

DAVID Y. IGE
GOVERNOR

SHAN S. TSUTSUI
LIEUTENANT GOVERNOR



LESLIE WILKINS
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INTERIM EXECUTIVE DIRECTOR

STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
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INTERIM EXECUTIVE DIRECTOR'S REPORT May 12, 2016

HAWAII UNIFIED STATE PLAN

April 1, 2016 – With the approval of the WDC board on March 31, 2016, the Hawaii Unified State Plan was submitted to the US DOL via on-line portal by deadline. Submission ensures continued federal funding of over \$25M annually for Hawaii.

May 2, 2016 - WDC received the first round of suggested revisions for the State Plan by US DOL. The core partners are reviewing the comments for revision of their respective areas. Revisions are due May 23, 2016.

May 15, 2016 – June 15 – Federal timeline for the revision period.

June 30, 2016 – Final revised State Plan deadline.
NOTE: Official final federal regulations not expected until June

Upcoming sessions to address revisions to the State Plan:
Monday, May 16 – Stakeholders session in Hawaii county (Hilo).
Tuesday, May 17 – Stakeholders session on Maui.
Wednesday, May 18 – Career Pathways Task Force meeting.
Thursday, May 19 – Stakeholders session on Oahu.
The core partners met on May 11.
A stakeholders session on Kauai is pending. Possible reschedule in June.

LEGISLATION

WDC's bill, HB 2362 HD2, SD1 CD1 passed the legislature and has been transmitted to the Governor for his review and signature. The Governor's office has been notified and WDC has requested the Governor to sign the bill. WDC submitted a request for public bill signing ceremony.

WDC MEMBERSHIP

Congratulations to the 12 nominees to the WDC board who were unanimously confirmed by the Senate Committee on Judiciary and Labor this legislative session:
GM 638 Alan Hayashi, BAE Systems (Retired)
GM 640 Brian Tatsumura, Nordstrom
GM 641 Charles Shima, Plumbers & Pipefitters Union, Local 675

GM 642 Marian Tsuji, Lanakila Pacific
GM 643 Winona Whitman, Alu Like, Inc.
GM 644 Richard Vieira, International Union of Painters and Allied Trades, District 50
GM 658/659 Barry Taniguchi. KTA Super Stores
GM 660 Carl Hinson, Hawaii Pacific Health
GM 661 Beth Whitehead, American Savings Bank
GM 741 Sunshine Topping, Hawaiian Telcom
GM 764 Sean Knox, Hawaii Employment Services
GM 765 Sheryl Nojima, Gray, Hong, Nojima & Associates (engineering)

Upon the Governor signing the WDC bill, the Boards & Commissions will review the nominee applications already submitted and the Governor will have an opportunity to appoint interim nominees to serve on the WDC board.

Arun Savara, CEO of The Maids has resigned from the WDC board, effective immediately.

WIOA

WIOA BULLETINS

New bulletins have been issued and are posted on the WDC website.

WIOA Bulletin No. 05-16 Distribution of WIOA Bulletins and Memoranda

WIOA Bulletin No. 06-16 2016 Federal Poverty Income Guidelines

WIOA Bulletin No. 07-16 Program Year 2016 WIOA Allocations

The following bulletins are being drafted: Lower Living Standard Income Level Guidelines, Eligible Training Provider List, and Low Income Eligibility and Economic Self Sufficiency Policies and Procedures.

ON-SITE FINANCIAL MONITORING

Starting in March 2016, WDC's fiscal officer has begun conducting on-site financial monitoring of WIOA adult, youth, dislocated worker programs and local administrative costs:

Honolulu	March 30 – 31, 2016
Kauai	April 13, 2016
Hawaii	Scheduled May 18, 2016
Maui	Tentatively scheduled June 1, 2016

Regular meetings regarding budget and contracts with counties are being established. The next fiscal meeting will be with Kauai on Friday, May 13, 2016.

FEDERAL UPDATE

US DOL announced a new Federal Project Officer (FPO) has been assigned to Hawaii. Ingrid Schonfield has been with US DOL for ten years and previously worked in an One-Stop and project management. She also covers 3 other states besides Hawaii: Washington, Oregon and Alaska.

The week of June 6, Ingrid Schonfield with Denise Dombeck, Division Chief, will be in Hawaii to check on how WIOA is going and to tailor a technical assistance plan to help Hawaii. More details forthcoming from US DOL.

