

EXECUTIVE COMMITTEE

Thursday, January 23, 2020

Staff present: Kathryn Azevedo, Sangeeta Durrall, Monique Melchor, Joy Salandanan, Lawrence Thoo

MEETING MINUTES

Prepared by L. Thoo; approved by M. Melchor

I. CALL TO ORDER & QUORUM VERIFICATION

Chair Joe Flynn called the meeting to order at 11:37 am

Present: Louise Auerhahn, George Chao, Joe Flynn, Maria Lucero, Rafaela Perez, Steve Preminger

Absent: Susan Koepp-Baker

II. OPENING REMARKS

Mr. Flynn read opening remarks.

III. PUBLIC COMMENT

None.

IV. CONSENT ITEMS

Action: It was moved by Mr. Preminger, seconded by Ms. Lucero and approved unanimously by the committee to accept the

A. October 31, 2019 Financial Status Report

V. BUSINESS ITEMS

A. Old Business

1. Minutes Approval

Action: On a motion by Mr. Preminger, seconded by Ms. Lucero, the committee voted unanimously to approve the minutes of the November 8, 2019 Executive Committee Special Meeting.

B. New Business

1. Director's Report

Director Melchor informed the committee of upcoming annual state monitoring activities: Equal Employment Opportunity

compliance and Youth Program services in March, and Fiscal and Procurement monitoring in June. She said that the monitoring process this year appears to require more information and will be more time consuming. She also informed the committee that Finance Manager Joy Salandanan and a long-time member of her staff will be retiring by the end of February, and that recruiting to fill the vacancies will begin soon.

2. Business Services Committee

Mr. Chao, elected as the first chairperson of the new Business Services Committee, reported on the committee's first meeting, which served primarily as an opportunity for the committee to be briefed on the various business engagement activities of work2future.

3. Career Services RFP

Director Melchor reported on the January 15 release of the Request for Proposal (RFP) for new career services providers and took questions and comments from committee members primarily around timing and community engagement.

4. Prison-to-Employment Initiative

Special Projects Officer Durrall provided an overview of planning for the pending launch of the Prison-to-Employment Initiative, which will see its first cohort of participants in February, and took suggestions from committee members.

5. Automation | AI | Future of Work

Strategic Engagement Manager Thoo reported that work has begun on the project to identify actions that work2future might consider in anticipation of workforce impacts of continuing adoption of automation and artificial intelligence (AI) resources by local employers. Project consultants met with a stakeholder advisory panel on January 16 and plan to meet with the panel again before finalizing recommendations to present to the Board in March.

VI. AGENDA SUGGESTIONS

- A.** Report on Youth Program outreach, including plans moving forward, to youth-serving community organizations, with a focus on scope of outreach
- B.** Prison to Employment update
- C.** Automation|AI|Future of Work update

VII. ANNOUNCEMENTS

- A. Next Executive Committee meeting: February 20, 2020, 11:30 am
- B. Mr. Chao likely to miss meetings for the next few months as his family is expecting the birth of a new baby.

VIII. ADJOURNMENT

Mr. Flynn adjourned the meeting at 12:55 pm