MEETING MINUTES
BUSINESS & WORKFORCE DEVELOPMENT COMMITTEE

DATE: Tuesday, October 17, 2017
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 4:01 p.m., by Co-chair, John Kurth.

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

III. KNOWLEDGE MULTIPLIER
• Topic of Discussion – “7 Critical Skills for Jobs of the Future”
The article was reviewed by Co-Chair John Kurth, who reviewed the content and the correlation to work being accomplished by the Chamber.

Points #1, 2, and 3 are all addressed by the Career Edge program with the series of hands-on “soft-skills” workshops preparing 21st century candidates for workplace.

Point #4: Our Start-up Task Force works with businesses getting off the ground correctly and with the best practices in place from the start.

Point #5: Again, addressed by Career Edge program.

Point #6: We have access to data, we need to know how to decipher and leverage the best of the volume of data we gather.

Representatives from the United Way have a program “Youth Career Connections” focusing on internships and soft skills. Linda DiMario requests any information on other workforce programs in the community and what resources they may have that we may not know of.

IV. TASK FORCE REPORTS
• Business Outreach – Update provided by Brian Andersen.
The Rally is coming up next week. We are at 27 volunteers to date. Tomorrow we will stuff the volunteer bags at 4:00 p.m., it will take about an hour, please join us.

• Career Edge – Dr. Cathleen Greiner provided an update.
The October 7th session was well attended and Dr. Mathur was engaging and well appreciated. Thank you to the volunteer facilitators. We will be increasing the marketing efforts on the next session, if there are suggestions, please submit them to Linda or Pepper. Brian Dozer suggests LinkedIn, perhaps starting a Career Edge group.
• **Job Discovery & Internships** – Jessica Yip provided an update.

  Irvine Career Discovery Day flyers were distributed. This is a call for businesses to participate in this event. The final date(s) will be chosen after we recruit businesses, currently there are three being considered: February 27, 28th or March 1st, 2018.

• **Emergency Business Recovery & Preparedness Program** – Bill Cunningham provided an update.

  October 19th has been scheduled for a public-private sector Summit, “Eagle or Ostrich?” The focus will be on identifying the best practices for businesses and what resources are already available. Three panels will present from the public sector (Police/Fire) viewpoint, the public utility viewpoint and the private sector security viewpoint, with Q&A opportunities.

• **Start-Up Eco-System** – Melinda Kim provided an update and brought guests from a Korean start-up company working with her. The two gentlemen give brief descriptions of their businesses, involving advanced technology devices that can determine the content of items being tested by the device.

V. **CHAIRS’ COMMENTS AND DISCUSSION**

The Chamber has set up a response button on the Economic Development website to record reaction and support from our Chamber members. These support letters will be forwarded to the City of Irvine as we work together with the Irvine Company to bring Amazon to our city. Although the RFP due date is mid-October you can still respond. [http://www.irvinechambereconomicdevelopment.com](http://www.irvinechambereconomicdevelopment.com)

VI. **ANNOUNCEMENTS**

VII. **ADJOURNMENT**

The meeting was adjourned at 5:04 p.m., by Co-Chair John Kurth.

Minutes recorded by Pepper Russell.

**Next Meeting:**

**November 21, 2017**

4:00 pm – 5:00 pm

**Greater Irvine Chamber of Commerce**

36 Executive Park, Ste. 100  Irvine, CA 92614