curricula developed by NYACH. FECS will take up center administration and focus on the front and backside recruitment work needed for successful trainee placement post-program.

The session was adjourned until the June 20th special session.

June 20th special session

SBS provided a review of their FY13 spend and projections for close of fiscal year 2013, as well as proposal for FY14 WIA budget. With quorum present, Kathy Kearns read the budget resolution and called for vote, which was approved unanimously.

Before the vote, discussion was held about allocation of SBS staffing lines and committee members asked for review of whether staff spending was in line with other WIB percentages on staffing. OHCD committed to surveying the US Conference of Mayors on this question in time for next committee meeting.

Questions around increased allocations to training were asked in regards to reasons for the increase and the level of confidence SBS had in its ability to spend that allocation (due to

challenges in prior years). SBS confirmed that they wanted to increase their investments from 11% to 18% in PY13, with an ultimate goal of increasing training to 20% of investments. SBS confirmed that they were planning well ahead of time to assure they would be able to spend. Kathy noted that the Policy Committee would review training programs and should be alerted if there are challenges with FY14 drawdown.

The June 2013 Executive Committee meeting was adjourned.