Report respectfully submitted by Allicyn Tasaka, Interim Executive Director

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INTERNAL MEMORANDUM

DATE: April 12, 2016
TO: Linda Chu Takayama, Director, DLIR
FROM: Allicyn Tasaka, Interim Executive Director, WDC
SUBJECT: WORKFORCE DEVELOPMENT COUNCIL (WDC)
Goals and Objectives for FY 16

I. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

- A. GOAL – Receive final approval of the WIOA Hawaii Unified State Plan from USDOL by July 30, 2016 (or date designated by USDOL).

OBJECTIVES

- Continue refining the state plan with inclusivity by conducting statewide meetings/webinars and outreach with core partners, stakeholders, and county workforce development boards.
- Make revisions as necessary during the revision period to fill gaps in the plan. The current revision period is May 15 to June 15, subject to change by the USDOL as they must review all the plans submitted on April 1 and provide comments for state response.

- B. GOAL – Provide guidance to the County Workforce Development Boards to enable them to develop their respective plans by September 30, 2016.

OBJECTIVES

- Draft guidelines, subject to updates by official rules and regulations when received from USDOL.

- Meetings with counties / listen / provide guidance to align county plans with the goals and strategies of the state plan.

C. GOAL – Develop and issue WIOA – WDC policies and procedures on an ongoing basis.

OBJECTIVES

- Issue WIOA policies and procedures bulletins in timely manner; distribute to established email/ mailing list.
- Create resource toolkit on WDC website for County Boards and the workforce community for easy access to policies and procedures and other reference material.

D. GOAL – Constitute a compliant State Board under WIOA guidelines.

OBJECTIVES

- Confirm interim appointees so they may participate at WDC meetings as full voting members.
- Fill 6 vacant seats according to WIOA policy on board membership.

E. GOAL – Establish a fully operational working WDC board.

OBJECTIVES

- Establish standing committees and name chairs to each committee to be selected by the Chair and Vice Chair.
- Each committee defines its scope of work and purpose to ensure the state plan's implementation.
- Committees meet, conduct research, and provide information/recommendation to the full board.
- Conduct orientations so members of the board are familiar with their roles and responsibilities.
- The board is able to fulfill the functions of a WIOA board as required by State and Federal laws.

II. HIRENET WEBSITE

A. GOAL- Increase the number of job seekers and employers using the web site.

OBJECTIVES

- Update, modernize the site.
- Design the site to target the user groups.
- The site is more user friendly and more intuitive to the user.
- The site provides quick and easy access to documents and information.
- Remarket, rebrand, and introduce new features such as compatibility with mobile devices.

B. GOAL- The Hire Net system is able to produce performance measures as required by WIOA.

OBJECTIVES

- MOU's in place for data sharing among divisions and departments.
- The system works for all core partners, including the One-Stop operators and their mandatory partners.
- A common intake is developed and implemented.
- Data is used appropriately to inform policies and program development.

III. WDC INFRASTRUCTURE/CAPACITY

A. GOAL – Build staffing and capacity to ensure services, programs and activities of the WDC operates efficiently and effectively.

OBJECTIVES

- There is qualified and sufficient staff to fulfill the monitoring and oversight requirements of WIOA.
- The staff is able to provide the necessary support to the board and its committees.
- There is sufficient staff for the day-to-day activities of WDC.

B. GOAL – Acquire necessary office space to accommodate increased staffing and capacity.

OBJECTIVES

- Secure sufficient space for the personnel and equipment needed by the WDC to operate at optimum on a daily basis.



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WORKFORCE DEVELOPMENT COUNCIL ACCOMPLISHMENTS Period between August 20, 2015 – May 12, 2016

The compilation of accomplishments listed is due to the dedicated work that the staff of the Workforce Development Council (WDC) produces daily to meet the needs of the State and Federal rules set forth in the Hawaii Revised Statutes, Chapter 202 and the Workforce Innovation and Opportunity Act (WIOA).

I. BUILDING INFRASTRUCTURE & CAPACITY

- A. August 20, 2015 – Interim Executive Director (ED) officially started at WDC thereby effecting the firewall between WDC and the Workforce Development Division (WDD).
- B. Federal Connections
 - 1. September 10, 2015 – DLIR Director sent letter officially introducing the new Interim ED to the US DOL.
 - 2. September 29-30, 2015 – Interim ED attended US DOL Region 6 meeting in San Francisco to meet regional administrator, division chief, federal project officers, regional staff and counter parts from Region 6.
 - 3. October 20, 2015 – Governor issued letter officially designating the WDC as the administrative entity to carry out the duties and responsibilities of WIOA.
- C. State Transition
 - 1. Meetings regarding up to 26 carryover projects from WDD to WDC.
 - 2. Transfer of current files from WDD to WDC.
 - 3. Office cleaning and reorganizing, setting up and accessing computers.
 - 4. Inventory of equipment – WDC staff person reviewed and updated very outdated inventory list.
 - 5. Archive/Shredding – WDC staff person reviewed documents from 1960s to current; applied retention/destruction procedures with guidance from state archives officials,
 - 6. Interim ED contacted local (county) administrative entity staff to introduce herself and listen to their concerns.
- D. Staff
 - 1. September 2015 - Worked with personnel office to transfer Employment Service Specialist from WDD to WDC as this position was dedicated to WIOA while employed at WDD.

