MEETING MINUTES
BUSINESS & WORKFORCE DEVELOPMENT COMMITTEE

DATE: Tuesday, April 17, 2018
CALLED BY: Brian Andersen and Brian Dozer
LOCATION: Greater Irvine Chamber of Commerce
36 Executive Park, Ste. 100
Irvine, CA 92614

I. OPENING
• Meeting called to Order at 4:05 p.m., by Co-chair, Brian Andersen.

II. INTRODUCTIONS
Chairs welcome everyone to the meeting, and Brian Andersen reads the Mission Statement. Each attendee is acknowledged and introduced.

III. UpSkill OC Presentation
United Way’s UpSkill OC program supports individuals as they move from unemployment or low-wage positions into long-term, livable wage, middle-skills positions. These positions require more than a high school diploma but less than a four-year degree. Wages targeted would be in the $65,000-$80,000/annually range. Different levels of UpSkill OC assistance are available and are personalized to the trainee based on need and capacity.

There are 4 specific program objectives:
   Equip recently re-housed individuals with the support and training needed to secure long-term employment.
   Develop training programs to ensure alignment with greatest corporate need.
   Provide supported, career-aligned training.
   Ensure that underemployed and unemployed adults are hired and able to retain jobs.

This workforce training initiative focuses on the Healthcare & IT industries. The United Way has many connections to businesses in these areas and are receiving support from them to drive this forward. The focus is on Healthcare and IT rather than advanced manufacturing due to the larger number of positions available in those industries.

IV. TASK FORCE REPORTS
• Ethics Forum – Brian Dozer provided an update.
   A micro-pilot of the new program has been developed and will begin tomorrow, April 18th. The sessions will take place during a class room period, once a week for the next 6 weeks. Students will work on projects during this time and at the end of the sessions, students will have a chance to make presentations on their chosen subjects. This presentation will involve volunteer judges including teachers, other local business people and Chamber staff. The goal is to use this micro-pilot to refine the process and launch a fully fleshed out program in the Fall of 2019.

• Financial Forum – Brian Dozer provided an update.
   The final Spring Forum session was held March 21 at Rancho San Joaquin middle school. There were 80 students, a few of them had to attend another event on behalf of the school music program.

Peter Chan, who has led this program for the past 7 years, is stepping back from the leadership position and will continue to volunteer his time to the program. We are currently discussing moving the program in the direction of “Financial Literacy,” which will allow us to introduce other financial knowledge components, i.e., how to open a bank account, balance a checkbook, and the keys to saving and spending responsibly.
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• Career Edge – Update provided by Dr. Cathleen Greiner.
Ms. Julie Hallsted was guest instructor for our final session of the Spring, “Successful Business Etiquette & Workplace Behaviors” on Saturday, April 7 at the Chamber. There were 22 students and 8 mentors in attendance at this session. We have received excellent feedback from our post-session surveys from the students and all were very appreciative of Ms. Hallsted and her information, especially the section on behavior at any business event involving lunch or dinner. This was an area that had not been touched on before for many of them.

We are making plans for the next round of workshops, which will begin in October, 2018. Guest instructors are currently being lined up and we are discussing the possibility of a stand-alone session on social media.

• Business Outreach – Update provided by David Girty.
This is our final call for volunteers for the Spring, 2018 Rally will take place next Wednesday, April 25th. We have 22 volunteers signed up now, we would like to have as many of your who are willing join us. The event will target the Information Technology sector this time out, and we will be visiting areas all over the city. We have quite a few new members who have signed up and we will need to partner them with veteran volunteers, please help us out if you can.

Morning shift begins with registration and breakfast at 8:00 a.m. and ends at 12:00 noon. Afternoon shift begins with registration and lunch at 12:15 p.m. and ends at 5:00 p.m. here at the Chamber.

• Job Discovery & Internships – Linda DiMario provided an update.
The reviews from the companies participating in the Irvine Career Discovery Day were great! The event hosted 270 students from all over Irvine, who visited Parker Aerospace, Google, Applied Medical and Blizzard, as well as Zillow, Johnson & Johnson and Cox Automotive. Employees at each company conducted tours and talks with the students as they explored parts of the businesses and learned up close and personal what types of careers are available to them.

We are discussing ways to recraft this model since Jessica Yip has joined us at the Chamber. We would like to expand the number of companies involved and the number of students who receive the opportunity.

V. CHAIRS’ COMMENTS AND DISCUSSION
In the interest of time, we are tabling reports from the other Task Forces until next meeting. Announcements are available at the bottom of your agenda, please take time to read them at your leisure.

VI. ADJOURNMENT
The meeting was adjourned at 5:16 p.m., by Co-chair Brian Andersen.

Minutes recorded by Pepper Russell.

Next Meeting:
May 15, 2018
4:00 pm – 5:00 pm
Greater Irvine Chamber of Commerce
36 Executive Park, Ste. 100 Irvine, CA 92614