

**A RESOLUTION OF THE NEW YORK CITY
WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
AUTHORIZING AN AGREEMENT BETWEEN THE WORKFORCE
INVESTMENT BOARD AND A NEW YORK CITY ONE-STOP SYSTEM
OPERATOR CONSORTIUM COMPRISED OF THE NEW YORK CITY
DEPARTMENT OF SMALL BUSINESS SERVICES, THE NEW YORK STATE
DEPARTMENT OF LABOR, AND THE CITY UNIVERSITY OF NEW YORK**

WHEREAS, simultaneously herewith, the Executive Committee (“Executive Committee”) of the New York City Workforce Investment Board (“WIB”) is recommending that the WIB designate a new operator consortium for the New York City One-Stop System comprised of the New York City Department of Small Business Services (“DSBS”), the New York State Department of Labor (“SDOL”), and the City University of New York (“CUNY”) (the “Operator Consortium”);

WHEREAS, if such recommendation is accepted by the WIB, the Operator Consortium shall be required to enter into an Operator Agreement (the “Operator Agreement”) with the WIB to set forth the respective roles and responsibilities of the WIB and members of the Operator Consortium with respect to the management and operation of the New York City One-Stop System;

RESOLVED, by the Executive Committee, as follows:

1. The Chairperson of the New York City Workforce Investment Board (WIB) is hereby authorized to execute an Operator Agreement with the Operator Consortium containing the material terms substantially as described in Exhibit 1 attached hereto, subject to and contingent upon the Workforce Investment Board’s designation of a One-Stop System operator consortium comprised of DSBS, SDOL and CUNY.

Exhibit 1
Material Terms of Operator Consortium Agreement

1. Parties

- a. The New York City Workforce Investment Board (“WIB”)
- b. The New York City Department of Small Business Services (“DSBS”)
- c. The New York State Department of Labor (“SDOL”)
- d. The City University of New York (“CUNY”)

2. Operator Consortium.

- a. DSBS, SDOL and CUNY comprise the Operator Consortium.
- b. DSBS shall serve as the lead agency of the Operator Consortium.

3. Term.

- a. Three (3) years, subject to renewal with the consent of all the parties.
- b. The WIB shall have the right to terminate the Agreement, and each Operator Consortium member shall have the right to withdraw from the Agreement, in each case on 90 days written notice to the other parties.

4. One-Stop System

- a. It is acknowledged that the New York City Workforce1 Career Centers are the primary service delivery for the New York City One-Stop System.
- b. Each Career Center shall provide services for jobseekers and businesses.
- c. Each Career Center shall be staffed by DSBS and its contracted vendor(s), as well as SDOL and representatives from other WIA mandated partners.
- d. The One-Stop System may include affiliate or satellite centers.

5. Operator of One-Stop System.

- a. The Operator Consortium shall manage and operate the One-Stop System. Such responsibilities shall include:

- (i) Development of procedures to govern the One-Stop System;
- (ii) Coordination of activities throughout the One-Stop System;
- (iii) Coordination of services within the Career Centers;
- (iv) Development and update of Business Plan for the One-Stop System;
- (v) Determining integration of services at each Career Center;
- (vi) Determining the range of services to be offered at the Career Centers;
- (vii) Developing capacity building activities;
- (viii) Developing One-Stop System and Center based performance measures;

and

- (ix) Approving marketing materials for the One-Stop System.

- b. The Operator Consortium shall perform its One-Stop System responsibilities in accordance with the mission and vision and all other elements of its Certification Application / Business Plan as approved by the WIB’s Executive Committee.

- c. The Operator Consortium shall establish a Performance Committee to identify a strategy for defining, measuring and achieving performance indicators based on WIA outcomes as well as other standards and outcomes.

6. Operator Consortium Reporting Requirements

a. The Operator Consortium shall report to a committee of the WIB that has responsibility for the One-Stop System, or if no such committee then exists, directly to the WIB (as applicable, the “WIB Oversight Body”).

b. The Operator Consortium shall provide regular reports to the WIB Oversight Body.

c. The Operator Consortium shall make appropriate modifications to its management and operation of the One-Stop System in response to feedback and direction from the WIB Oversight Body.

7. WIB Responsibilities

a. The WIB Oversight Body shall oversee and evaluate the Operator Consortium’s performance of its management and operation of the One-Stop System, and shall provide feedback and direction to the Operator Consortium.

b. The WIB Oversight Body and/or its staff shall provide technical assistance to the Operator Consortium as necessary.

8. Certification Applications

a. The Operator Consortium shall submit applications for Initial, Stage2 and Stage 3 levels of certification as appropriate.