

## **County of Hawai'i**

**LOCAL AREA PLAN  
FOR  
IMPLEMENTING THE EMPLOYMENT AND TRAINING  
PROVISIONS OF THE  
AMERICAN RECOVERY AND REINVESTMENT ACT ("ARRA")  
FOR  
TITLE I – WORKFORCE INVESTMENT ACT  
AND  
THE WAGNER-PEYSER ACT**

**JULY 1, 2009 – JUNE 30, 2010**

**William P. Kenoi  
Mayor**

Prepared by  
County of Hawai'i  
Office of Housing and Community Development  
50 Wailuku Drive  
Hilo, Hawai'i 96720

V/TT Phone: (808) 961-8379  
Fax: (808) 961-8685  
Email: [ohcdwia@co.hawaii.hi.us](mailto:ohcdwia@co.hawaii.hi.us)

**Local Area Plan  
For Implementing the Employment and Training Provisions of the American  
Recovery and Reinvestment Act (“ARRA”) For  
Title I – Workforce Investment Act and the Wagner-Peyser Act  
For July 1, 2009 – June 30, 2010**

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## I. Local Vision and Goals

TEGL #14-08 notes that “In utilizing the funding in the Recovery Act, federal, state and local levels of the workforce system must be guided by four principles:

- Transparency and accountability in the use of Recovery Act funding;
- Timely spending of the funds and implementation of activities;
- Increasing workforce system capacity and service levels; and
- Using data and workforce information to guide strategic planning and service delivery.”

The US DOL ETA encourages states to require that Local Plans are modified according to state policy (TEGL#14-08). Therefore, the strategic planning contained in Local Area Plans should substantively follow the State Vision as summarized on Page 7.

1. *Indicate how the Local Area Plan is implementing the State Vision as summarized on Page 7 (additional elements may be found in the Hawaii State Comprehensive Workforce Development Plan for 2009-2014). Indicate where, if any, the elements in your Local Area Plan differ from the State’s vision and goals.*

The HCWIB is aligned with the State’s vision and goals.

*This is illustrated by HCWIB economic development goals:*

- Upgrade skill levels of incumbent workers for emerging and growing industries.
- Exchange and share demographic data to economic development agencies.
- Identify and promote emerging, environmentally friendly industries and high-waged occupations such as information technology, tourism, construction, astronomy, university, health and gerontology.

2. *Describe your vision and strategic goals for the following areas.*

- a. *Education and training—what is the LWIB vision for ensuring a continuum of education and training opportunities that support a skilled workforce?*

- Coordinate with the Hawai`i County Youth Council, One-Stop Centers and Eligible Training Providers (ETP) to support basic literacy training modules with an emphasis on employability skills and career paths for Hawai`i County’s youth (18 to 21 years of age) population.
- Utilize employer input and surveys to design programs for entry level workers.
- Expand contextual learning experiences such as internships, career shadowing, apprenticeships, and mentoring by collaborating with the Department of Education (DOE) and other educational institutions.
- Address work readiness skills through partnerships with schools and service providers.
- Ensure appropriate and timely curricula for identified industries.
- Support curriculum that is flexible enough to prepare students for post secondary educational activities or the workforce. This may include both a high school diploma and work-readiness certification in skills required by high growth/high demand businesses.

b. *One-Stop Job Center services,*

- Enhance integrated service delivery, focusing on a demand-driven system which focuses on services rather than programs.
- Develop a flexible workforce system that takes advantage of technology and is supported by a coordinated network of local systems with a minimum of overlapping services among partner agencies
- Continue to support and utilize the HireNet Hawai'i, which is both the management information system and database that connects the employer and job seekers while providing continued support to those customers requiring personal interaction.

c. *Youth development,*

The HCWIB supports the State vision of serving the neediest youth, overcoming the most difficult barriers to their becoming contributing members of society by:

- Expanding contextual learning experiences such as internships, career shadowing, apprenticeships, and mentoring by collaborating with the DOE and other educational institutions.
- Continued collaboration with youth development organizations to expand youth system building initiatives.
- Continued collaboration with Business-Education Partnership (BEP), Junior Achievement (JA), Hawai'i Community College, Huiana Internship and Youth Builders to enhance incentive programs for youth employability development.

