



**WORKFORCE DEVELOPMENT**  
COUNCIL

Friday, June 13, 2014  
9:30 a.m. – 11:45 a.m.  
Princess Ruth Keelikolani Building  
830 Punchbowl Street, Rooms 310 – 314, Honolulu, Hawaii

**MINUTES**

**Member Attendees:** Chairperson Leslie Wilkins, Allen Chung, Arun Savara, Bill Kunstman (for Governor Neil Abercrombie), Carl Hinson, Catherine Scardino (for Director Patricia McManaman), Connie Mitchell, Dwight Takamine, Gordon Lum (for Superintendent Kathryn Matayoshi), Harold McDermott, John Piontek, Ka`eo Bradford (for Mayor Bernard Carvalho), Roland Prieto (for Mayor Alan Arakawa), Steve Lupkes, Sunshine Topping, Tony Saguibo, Wayne Thom (for Director Richard Lim), Wayne Higaki.

**Guest Attendees:** Susan Akiyama (Office of Housing and Community Development), Michelle Arima (Office of Housing and Community Development), George Costa (County of Kauai, Office of Economic Development), Rolanse Crisafulli (Oahu Work Links), Vicki Lau (Department of Labor and Industrial Relations), Alison Lum (Oahu Workforce Investment Board), Marilyn Matsunaga (Oahu Workforce Investment Board), Denise Pierson (Office of Community Services), Kim Saito (Department of Labor and Industrial Relations), Charmaine Shigemura (Hawaii County Mayor’s Office), Susan Wyche (University of Hawaii Maui College).

**WDD/WDC Staff:** Elaine Young (Acting WDC Executive Director), Carol Kanayama, Cynthia Nakamura, Linda Sakamoto, Maricar Pilotin-Freitas, Stan Fichtman, Jillian Yasutake, Joyce Suganuma, Kristen Tello.

**I. Call to Order**

Meeting was called to order at 9:30 a.m. by Chair Leslie Wilkins. There was no quorum present at this time.

- A. Department of Labor and Industrial Relations Director Dwight Takamine formally announced to the Council that Leslie Wilkins was appointed as the WDC Chairperson by the Governor’s Office.
- B. A quorum was present after introductions were made.

**II. Approval of Minutes of October 17, 2013 Meeting**

The October 17, 2013 WDC meeting minutes were APPROVED unanimously by the members.

**III. Old Business**

*Kauai Externship Pilot ..... Steve Lupkes*

- 1. This pilot was in response to Superintendent Kathryn Matayoshi’s call to the private sector, businesses, and industries to help education open doors for internships.
- 2. The WIA Executive Committee on Kauai discussed trying to get externships, and concluded that the teachers were critical in understanding what skills are needed to move forward. They also teamed up with the Chamber of Commerce after learning that they had similar goals in trying to get businesses and the DOE working together in the community.

3. Concept Development: Steve Lupkes brought up the concept of externships with the Principal of Waimea High School, and took her along with some teachers out to a site so they could get a better understanding. She was particularly interested in skill sets that would affect the community. A group of ten administrators and teachers were given hands-on experience. He then presented the externship idea to the middle schools and high schools, where many teachers were interested in it,
4. Challenges: Only a couple of externships can be funded by DOE. Businesses can provide financial support, yet the mechanism to transfer funds is not clear. They also need to look into benefits for the teachers that are assisting with it. Lastly, they need to figure out how to evaluate the impact on the skill level of the students going through the externship.

#### **IV. New Business**

##### *Immigrant Resource Centers – DLIR Office of Community Services ..... Denise Pierson*

1. In October/November of 2013 the first four resource centers opened across three islands (Kauai, Oahu, Hawaii). Maui is the only island without a center because no one applied for it. The Immigrant Resource Centers provide an intake and assessment process where individuals can get information on things like where to get housing, child care, etc. They also provide employment services for immigrants, low income persons, victims of human trafficking and refugees.
2. Signage is the same across the centers so people can recognize it and know they can get help there. On the bus, there is a poster which is available in three languages (additional languages are coming soon.) There is also a brochure that talks about Act 248 which incorporated domestic workers rights into the law.
3. WDC member Connie Mitchell asked what percentage of COFA (Compact of Free Association) migrants were being serviced.
4. Ms. Pierson responded that it depends on the area and population of COFA migrants, but they are serving all of them. There is a lot of literature being translated into Marshallese and Chukese. They are planning to launch an immigrant handbook, and currently have radio ads being broadcasted in fourteen different dialects, across three radio stations.
5. Ms. Mitchell also inquired if there was any particular program for them because a lot of individuals being serviced are in the Homeless Service System, and the focus is to have people become self sustaining. On Hawaii Island, the west side and Hilo have a partnership. The west side opened a small satellite office because there were no services there and the people did not have any transportation to Hilo. Volunteers from Catholic Charities Hawaii were going out and doing intake, assessment, and helping with their needs.
6. Ms. Mitchell also asked if the centers were looking into the possibility of developing a specific program for COFA migrants because culturally, they like to do things as a group. She also suggested that it might help to employ a larger number of people if a few tracks were identified for employment opportunities, and possibly partner with the hotel industry on Oahu.
7. Ms. Pierson clarified that the centers have some partnerships in place with some travel industry management people and some restaurants, and place individuals depending on their skill set. They are working towards providing training and job opportunity for others that come through the centers.

