

work2future Business Services Committee Meeting
Friday, December 20, 2019
ACTION MINUTES
Called to Order at 9:02 a.m.

Prepared by Nguyen Pham and Kathryn Azevedo; reviewed by Lawrence Thoo; approved by Monique Melchor

WDB STAFF: Kathryn Azevedo, Monique Melchor, Joy Salandanan, Nguyen Pham, Lawrence Thoo, Huang Tran, Dhez Woodworth

I. CALL TO ORDER, INTRODUCTIONS, QUORUM VERIFICATION:

Present: Rajiv Batra, George Chao, Susan Koepf-Baker, Priya Smith, MPH (arrived at 9:17 a.m.), Alan Takahashi

Absent: Joe Flynn, Blanca Gomez

II. ELECTION OF A CHAIRPERSON:

George Chao, General Manager at Manex Consulting, was selected to serve as the committee chair for a one-year term by acclamation. Mr. Chao will also serve as a member of the Executive Committee.

III. PUBLIC COMMENTS:

None

IV. BUSINESS ITEMS

A. New Business

1. Welcoming Remarks

work2future Director, Monique Melchor, welcomed the committee members and provided a brief overview about work2future.

2. Business Services Overview

Economic Development Officer, Dhez Woodworth, and work2future Business Services Lead, Huang Tran provided the committee with an overview of the services offered by the work2future business services team including employer engagement, small business assistance, lay-off aversion, rapid response, recruiting assistance, skills development, and strategic engagement initiatives.

3. Automation/AI Project:

Strategic Engagement Manager, Lawrence Thoo, provided the committee with an overview of the Automation, Artificial Intelligence and The Future of Work in Silicon Valley project that is

underway. The project objectives are to understand the impact of Automation/AI on work2future's clients in the immediate and long-term and identify at-risk occupations, required skill sets and career pathways to take advantage of occupational opportunities that will arise. Committee members were invited to participate in a stakeholder advisory panel. Mr. Thoo stated that he expects to have a presentation of findings at the Board meeting in March 2020.

4. Committee's Role and Work Plan:

Ms. Melchor and Mr. Thoo facilitated an introductory discussion of the committee's role within the organization. They also shared with the committee reference materials including the work2future WIOA Local and Regional Plans.

The next committee meeting is tentatively scheduled for January 16, 2020 following the AI Stakeholders convening. Staff will follow up with the committee on the specific meeting schedule.

V. ADJOURNMENT: The meeting was adjourned at 11:17 AM.