



## **Executive Committee Meeting December 5, 2007 • 8:30 AM**

At the New York City Department of Small Business Services  
110 William Street, 7<sup>th</sup> Floor Board Room





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

At the New York City Department of Small Business Services  
110 William Street, 7<sup>th</sup> Floor

Wednesday, December 5, 2007

8:30 AM

### **AGENDA**

- |             |                    |      |   |
|-------------|--------------------|------|---|
| 8:30 – 8:35 | <b>Action Item</b> | I.   | Approval of May 16, 2007 Meeting Minutes<br><i>Stuart Saft</i>        |
| 8:35 – 8:45 | <b>Action Item</b> | II.  | Approval of Hunts Point Contract<br><i>Melissa Wavelet</i>            |
| 8:45 – 9:10 |                    | III. | Overview of 2008-2010 WIB Strategic Plan<br><i>Blake Foote</i>        |
| 9:10 – 9:25 |                    | IV.  | Committee Feedback on Strategic Plan<br><i>Blake Foote, Moderator</i> |
| 9:25 – 9:30 |                    | V.   | Discussion of Next Steps<br><i>Blake Foote</i>                        |
| 9:30 AM     |                    |      | Adjourn   |

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

Meeting of May 16, 2007

At the New York City Department of Small Business Services  
110 William Street, 7th Floor

**MINUTES**

**Members in Attendance:**

Rocco Damato	Mildred Garcia
Mark Elliott	Kathleen Kearns (via phone)
Reg Foster	Robert Walsh

**Also Present:**

Susan Arroyo	Katy Gaul
Leonard Battle	Angie Kamath
Rebecca Brown	Melinda Mulawka
Janet Clemetson	Jean Seltzer
Spencer Cronk	Marilyn Shea
Tony Dell'Olio	Scott Zucker
Brian Egan	

In the absence of Stuart Saft, Chair, Reg Foster called the meeting to order.

**Approval of Minutes**

The minutes of the March 1, 2007 Committee meeting were approved.

**Center for Economic Opportunity Updates**

Angie Kamath, Assistant Commissioner for Program Design and Development at the New York City Department of Small Business Services (SBS), provided the Committee with an update on three initiatives managed by SBS in connection with the Mayor's Center for Economic Opportunity (CEO). One of the initiatives, she stated, is the expansion of the NYC Business Solutions Training Grant program to include ESL and work readiness modules in addition to occupational skills training. She reported that two companies, Fresh Direct and Tiffany & Co., had been awarded customized training grants under the new expanded program. Both of these trainings will include English language instruction for the 310 participating employees.

Ms. Kamath also reported that a new work advancement and support program would be launched at the Upper Manhattan Workforce1 Career Center in July. This initiative will provide Career Center customers with intensive career coaching as a means of increasing job retention, advancement opportunities and earnings.

Lastly, she reported that the Queens, Bronx and Brooklyn Workforce1 Career Centers would launch new community outreach teams in July. This initiative, she stated, would help strengthen the connections between community-based organizations and the Career Centers, the results of which may include increased service referrals and a greater number of jobseekers available to fill employers' job orders.

### **Dislocated Worker Demonstration Projects**

Katy Gaul, SBS Assistant Commissioner for Workforce1 Training, presented a proposal to launch two Dislocated Worker demonstration projects at the Queens and Brooklyn Workforce1 Career Centers. A key goal of these pilots, she noted, is to identify best practices for recruiting, registering and serving Dislocated Workers within the Workforce1 Career Center system. She stated that the demonstration projects were expected to commence on July 1, 2007 and end on June 30, 2008. Following a discussion, the Committee approved two resolutions to modify SBS's contracts with D.B. Grant Associates and Goodwill Industries of Greater New York and Northern New Jersey, the Workforce Investment Act (WIA) service providers at the Queens and Brooklyn Workforce1 Career Centers, respectively, to fund the demonstration projects and, if necessary, enable those operators to subcontract the Dislocated Worker services to qualified service providers.

### **Queens Workforce1 Career Center Improvements**

Scott Zucker, SBS Deputy Commissioner for Workforce Development, reported that the New York State Department of Labor recently terminated its lease of the Queens Workforce1 Career Center in Jamaica, Queens. SBS and D.B. Grant Associates, the WIA service provider at the Queens Workforce1 Career Center, negotiated a lower rent for the space, the savings from which could be used to purchase new furniture, computers, office equipment, and an upgraded phone system, he stated. Mr. Zucker also reported that the Career Center would undergo renovations to make the space more attractive, functional and user-friendly. The landlord, he noted, was contributing \$500,000 toward these capital improvements. Following Mr. Zucker's presentation, SBS General Counsel Tony Dell'Olio introduced a resolution to modify SBS's contract with D.B. Grant Associates. The modification would authorize D.B. Grant Associates to assume the lease of the Career Center and cover the rent and facility costs up to \$1,407,199. The committee approved the resolution.

### **Announcements**

SBS Commissioner Robert Walsh announced that Katy Gaul and Angie Kamath had recently been appointed Assistant Commissioners of Workforce1 Training and Program Design and Development, respectively, at SBS. Mildred Garcia announced that she had accepted the position of President at California State University, Dominguez Hills. The Committee congratulated her and thanked her for her service on the WIB.

### **Conclusion**

Following the business described above, the meeting was adjourned.