##### *Workforce Information Grant ..... Vicki Lau*

1. Research and Statistics (R&S) office of DLIR annually updates the council on the Labor Market Information plan which is based on four different deliverables that are mainly directives from the Federal government.
  - a. First, they have a workforce information database ([www.hiwi.org](http://www.hiwi.org)) that consists of job projections, wages, education and training institutions/locations, contact information for all United States employers, and occupational licenses.
  - b. Secondly, each year, R&S comes up with industry and occupational employment projections. For this coming program year, they are coming up with a short-term projection for the State and Honolulu that will cover 2014 to 2016. The information is based on first quarter data. There are also long-term projections that will cover 2012 to 2022. It was done for the state this year, and

this coming year it will be done for Honolulu and the three counties. The publication usually comes out about a year later.

- c. Third, they come up with a state annual economic Research Report. It is mainly a compilation of general trends on employment and unemployment by the different geographical areas
  - d. Lastly, they prepare other economic labor market reports and products. This can be in the form of phone requests or special reports done for the Governor and legislators asking specific questions. They also have done special compilations for the agricultural industry, information technology industry, and the health industry. They also maintain a Hawaii Green Jobs Portal which is based on a survey that was done in 2010, and the Hawaii Green Employers Directory in which they screen employers that determine they are green, put up the contact information, and a description of the jobs and wages.
2. The Council approved and signed the application so more funds could be requested from the Federal Government.

*Proposed Workforce Innovation and Opportunity Act ..... Elaine Young*

- 1. Per Virginia Hamilton, at the Regional Administrators Meeting and National Association of Workforce Administrators Meeting, if Congress passes it before July 4, 2014, it will be effective July 1, 2015.
- 2. There are five areas where the bill has changed:
  - a. Fifteen programs were taken away, but a lot were not funded.
  - b. Applies a single set of outcome metrics to every federal workforce program under the Act.
  - c. Creates smaller, nimbler, and more strategic state and local workforce development boards.
  - d. Integrates intake, case management and reporting systems while strengthening evaluations.
  - e. Eliminates the “sequence of services” and allowing local areas to better meet the unique needs of individuals.
- 3. A council member inquired about the impact of WIA’s 15% reduction in the budget for State Administration.
  - a. Ms. Young responded that the amount available for State Administration this year is 5%. However, on July 1, 2014 it will go up to 8.75%.
  - b. Under the proposed WIOA, the cap is 15%. The cap in WIA legislation is also 15% although the appropriation bills for the last three years lowered the amount.
  - c. With 5%, the funds went down to about \$357,000. With the 8.75%, funds will be closer to \$500,000.

*Planning and Performance Committee Report ..... Arun Savara*

- 1. Mr. Savara reported that the PY 2014 allocations decreased as a result of decreasing unemployment. Therefore, funds for the dislocated worker and adult programs need to be monitored to ensure that funds are not overspent.
- 2. Elaine Young stated that the Regional Office of United States Department of Labor is generally pleased with Hawaii’s performance. However, wages were slightly lower than planned, but that is the nature of our state economy being service-based.

*Investigatory Committee ..... Chairperson Leslie Wilkins*

- 1. Chairperson Wilkins recommended the formation of an investigatory committee, which would not have any authority to make decisions; it would be for discussion purposes only.
- 2. The Sunshine Law specifies that a board can designate two or more members, but fewer than the number that would represent a quorum of the board.
- 3. WDC will have three meetings related to the investigatory committee, with today being the first one.
  - a. The second WDC meeting is after the investigatory meeting meets. The committee will address the Council as a formal agenda item, yet no action will be taken.
  - b. At the third WDC meeting, action will only be taken, if necessary, and the item is on the agenda.

- c. Carl Hinson (WDC Member), Michelle Arima (Hawaii County), Roland Prieto (Maui County), Marilyn Matsunaga (City and County of Honolulu), and Ka`eo Bradford (Kauai County) volunteered to be on this committee.