d. *Communication and coordination-- What is the LWIB vision for bringing together the key workforce development players to continuously identify the workforce challenges facing the county, and to develop innovative strategies and solutions that effectively leverage resources to address those challenges?*

- Continuing development and maintenance of our local website that serves as a comprehensive resource to local job seekers, business, students and workforce professionals.
- Development of a communication and coordination system with the State and other local areas that will support our One-Stop and save on expenses by sharing common activities such as media buys, workforce supply-demand studies, and preparation of printed material
- Mutually agreed-upon performance expectation for service providers, a strengthened system for LWIB oversight and meaningful opportunity for providers to give input for the development of local policies.

e. *Use of resources—what is the LWIB vision for maximizing and leveraging county resources to ensure a skilled workforce for business and industry?*

- Utilize various sources of funding (501c3, Reed Act, private foundations, etc.) to implement the Hawai'i County Workforce Investment Board (HCWIB) initiatives such as internships and outreach for the under utilized population.
- Seek outside resources or non-WIA funding to become self-sufficient.
- Utilize input and resources from businesses, One-Stop Partners, HCWIB members, and community agencies to implement established goals.
- Optimize One-Stop services to the private and non-profit business sectors, governmental agencies, and community based organizations.

*f. Performance accountability, and*

- For the two-year term of this plan, the local performance accountability system will track the seventeen required performance indicators listed in TEGL 19-06, dated March 30, 2007 and strive to meet the proposed PY 2007 and PY 2008 performance measures as shown in Section VII.
- The LWIB communicates performance expectations through agreements and MOUs with the local service providers and One-Stop partners. The agreements also define timelines for monthly and /or quarterly program/performance reporting. OHCD staff conducts month/quarterly program eligibility, data validation, and performance monitoring of all WIA programs and reports back to the LWIB through its' sub committees.
- The Oversight Committee reviews and provides guidance and oversight for the Adult/DW programs and the One-Stop system.
- The Youth Council reviews and provides guidance and oversight for the Youth programs.

*g. Other local priorities.*

- Continue collaboration with Mayor's Task Force to address workforce issues such as affordable housing, transportation, and the under utilized population to increase worker supply.
- Operation Mainstream – A local program which encourages employers to hire from the under utilized population as described in Section I.1.b.

*3. Identify the LWIB's top two to four priorities for the next year.*

In order of priority, the HCWIB has identified the following 4 priorities for the next two years:

**1) Employer Outreach and Services**

This will include the continued support of a business service center for use by local employers to conduct business activities related to employment and training. Employer representatives, working closely with entities like the Hawai'i Economic Development Board (HIEDB), the County Research and Development Division and the Workforce Development Division will assign specific employer liaisons for various key industries, specifically technology, retail, and health services. They will help to coordinate and conduct business/employer forums. The forums, some held on a monthly basis, will be designed to address the specific focus groups to address employment and training needs of individual industries. Additionally, small and emerging businesses will be supported through the development of an Entrepreneurial Center at the One Stop.

**2) Labor Force Pool Expansion**

Extensive outreach efforts will help to identify, recruit and train under-utilized segments of the hard to serve and under-utilized populations that will help to meet the employment demands of business and industry. This under-utilized population includes, but is not limited to the population listed in Section I.1.b. Also, the LWIB will increase Entrepreneurial support services at the One Stop to encourage small business development.

### 3) Technology Update

Improving island wide communications to include videoconferencing for meetings and /or interviews will become more critical as we expand services to our employers.

In order to better serve the unique needs of the Big Island, the HCWIB will provide laptops with wireless internet connectivity to allow providers to provide services to participants in the rural areas.

### 4) Capacity Building

Provide technical and administrative support to determine service delivery gaps, organize and convene meetings of various stakeholders, coordinate training efforts for the HCWIB and research possible grant possibilities. Support the HCWIB Strategic Planning Committee to help develop long term plans, directives and solutions for key employment and training for stakeholders in Hawai'i County. Continue to partner with HIWEDO (Hawaii Island Workforce and Economic Development Ohana).

