

**NEW YORK CITY WORKFORCE INVESTMENT BOARD  
STRATEGIC PLANNING COMMITTEE**

**Meeting of May 6, 2005**

At the New York City Department of Small Business Services  
110 William Street, 7<sup>th</sup> Floor, New York, NY 10038

**Minutes**

**Committee Members in Attendance:**

Amalia Betanzos	Kathleen McGovern
Reg Foster	Audrey Slade for Andrew Alper
Rex Davidson	Woo Song
John Harloff	Gerri Warren-Merrick
Mark Leff for Pam Brier	

**Also Present:**

Christopher Cesarani	Bonnie Potter
Brian Egan	Jean Seltzer
David Margalit	Marilyn Shea
David Padrino	

Kathleen McGovern, Strategic Planning Committee Chair, called the meeting to order.

**Approval of Minutes**

The minutes of the March 25, 2005 Strategic Planning Committee were approved.

**Three-Year Local Plan Update**

David Padrino, Assistant Director of the New York City Workforce Investment Board (WIB), updated the Committee on the development of the Three-Year Local Plan, a strategic document required by the New York State Department of Labor. Mr. Padrino explained that a draft of the Local Plan would be made available for public commentary during a 30-day public review period. In addition, Mr. Padrino noted that a public hearing would be scheduled so that members of the community could provide commentary on the plan in person. Other methods of submitting feedback to the WIB would include email, facsimile, and postal mail.

Mr. Padrino presented the Committee with a draft of the Local Plan and solicited feedback from members on its content. Mr. Padrino stated that the final version of the Local Plan was due to the New York State Department of Labor on June 30, 2005.

### **Update on Strategic Initiatives**

Marilyn Shea, WIB Executive Director, updated the Committee on the progress several strategic initiatives adopted by the WIB in its 2005 Strategic Plan. Ms. Shea distributed a draft issue paper, *Creating a Strategic Workforce Development Policy for Home and Community-Based Care in New York City*, prepared for the WIB by the Paraprofessional Healthcare Institute (PHI). Ms. Shea remarked that PHI is a nationally recognized authority on the home healthcare field and that she had met with key staff of the organization to discuss opportunities for collaboration between PHI and the WIB. Ms. Shea encouraged the Committee to read the issue paper and consider the suggested opportunities for engagement presented in the conclusion of the paper.

### **Update on Services to Special Populations**

Jean Seltzer, Assistant Commissioner for Contracts & Reporting at the New York City Department of Small Business Services (SBS), explained that current services to special populations are delivered via 21 contracts that will expire in July 2006. Ms. Seltzer noted that the contracts, which commenced in 2001, pre-date the Workforce1 service delivery infrastructure and, likewise, are not well integrated with the Workforce1 Career Centers. Ms. Seltzer reported that a work group of SBS staff members have been developing a proposal for a new service delivery model to succeed the expiring contracts. She noted that this represents an important opportunity to provide services to special populations in a more integrated and strategic manner. Ms. Seltzer reported that a concept paper would be developed and presented to the WIB for approval at a future date.

### **Conclusion**

Following the business described above, the meeting was adjourned.