*City and County of Honolulu Program Highlights ..... Marilyn Matsunaga*

1. They met with entrepreneurial groups to form partnerships to spread the word on the kinds of business services that are available to help businesses grow, therefore creating jobs.
2. A primary focus area in marketing and networking is to have more postings on the hospitality industry and more related activities available.
3. The Hookipa Workforce Academy was created by Keala Benz in partnership with the DOE. The first class graduated last summer.
  - a. The purpose was to introduce students to the hospitality industry, due to the fact that many people are nearing retirement age and vacating their positions.
  - b. It was a great success with participation from a variety of students ranging from straight A students, to those that would never show up to school on a regular basis.
4. Guest Rolanse Crisafulli shared that the job fair on May 16, 2014 was successful with a record turnout of 187 employers.
  - a. Volunteers from Hawaiian Hope helped individuals load/fill out their application online.
  - b. Some employers were given ipads to use so they could pull up a person's resume on the spot.

*Hawaii County Program Highlights..... Michelle Arima*

They are implementing an online system called Resources Match, where all programs can access clients' information for other barriers that they may not have resources, expertise or funding to assist with, but someone else does.

1. It is available in eight languages that the client can type in.
2. There are 66 organizations and 135 programs on Hawaii Island that submitted their information.
3. They are hoping to launch it on August 1, 2014.
4. This program will also allow an electronic referral to be submitted to other departments, reducing the clients' hesitancy and uncertainty of who to talk to when they go there and the program manager will know who they are working with and their needs. In return they can track the efficacy of their referrals.

*Maui County Program Highlights..... Roland Prieto*

1. Ku`ina Program (Youth Services Provider) for 2013-2014, had nine graduates from the University of Hawaii Maui College who are all working in careers or obtained internships related to their major. For the high school component, fourteen graduated with their high school diploma or GED. Currently seven were able to find employment and one obtained an internship.
2. Kevin Kimizuka (WDD Maui Branch Manager) and Lori Teragawachi (University of Hawaii Maui College) traveled to Lanai, after the Lanai Community Health Center, which is in the bidding process for construction, reached out to them for assistance with training staff.
  - a. They were invited to have a booth at their Pineapple Festival, along with the Ku`ina Program, and to do outreach and assessments.
3. Lisa Knutson resigned from the Maui County Workforce Investment Board and the Youth Council is in transition after the Chair Tina Krau left.

*Kauai County Program Highlights ..... Ka`eo Bradford*

1. Had a successful job fair in October, with over 600 attendees.

2. There is an internship mentoring collaborations with DOE and Kauai Community College.
  - a. It has been a good working relationship with the office of Continuing Education and Training, and the Rural Development Office.
  - b. A lot of internships were brought to the community this past spring semester (17 people).
3. BIOMASS plant had a recruitment job fair to fill 39 jobs and offered free training and certification.
4. Kukui Grove had a big job fair for two days for multiple stores that will be opening there.

**V. Announcements**

*DLIR Updates .....Director Dwight Takamine*

1. The Land Board is making a final decision that will allow the investment of \$1.3 billion into the local economy to build the next generation workforce, including construction and permanent jobs that go with it, but more importantly, STEM and its utilization in careers.
2. Biggest success in legislation is moving the minimum wage law up to \$10.10 in 2018. He stated that in all four of the previous occasions, there was also an increase in job count.
3. For the first time, a budget item of \$200,000 was included in State Legislature to assist with workforce development.

*Federal Proposals Submitted ..... Elaine Young*

Job-Driven National Emergency Grant

Submitted in late May for \$700,000 primarily for OJT and classroom training.

Second Chance

Submitted in April through the Federal Department of Justice, it is to help prisoners and offenders transition out of prison. Their focus is on Kulani on Hawaii Island. It is a one-year grant for the amount of \$750,000.

Workforce Innovations Fund

1. It is an evaluation study which has a randomly assigned control group and project participants. The proposal is tied in with the Unemployment Insurance’s Re-employment Eligibility Assessment program.
2. The proposal includes training for soft skills such as good work habits, problem solving, working with others, etc.

*UHCC TAACCCT (C3T) Round 4 Grant ..... Peter Quigley*

Looking at supporting two sectors:

1. Current health sector with some community aid certificates and partnerships with DOE to upgrade some of the nurse aids to have certification.
2. Cyber security, new sector, which is important in Hawaii and across the nation, and will possibly open up higher paying jobs.

**VI. Adjournment**

The meeting was adjourned by Chairperson Wilkins at 11:45 a.m.