

## **BUSINESS SERVICES COMMITTEE SPECIAL MEETING**

**January 16, 2024  
MEETING MINUTES**

STAFF: Thoo, Walter

### **I. CALL TO ORDER & ROLL CALL**

Chair Takahashi called the meeting to order at 12:33 pm.

#### **Roll Call**

**Present:** Benavidez, Goel, Hill, Scott, Shah (arrived at 12:40 pm), Smith (attended via Zoom under the teleconferencing provisions in the Brown Act), Takahashi (attended via Zoom under the teleconferencing provisions in the Brown Act)

**Absent:** Chao

All votes were taken via voice vote.

### **II. BUSINESS**

#### **A. Approval of Minutes**

**ACTION:** Ms. Goel moved, Mr. Hill seconded, and the committee unanimously approved the acceptance of the August 8, 2023, Business Services Committee Meeting minutes.

#### **B. 2024 Schedule of Meetings**

Lawrence Thoo, Strategic Engagement Manager, proposed two versions of a 2024 meeting schedule for the Business Services Committee.

**ACTION:** After discussion, Mr. Benavidez moved that the Committee increase the meeting time from 90 to 120 minutes and adopt a quarterly meeting schedule on the following dates in 2024:

1. Tuesday, February 13
2. Tuesday, May 14
3. Tuesday, August 13
4. Tuesday, November 12

Mr. Hill seconded the motion, and the Committee voted unanimously to approve the proposed 2024 meeting schedule.

Meetings will continue to be scheduled to begin at 3 pm.

#### **C. Election**

Mr. Thoo facilitated the election of a Committee Chair to serve a one-year term beginning January 1, 2024, and ending December 31, 2024.

**ACTION:** Ms. Goel nominated Mr. Alan Takahashi. There were no other nominations. Mr. Takahashi was elected unanimously to serve as Committee Chair through December 31, 2024.

**III. OPEN FORUM**

No comments were noted.

**IV. OTHER**

Deanna Walter, Strategic Engagement Project Manager, shared details about an upcoming job fair hosted by the work2future Career Center. Mr. Thoo gave an update regarding future changes in the work2future leadership team. The Committee also discussed their response to the recent passing of work2future Board Chair Susan Koepp-Baker.

**V. ADJOURNMENT**

Chair Takahashi adjourned the meeting at 1:03 p.m.

*Draft minutes prepared by D. Walter, reviewed by L. Thoo.*