## II. Assessment of Labor and Economic Market Needs

This section should address how the economic downturn has impacted the economy of the local area and the labor market context. Provide an analysis of the local economy, the local labor pool, and the labor market context, addressing the following issues:

1. *What are the economic development goals for attracting, retaining and growing business and industry in the county? What LWIB strategies support the creation, sustainability and growth of small businesses and support for the workforce needs of small businesses?*
  - Partnering with the Small Business Administration to offer entrepreneurial support in the Business Service Center at the One Stop
  - In conjunction with Research and Development and HIEDB, supporting existing partners while attracting sustainable business
  - Increase linkages with post secondary education
  - Increase skills of dislocated workers and incumbent workers
  - Continue employer forums for small to medium business
  - Continue to expand sector-focused outreach efforts
  - In conjunction with Research and Development and HIEDB, coordinate economic and workforce development
2. *What jobs/occupations are most critical to the county's economy? What are the skills requirements for these jobs and occupations?*

### Jobs / Occupations

**Hospitality/Visitor Industry:** For the first eight months of 2007, Hawai'i Island had \$1.1 billion in visitor spending, an increase of 6.5% from last year and has experienced banner years for the last three years. Year-to-date through August 2007 Total Visitors 1,100,683 +3.2% Including Visitors By Cruise Ships 318,579 +32.6% Total Air Seats Kona 408,036 -17.2% Domestic Seats 340,699 -21.0% Japan 63,950 +9.4%

Although once struggling to find qualified workers to fill vacancies coupled with low unemployment, the industry has faced a downturn in the market directly correlating to the effects of the national economy. Air lift into Kona International Airport has reduced by -17.2% in this past year, consequently land visitor counts are way down versus cruise ship passenger counts being up by 32.6%.

Although not mentioned in the last plan version, ecotourism is an area that is expected to emerge as a demand business as the economy improves.

The cruise ship industry has had the greatest impact over the last two years with the highest gains in visitor counts. However our economic downturn has impacted the tourism industry more than most, several cruise ships have modified routes and no longer sail to our ports.

**Health Care Industry:** With our steadily increasing aging population, there has been and will continue to be a heightened demand for elder care, certified nurse assistants, home health nurses, and home health aides. The escalating health care costs have been a key driver in the proliferation of domestic elder care. The introduction of mobile health and dental care for rural areas has also created opportunities for outreach health workers to serve an otherwise under served population.

Preventative health care has been the genre over the past decade. With its popularity, together with our aging baby boomers, we will continue to see growing demands in: wellness and fitness centers, homeopathic and nutritional care, rehabilitative services, etc.

**Construction Industry:** The housing cycle peaked two years ago and is on the decline with an excessive inventory of middle to high end single family houses on the market. Building permit issuance has dramatically decreased. During the downturn, even skilled trades people have been impacted.. As always the problem for the industry will be well-trained, skilled workers who will continue to be in demand.

**Education Systems:** Over the past several years, the University of Hawai'i at Hilo and the Hawai'i Community College have made great strides in attracting local residents, intra-state residents, and out-of-state students to their campuses. The University system and Hawai'i Community College need to acquire additional funding for modernization, expansion of facilities and increased vocational programs. With expansion will come more employment opportunities in the clerical, professional, technical and innovation sectors, along with the need for teachers to educate and train for these sectors.

The Department of Education continues to search for a full pool of qualified teachers necessary to meet all requirements, such as No Child Left Behind reporting. These regulations have adversely affected the ability to tutor our students effectively. Without addressing this area, our labor force will not attain the skills necessary to pursue occupations in industries.

**Innovation Industries:** Clean industry is the wave of the future for Hawai'i Island. The geographic isolation of Hawai'i County to the rest of the State and world has prompted employers to rely heavily on high tech connectivity. From basic office conversion to personal computers and operational software programs to conducting business via the internet, businesses will continue to seek business solutions via this technology. Transcending all occupations and industries, transacting business with and through computer technology will be the way of doing business.

High technology has revolutionized the agricultural, health, science, business service, and visitor industries in our County. Further, entrepreneurial opportunities will be readily available for the enterprising individuals seeking niche markets.

**Astronomy:** Hawai'i Island is world renowned as THE place for astronomy. The most sophisticated high-powered telescopes in the world and international presence have attracted renowned technicians and scientists from around the globe. In partnership with the industry and the university system, a coordinated workforce development initiative needs to support the infrastructure of this community.

