

**NEW YORK CITY WORKFORCE INVESTMENT BOARD
STRATEGIC PLANNING COMMITTEE
Meeting of January 19, 2005**

**At the New York City Department of Small Business Services
110 William Street, 7th Floor, New York, NY 10038**

Minutes

Committee Members in attendance:

Richard Boyle	Kathleen McGovern
Rex Davidson	Robert Purga
Reg Foster	Audrey Slade
Ester Fuchs	Woo Song
John Harloff	

Also Present:

Julian Alssid	Karen Papandrea
Christopher Cesarani	David Schmid
Nisha Chopra	Marilyn Shea
Brian Egan	Chris Spence
David Padrino	Blake Walters

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

Overview of Committee Work

Ms. McGovern provided a brief overview of the Committee's work for 2005. She highlighted the Committee's three main initiatives: overseeing the development and implementation of the Workforce Investment Board's (WIB) sector and workforce information providing strategies and coordinating the development of the Board's three-year local plan, as required by the New York State Department of Labor.

Presentation and Discussion of Action Plan Template

David Padrino, Assistant Director of the WIB, presented a template and organizing principles for the Committee's 2005 action plan. The plan will describe the Committee's strategic focus, include a timeline for work to be conducted, and act as a structured but flexible framework for informed decision making regarding the various initiatives underway.

Sector Strategy Overview and Research Analysis Presentation

Marilyn Shea, Executive Director of the WIB, provided an overview of the work completed to date in terms of the Board's sector strategy. Audrey Slade, Executive Vice President at the New York City Economic Development Corporation (EDC), also provided an update on EDC's efforts in the WIB's target sectors: healthcare/ biotechnology and hospitality/ tourism.

Julian Alssid, Executive Director of the Workforce Strategy Center (WSC), presented an analysis of the sector research WSC conducted for the Committee. Mr. Alssid's presentation included a description of national sector strategy principles, provided an overview of two potential models for the development of a sector strategy, and included specific opportunities for the WIB to become involved with its target sectors.

Approval of Minutes

The minutes from the December 2, 2004 meeting were approved.

Conclusion

Following the business described above, the meeting was adjourned.