2. September 2015 – Hired two (2) Employment Analysts as 89 day temporary positions as restrictions on hiring were in place due to Reduction-In-Force (RIF) instituted by DLIR at that time.
- E. Volunteer recruitment
1. August 2015 - Recruited volunteer to help organize-old files and to create inventory lists to identify contents of boxes.
 2. December 2015 – present – Recruited three (3) volunteers to assist with research, data systems and clerical.
- F. Member recruitment
1. Working with Chair on ongoing recruitment to fill vacancies.
 2. There are currently 6 private business sector vacancies.
- G. Committee and WDC Structure
1. Chair and Vice Chair established committees and are confirming committee chairs.
 2. Drafted Committee Guidelines, pending approval.
 3. Drafted Committee Roles & Responsibilities, pending approval.
 4. Drafted revised By-Laws, pending approval.
 5. Drafted Conflict of Interest, including Firewall policies and procedures, currently under review by the Attorney General's office; pending approval.
 6. Updated WDC organization chart, pending approval.

II. HAWAII UNIFIED STATE PLAN

- A. November 2015 - Procured WIOA consultant to facilitate outreach to core and local (county) partners, and other stakeholders to compile pertinent information for the Hawaii Unified State Plan.
- B. November 2015 – present - Coordinated with consultant on webinars, on-site facilitated sessions with core and local partners, and other stakeholders to discuss required information from respective areas for the State Plan.
- C. December 1 (Maui); December 2 (Kauai); December 3 (Oahu); December 4, 2015 (Big Island, Hilo) – *“Island Stakeholder Meetings on WIOA Unified State Plan”* conducted with the consultant to:
1. Explain the WIOA Unified State Plan process and requirements.
 2. Familiarize the audience with the vision of a workforce development system under WIOA.
 3. See where Hawaii is in the development of a Unified State Plan.
 4. Discuss how workforce development operates on each island and provide input on what/how services can be improved.
 5. Create a vision for a coordinated workforce development system throughout Hawaii.
- D. December 16, 2015 – Met with the Governor and department heads of core partners to brief them on WIOA and the Unified State Plan at a workforce group meeting hosted by Representative Mark Nakashima at the State Capitol.
- E. March 7-21, 2016 - The draft Unified State Plan was posted on WDC's website and a system to receive public comments was created.

- F. March 30, 2016 – The final version of the State Plan was presented to the Governor and his cabinet.
- G. March 31, 2016 – Overview of the State Plan was presented to the WDC board and approved.
- H. April 1, 2016 – Submitted the State Plan via the US DOL portal and also emailed PDF of the complete plan including a cover letter signed by the Governor. Submission of the State Plan ensured continued federal funding to WDC and the State (over \$25M annually).
- I. May 2, 2016 - US DOL issued suggested revisions to Hawaii in its first round of reviews. WDC forwarded these suggestions to the core partners and is working with them and the local areas to make adjustments. Revisions are due to US DOL by May 23.
- J. May 15 – June 15, 2016 – Revision period for the States. However, because the final WIOA regulations have not been issued, (projected for release sometime in June), the submission date of the final revised State Plan is subject to change.
- K. To address the State Plan revisions, the following meetings have been scheduled:
 1. Wednesday, May 11 with core partners (DOE, DHS, DLIR/WDD - Wagner Peyser).
 2. Thursday, May 12 – an update to the WDC board.
 3. Monday, May 16 with stakeholders in Hawaii county.
 4. Tuesday, May 17 with stakeholders on Maui.
 5. Wednesday, May 18 with the Career Pathways Task Force.
 6. Thursday, May 19 with stakeholders on Oahu.
 7. Pending – Stakeholder session on Kauai. Possible reschedule in June.
- L. April 4, 2016 & May 2, 2016 - Met with UH's P20 and DXP and other data users to explore data sharing possibilities and necessary steps to comply with WIOA data requirement.