**New Agriculture:** Since the demise of large plantation farming, new agriculture has blossomed with new niche market high end products. With such diversity expanding including the world renowned Kona coffee, hearts of palm, hydroponic heirloom tomatoes being sold to market and top restaurants around the nation. The science that this new agriculture demands requires a new approach for job recruitment, including higher skill requirements at entry level and willingness to train on the job.

Horticultural specialties, tropical fruits, nuts, fresh cut flowers and ornamentals have had an increasing presence in our County. With improved marketing strategies via cooperatives and joint ventures, many have expanded their markets nationally and internationally. Increasingly, nursery laborers need to possess a variety of skills that will complement the technological changes in this industry.

Aquaculture has also continued to experience growth with numerous small businesses successfully raising kahala, algae, shrimp, lobsters, crabs, abalone, and oysters. Production levels are almost at maximum levels.

### **Skills**

**Basic Skills:** Deficiencies in basic education has become increasingly evident in many new labor market entrants as well as current employees. Employer input via our existing school-to-work initiatives island wide has validated these deficiencies. In order to compete in this demand driven global economy, a sound comprehension of basic language skills; reading, writing, computations, listening and speaking are principal prerequisites. Deemed as a key building block to a self-sufficient lifestyle, basic skills acquisition will be a high priority for our LWIB.

**Technology Skills:** Due to rapid developments in technology, our workforce must possess moderate to high levels of computer application skills and information

technology expertise. Across all industries and occupations, a minimal level of computer application skills and literacy is needed. Being adept in software applications will greatly enhance employability levels of our Big Island job seekers, employers and current workers.

**Occupational-Specific Skills:** Our workforce will be required to have some skills and aptitude in their chosen occupation. Although not entirely necessary for entry-level positions, these skill prerequisites will ensure greater job retention and work quality as employers strive to compete in a global economy. It is the specific intention of our LWIB to introduce occupationally specific skills in a contextual learning environment. Whenever possible, academic learning will directly relate to the specific occupational skills.

**Interpersonal Skills:** With the constant focus for customer satisfaction and customer service, employees must possess a high level of interpersonal skills to effectively deal with co-workers and customers alike. The ability to work in teams is essential to completing multi-tasks demanded by today's businesses. Specific desirable traits that directly complement effective interpersonal skills include, but not limited to: being punctual; showing initiative; being empathetic toward cultural differences; accepting responsibility; demonstrating good time management and having the ability to communicate in oral and written form.

**Multi-lingual Skill:** As a hub to the Pacific Rim, Hawai'i represents a clearinghouse of business transactions for many cultures and languages. As a major visitor destination, many of our employees will be interacting directly with our European and Asian visitors. For many occupations in the hospitality industry, being bilingual is a requirement. As more of our employers perform international business transactions, the ability to speak more than one language will become increasingly invaluable.

**Entrepreneurial Skills:** Many aspiring entrepreneurs have started numerous small business ventures, filling a variety of niche markets. In addition to the necessary occupational skills needed for their ventures, these entrepreneurs need skills in marketing, business planning, accounting, management, information systems, etc.

**Job Readiness and Retention Skills:** Data from surveys and questionnaires have indicated that many new entrants to the labor market lack essential job readiness skills. Further, welfare work requirements have vaulted many unskilled individuals into the job market. Developing employment preparation skills prior to employment is necessary to ensure entered employment rates and retention with this population. These skills include, but are not limited to: understanding personal strengths and weaknesses, interview preparation, resume-writing, knowing job trends and understanding employer expectations.

3. *What workforce development issues has the LWIB prioritized as being most critical to its economic health and growth?*

**Bridging Workforce and Economic Development:**

Identifying and removing barriers to business development; attracting individual business and helping them to thrive.

