

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
ONE-STOP COMMITTEE**

Meeting of March 17, 2005

**At Group Health Incorporated
441 Ninth Avenue
New York, NY**

Minutes

Committee Members Present:

Donna Lynne	John Harloff
William Bollbach	Rae Linefsky
Richard Boyle	George Ntim
Charles Callahan	

Also Present:

Rebecca Brown	Katy Gaul
Maria Buck	David Padrino
Chris Cesarani	Bonnie Potter
Brian Egan	Marilyn Shea
David Fischer	

Donna Lynne, Committee Chair, convened the meeting.

Approval of Minutes

The minutes of the February 8, 2005 One-Stop Committee meeting were approved.

Sector-based Initiatives Overview

Marilyn Shea, Executive Director of the New York City Workforce Investment Board (WIB), provided an overview of the sector-based initiatives approved by the WIB's Strategic Planning Committee at their meeting of February 16, 2005. Ms. Shea identified opportunities for potential collaboration between the One-Stop Committee and the Strategic Planning Committee on these initiatives.

One-Stop Committee Action Plan

Brian Egan, WIB Policy Analyst, presented the One-Stop Committee's Action Plan, which outlined the Committee's goals, priorities and anticipated activities for 2005. Mr. Egan solicited feedback from Committee members on the content of the plan.

WIB/Operator Consortium Agreement

Mr. Egan presented a draft of the amended and restated WIB/Operator Consortium Agreement, a mandatory component of recertifying the New York City One-Stop System in line with the requirements of the New York State Department of Labor (SDOL) Workforce Development and Training Division. The agreement specified the roles and responsibilities of the WIB and the

Operator Consortium (comprised of New York City Department of Small Business Services, the City University of New York, and SDOL Division of Employment Services) in overseeing the delivery of Workforce Investment Act (WIA)-funded services through the local One-Stop System.

System Measures Update

Katy Gaul, Senior Policy Advisor at the New York City Department of Small Business Services (SBS), provided an update on system measures for the One-Stop System. Ms. Gaul reported that requests for data had been sent to each of the mandated partners in the One-Stop System for the purpose of developing a system measures report card. Ms. Gaul previewed a draft of the report card and presented demographic data on Workforce1 Career Center customers for calendar year 2004.

Language Access Plans Update

Maria Buck, SBS Assistant Commissioner for Workforce Development Policy & Planning, provided an update on the efforts of the One-Stop System to better serve customers with limited English proficiency (LEP). Ms. Buck reported that the Operator Consortium conducted an analysis of how LEP customers are served in each Workforce1 Career Center. In addition, she presented data on the languages other than English spoken at home by adults in each of the five boroughs. Ms. Buck reported that the Operator Consortium provided recommendations to each of the Workforce1 Career Centers for developing Center-specific language access plans.

Conclusion

Following the business described above, the meeting was adjourned.