I. Call to Order ..............................................................Committee Co-Chair Glen Kaneshige

II. Approval of Minutes
A. January 18, 2018
   A motion to approve the minutes of the January 28, 2018 meeting was made by Jason Chang. Brian Tatsumura seconded the motion. The motion was approved unanimously.

III. Discussion on Employer Engagement Committee tasks, projects and timeline.
   A. Budget and Narrative
A proposed Employer Engagement Committee Budget, Tasks, Timeline was distributed. The committee discussed what will be included in the business services framework plan and what the facilitator’s responsibilities will be. The committee or sub-committee will develop the scope of services for the facilitator and the funds must be obligated or contracted before June 30, 2018.

The other project entails hiring an organization such as a marketing company that will help develop a survey and develop a rebranding strategy for the American Job Centers. The committee is responsible for drafting the scope of services.

B. Projects and Timelines
Before the next meeting, the sub-committees will meet to determine the details of the two projects and report to the full committee at the next meeting.

The chairs of each sub-committee will reach out to committee members to schedule meetings. Sub-committees will either meet in-person or by conference call. WDC staff will be assigned to each sub-committee.

C. Ad Hoc Task Groups
The following groups were formed:

1. Development of Business Services Framework Plan:
   - Cheryl Cross (Chair)
   - Faustino Dagdag
   - Derek Kanehira
   - Deborah Leong-Yep
   - Jason Ito
   Staff: Jeanne Ohta

2. Development and Implementation of Plan to Outreach:
   - Paul Marx (Chair)
   - Judy Bishop
   - Jason Chang
   - Lois Hamaguchi
   Staff: Allicyn Tasaka

IV. 2018 Meeting Schedule
A. Meeting to be held every other month on the third week of the month.
   The next meeting of the committee will be April 5, 2018, 10:00 a.m., the location will be decided.

   Committee members asked that a new contact list be published.

V. Adjournment
Committee Co-Chair Glen Kaneshige
Chair Glen Kaneshige adjourned the meeting at 10:53 p.m.