4. *Based on the regional economic and labor market analysis, what strategies has the LWIB implemented or plan to implement to identify and target industries and occupations with the area that are high growth, high demand and vital to the local economy?*

The HCWIB will continue to utilize the Reed Act activities to target specific

5. *How has the county begun to prepare for “green jobs” training and job placement? What processes will the LWIB implement in One-Stop Centers to adequately prepare staff to assist customers in identifying green job opportunities, including education and training?*

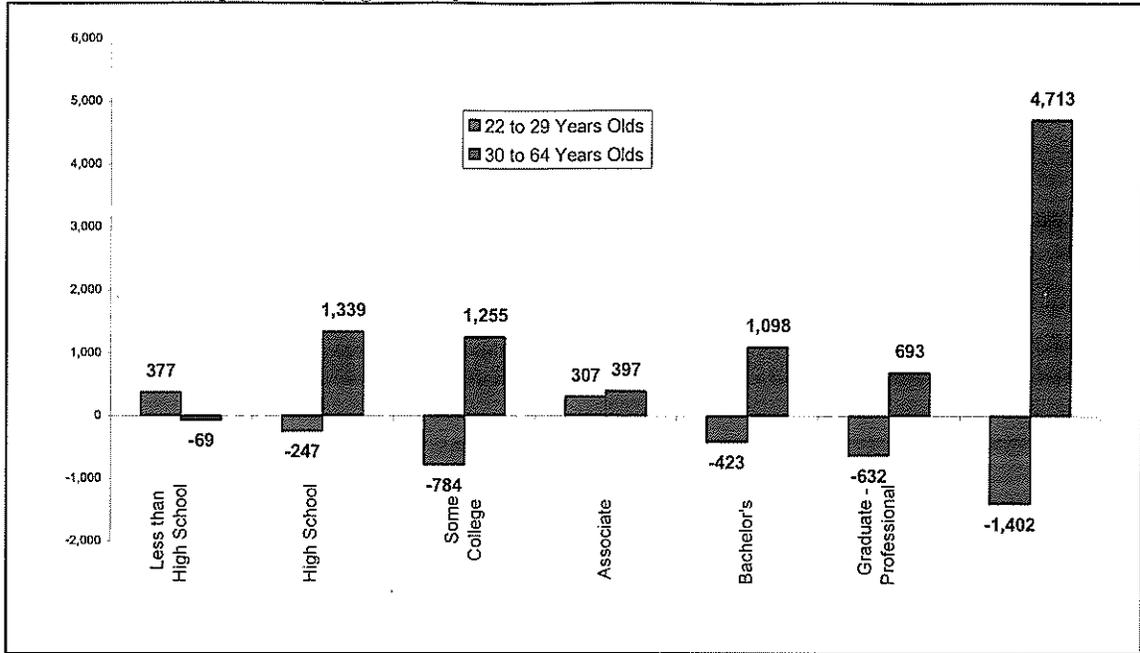
The One Stop has conducted 2 Green Jobs Forums for local business and partners. Also, they have participated in county-wide events to coordinate several green grant opportunities. The ONET Green job report has been distributed widely and the State HireNet system is being modified to identify Green jobs.

6. *Is the county experiencing any in-migration or out-migration of workers that impacts or will impact the labor pool?*

The U.S. Census Bureau’s estimate for 2008 showed that Hawaii experienced an out-migration of 3,752 persons. This was countered by a 4,098 net gain in foreign in-migration.

Data from the 2007 American Community Survey indicates that out-migration of younger workers is significant among those with bachelor, graduate and professional degrees. In-migration of workers was concentrated in people with a high school degree, some college, and a bachelor degree. This migration snapshot indicates a “brain drain” among the high-skilled workers that are required to increase the high-skill and high-wage jobs in Hawaii. As most states are now experiencing shortages in these high-skill jobs, the current situation is different from that in 2007.

**Chart #7. Net Migration by Age Group and Education Level, 2007**



Source: DBEDT 2008

### III. Service Delivery Strategies and Support for Training

#### A. Priority of Service to Low-Income Individuals

1. Describe the method(s) that will be used to identify an individual as a priority customer:

- A description of how documentation is collected and maintained when an individual self-identifies as a public assistance recipient or other low-income individual;
- The parameters to be used that qualifies someone as a low-income individual (income earned while on military active duty status is disregarded in eligibility determination);
- The estimated percentage or number of WIA adult customers that will qualify for priority of service during the program year;

85% priority of service is given to those economically disadvantaged Adults in the local area. 15% may not be economically disadvantaged and may be targeted for specific industries deemed in “high demand” by our LWIB. It is encouraged that only participants who have successfully obtained employment with wages exceeding the 200% Federal Poverty Guidelines be exited from the program. Ideally, wages at approximately \$39,000.00 per annum are sought for all program participants. (Economists have identified this as self-sufficient wages for Hawai'i County.)