III. WIOA

- A. November 2015 – January 2016 - The WDC conducted the annual validation of WIOA data submissions to ensure the accuracy of information and reported on the program activities and outcomes. A random sample of 447 statewide participant records were examined to confirm approximately 25 to 75 different eligibility/intake, participant activities, and exit/post program data elements per record selected.
- B. January 26-28, 2016 National Convening, Washington D.C. - *“One Team, One Vision, One Conversation”* WDC led Hawaii’s delegation of State and Local policymakers responsible for leading implementation of WIOA. The meeting was designed to strengthen the partnerships across program areas and levels of government to improve job and career options for workers, job-seekers, and youth, including those with disabilities and other barriers to employment, through

an integrated, job-driven network that links diverse talent to our nation's businesses and supports the development of strong, vibrant economies.

- C. February 2016 – present – participating with the Employment First State Leadership Mentoring Program (EFSLMP) to assist with a cooperative agreement among the core partners and stakeholders to ensure delivery models to integrate employment opportunities for individuals with disabilities and facing barriers, which coincides with WIOA.
- D. WIOA Bulletins have been issued and are posted on the WDC website:
 - 1. WIOA Bulletin No. 05-16 Distribution of WIOA Bulletins and Memoranda
 - 2. WIOA Bulletin No. 06-16 2016 Federal Poverty Income Guidelines
 - 3. WIOA Bulletin No. 07-16 Program Year 2016 WIOA Allocations
 - 4. The following bulletins are being drafted: Lower Living Standard Income Level Guidelines, Eligible Training Provider List, and Low Income Eligibility and Economic Self Sufficiency Policies and Procedures.
- E. Contract with Geographic Solutions (HireNet) – WDC working on one year extension with modification to add spidering and mobile app. WDC and DHS – Vocational Rehabilitation will each pay half for the spidering services. Extension allows time for review of the system and possible future procurement.
- F. Rapid Response carry over funding and PY16 funding. Goal for rapid response funding is to avoid any interruption of services.
- G. April 2016 - Made changes to the website for the posting of bulletins/documents concerning WIOA.
- H. A self-assessment tool is being drafted which will be used to determine the extent to which activities of local partners are aligned with the purposes of WIOA, whether target populations are being served, and if the local board has been educated on WIOA requirements and uses this information to actively guide this transition.

IV. LEGISLATION

- A. Legislative session was from January 20, 2016 to May 5, 2016.
 - 1. Drafted HB 2362 to conform State laws with WIOA and reconstitute WDC board to 41 members to meet percentage requirements for private business sector majority, workforce/labor and government.
 - 2. Bill passed out of the legislature as HB 2362 HD2 SD1 CD1 and is pending the Governor's signature.
 - 3. May 5, 2016 - DLIR's comments and recommendation to support the bill becoming law was submitted.
 - 4. The Governor's office has been notified and WDC has requested the Governor to sign.
 - 5. May 5, 2016 – WDC submitted request for public bill signing ceremony.
- B. WDC shepherded 12 nominations to the WDC board through the legislative process. The Senate Committee on Judiciary and Labor, chaired by Senator Gilbert Keith-Agaran held two hearings (April 14 & 18, 2016) and confirmed the following members – Congratulations!

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY/TTD Dial 711 then ask for (808) 586-8866

1. GM 638 Alan Hayashi, BAE Systems (Retired)
2. GM 640 Brian Tatsumura, Nordstrom
3. GM 641 Charles Shima, Plumbers & Pipefitters Union, Local 675
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7. GM 658/659 Barry Taniguchi. KTA Super Stores
8. GM 660 Carl Hinson, Hawaii Pacific Health
9. GM 661 Beth Whitehead, American Savings Bank
10. GM 741 Sunshine Topping, Hawaiian Telcom
11. GM 764 Sean Knox, Hawaii Employment Services
12. GM 765 Sheryl Nojima, Gray, Hong, Nojima & Associates (engineering)

V. LOCAL (COUNTY) ADMINISTRATIVE ENTITIES

- A. Established a schedule of regular meetings to discuss contracts and fiscal matters.
- B. Drafted guidance for County Workforce Development Boards to enable them to develop their respective plans by September 30, 2016. Draft guideline is pending review.

VI. REPORTS (posted on the WDC website)

- A. 2014 Annual Report to the Governor (submitted through DLIR annual report)
- B. PY14 Annual Performance Report to US Department of Labor

VII. GOALS & OBJECTIVES FOR FY16

- A. April 12, 2016 – submitted to DLIR Director, per request, copy attached.

Respectfully submitted by Allicyn Tasaka, Interim Executive Director

WDC Staff:

Jeanne Ohta, Assistant to the Interim Executive Director (January 2016 - present)
Linda Sakamoto, Employment Service Specialist
Dastin Hernandez, Employment Analyst
Martha Ross, Employment Analyst (September 2015 – January 2016)

Volunteers:

Jayson Muraki
Rae Ordinado
Doris Shiraishi
Charin Tomomitsu (August – November)