2. If your local area will not be applying priority of service to all adults, describe the procedures that will be used to differentiate between ARRA WIA Adult and non-ARRA WIA Adult customers for purposes of priority of service.

Priority of service is applied

3. *Describe the internal monitoring process that will be initiated to ensure federal priority of service requirements under ARRA are successfully implemented.*

Since funding is generally limited, a system is established to give priority to public assistance recipients and low-income individuals for adult intensive and training services. Low-income individuals are defined as individuals who are economically disadvantaged because their income, in relation to their family size does not exceed the poverty level or 70% of the lower living standard income level. In accordance with WIA Bulletin No. 07-05, which establishes priority for veterans under the Jobs for Veterans Act, priority is further applied as follows:

“Persons who meet both the veterans’ priority and the targeting provision above have the highest priority for participation. Non-veterans who meet the targeting provision have the next highest priority. Veterans who do not meet the targeting provision have the third highest priority. Persons who are not veterans and who do not meet the targeting provision have the lowest priority.”

4. *Describe the methods of communication that will be used at the local level to ensure all impacted staff members are aware of and using priority of service in daily operations.*

Each participant is assessed for eligibility upon intake and all information is documented in their individual case files. In addition to policies and procedures already documented, case management staff and supervisors meet regularly with state and local program and financial staff in person, via telephone and teleconference. Regular communication is also provided.

## **B. Priority of Service to Veterans**

1. *Describe or attach the policies that ensure covered persons are identified at the point of entry, allowing them to take full advantage of priority of service. This includes both in-person and virtual access service delivery points.*

Local Veteran’s Employment representatives conduct workshops for One-Stop Center staff and partner agencies to highlight the priority of service to veterans, starting with the point of entry. Local office managers monitor service delivery sites to ensure that staff members follow the implementation policy to ensure uniformity in service delivery. One-Stop staff members use HireNet Hawaii filters to produce lists of veterans for job matching. The system identifies resumes of veterans and searches can be made by businesses to identify veterans. Additionally, WDD staff and One-Stop staff members perform self assessment revisions periodically and results are reviewed with USDOL/VETS staff. Local Plans are required by the DLIR and the WDC to include policies that identify the prioritization of service for veterans in job seeking assistance and with education and training providers.

2. *Describe the internal monitoring process that will be initiated to ensure federal priority of service requirements under ARRA are successfully implemented.*

Upon intake eligibility is assessed, including veterans status. Regular program file monitoring is performed at the program and administrative levels, annually. Eligibility and file monitoring is done annually. HireNet validation is conducted annually.

3. *Describe the methods of communication that will be used at the local level to ensure all impacted staff members are aware of and using priority of service in the daily operations.*

Regular written procedures in the form of bulletins and formal correspondence are issued. Program staff are provided with copies and or training. Program monitoring and site visits are conducted yearly.

### **C. Service Delivery to Youth**

#### *Summer Employment Opportunities:*

1. *Describe your PY 2009 summer youth employment program design and include the following:*
  - a. *Activities broken out by age groups*
  - b. *Work readiness component, including definition*
  - c. *How measurable increases of work readiness were determined*
  - d. *How "green" work experiences or training were incorporated into the program*
  - e. *If apprenticeship opportunities were included*
  - f. *Outreach and services to the neediest youth populations. Describe the various strategies employed to recruit the target population.*

The ARRA program is a work readiness program for 16 - 24 year olds in. Designed for measurable work readiness increases it recruits, trains and employs youth with barriers to employment. Through paid work experience these students gain work skills, confidence and career knowledge though a full time six week summer internship at local nonprofits and governmental agencies. Regular supervisor and case manager contact ensures that skills have been gained as well as a pre and post work assessment. Green experiences were actively sought out by a job developer, outreach was done though the newspaper, individual contacts with schools, chambers of commerce, business organizations, veterans service groups, existing youth programs and networks, Workforce Investment Board, Youth Council and other groups. In addition, the partners of the Big Island Workplace Connection, the One Stop provide information for outreach to youth and potential employers.

#### **General Description**

A six-week Summer Work Program serving 268 disadvantaged youth throughout Hawaii County. Economically disadvantaged in-school and out-of-school youth, 16-24 years of age, will be given opportunities to work full-time in government, private-non profit sectors island wide.

Although the emphasis is in work and earning wages, Hawaii Branch WDD will insure that every participant will be properly oriented to the world of work via pre-employment readiness sessions prior to their summer experiences. Mid-term and year-end culminating activities will infuse and reinforce maturity skills to support their future career endeavors.

Older youth—particularly the out-of-school youth—will be a key target group of this summer component. WDD Hawaii Branch will partner with various youth providers and agencies to reach this population. Entities shall include, but not limited to: Probation Department, Judiciary, Division of Vocational Rehabilitation, Arc of Hilo, Arc of Kona, Alu Like, HCEOC, Huiana, Paxen, Goodwill Industries, Office of Social Ministries-Friendly Place of Kona, homeless shelters, etc.

Please note that all program activities and services will be provided in accordance with policies and guidance promulgated under the Workforce Investment Act and the American Recovery and Reinvestment Act of 2009.

#### **Key Features**

- Emphasis will be maximizing expenditures toward youth wages (80% directly to youth wages and support);
- Work Experience opportunities will be in the government and private, non-profit sectors in areas directly affected by this economic downturn and/or targeted by the Stimulus Package (i.e., social services, highway and building maintenance, health agencies, etc.)
- Pre-employment readiness activities to be provided prior to site placement
- Work maturity, job retention activities to be provided during mid-term
- Special needs students, at-challenge (including foster youth), and adjudicated youth will have opportunities to participate
- Special outreach efforts will be directed toward out-of-school youth and unemployed young adults (up to 24 years of age)
- Teams of youth will be working on designated projects at sites such as the Dept. of Education, State Highways, Hawaii County Public Works.
- Specially-designed crews will have designated team leaders who will also be working alongside crews (i.e., post-secondary student or older youth receiving a higher compensation)
- Leadership activities to be facilitated for designated crew leaders

2. *What percentage of ARRA funds for youth were spent on summer 2009 activities from 5/1/09 to 9/30/09, and how many participants were served?*

The State requires use of all funds prior to June 30, 2010. Seventy (70) per cent of ARRA youth funds will be used to support 2009 summer youth activities. One-hundred (100) per cent of the ARRA Youth funds will be expended by June 31, 2010. The public school system provides for a summer of only seven weeks in total; therefore, there is not an opportunity to provide two sessions of work experiences for the summer program.

3. *What percentage of ARRA funds for youth do you plan to spend on servicing older youth participating in work experience-only activities from 10/1/09 through 3/31/2010 and how many participants will be served?*

At least forty percent (40%) and no less than sixty percent (60%) served will be older youth, exceeding the state threshold of 40%, the target goal is 106 out of school youth.

4. *If the fiscal agent or grant recipient did not operate the summer employment program, describe the local board's procedures for procuring summer employment opportunities.*

Existing program service providers were given the opportunity to present proposals, The youth council reviewed and voted on the proposal. Department of Labor and Industrial Development, Workforce Development Division (DLIR/WDD) was selected to perform the ARRA youth program.

5. *Describe the summer program worksites that were identified:*

- *How were worksites selected?*
- *Identify the types of sites (public, private non-profit, etc.)*
- *How did the local area ensure adherence to workplace safety guidance and applicable federal/state minimum wage requirements were observed?*
- *How did the local area ensure that youth work experience did not unfavorably impact current employees or replace laid-off employees?*
- *How were youth matched to work sites?*
- *Identify any project-based or service learning that was used.*

Worksites are solicited, requirements are given and youth who meet employer needs are interviewed and selected. Youth can target industries that they selected, an employment counselor meets with them to advise them about their career goals and how their work experience would fit. All worksites are assessed for adherence to safety and compliance with local federal state wage requirements. A program coordinator supervises work sites and work readiness training for youth as well as resolving any placement issues. Each worksite is assessed for negative impact upon incumbent or laid off employees. Worksites included nonprofits and public placements.

6. *Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, detail who participated in the learning and how it provided a direct link to the summer employment experience.*

The youth learning is grounded in on-the-job experience with group orientations and pre work experience orientations. Pre-employment readiness activities were provided prior to site placement. Work maturity, job retention activities were provided during mid-term.

7. *Describe how the local area is coordinating the expenditure of WIA formula and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.*

As a largely rural area, the LWIB collaborates with a wide variety of community agencies. The local One Stop Consortium is active and broadly collaborates with service providers throughout the community. Also, Reed Act funding has been used to leverage existing WIA funding and complement local initiatives and activities. Finally, HIWEDO was established by the LWIB nonprofit in order to expand funding and optimize flexibility. They are seeking grant funding for workforce initiatives in conjunction with the WIB.

8. *Describe your strategy for continued services supporting older, out-of-school youth during non-summer months including any supportive services incentives and needs-based payments; co-enrolling youth in adult services; and support past the ARRA funding period.*

Hawaii has an overall policy of serving the neediest youth, and has targeted a high percentage of WIA and Recovery Act funds to out-of-school (at least 30 percent and up to 95 percent) and other at-risk populations for services. Additionally, youth work experience, including summer employment will be paid wages for their participation.

#### **D. One-Stop Centers and Re-employment Services**

1. *Describe the actions the local area has taken to ensure an integrated One-Stop Center service delivery system including the additional services provided by ARRA funding. How does the LWIB ensure the quality of service delivery?*

Partners have an established allocation plan and referral process. To educate direct service staff, the direct service committee established a passport training program where each direct service staff member may participate in orientations on a quarterly basis. The orientations are to one stop partner programs. Over the course of a year all programs will present an orientation. Also, partners meet monthly to coordinate and discuss referrals and service delivery. Allocation and referrals are discussed at least yearly.

2. *Describe how the local area will ensure that a full array of reemployment services is provided to UI customers, including skills assessment, career planning and training.*

All UI claimants must register with DLIR as part of their registration. It is a condition of UI registration. Each claimant is registered in the State HireNet system. A computerized case management system, interactions and results are tracked via HireNet.

3. *Explain how the local area is dealing with increased numbers of UI customers. Describe the strategy for providing reemployment services to UI claimants most likely to exhaust benefits. With the emphasis on training in the ARRA legislation, explain how you are promoting training to UI customers.*

Local Offices are doing more group activities such as group orientations. In several situations, case managers worked on Saturday to extend services. Youth program group orientations were conducted on Saturdays as were other emergency services for layoffs.

4. *Is the local area entering into contracts with institutions of higher education or other eligible training providers to facilitate the training of individuals for high-demand occupations? If so, describe the occupations and identify the training providers from which you will be purchasing training. If your local area is not entering into such contracts, please explain why not.*

Hawaii Community College is an Eligible Training Provider. As an active member of the One Stop and LWIB, they regularly add new curriculum and update their offered courses.

5. *Please describe LWIB activities and plans for supplementing WIA funding and/or adjusting operations to the availability of funding. For instance, explain how the local area intends to utilize Pell Grants and coordinate them with other financial aid resources for training and education purposes.*

The LWIB coordinates Pell Grant and other financial aid resources for training and education through regular One Stop meetings, education of direct line staff and proper referrals. Coordination with partner agencies is encouraged, with the permission of the clients.

6. *Describe policies, if any, to restrict training funds for uses the local has identified as a priority; e.g., a) direct a certain percentage of training funds to high demand, economically vital, and/or targeted skills and occupations, or b) give priority to training for jobs that pay at least a self-sufficiency wage.*

Training funds can be used for opportunities approved by the board and identified on the ETP list. In some cases, job shadowing or volunteering in the industry is encouraged prior to enrollment to ensure realistic job knowledge.

**IV. Performance Goals and Levels**

31. The performance levels for the State apply to all the Local Areas. Insert the sheet below into your plan.

**WORKFORCE INVESTMENT ACT (“WIA”) AND WAGNER-PEYSER  
STATE PERFORMANCE MEASURES  
PROGRAM YEAR 2009 (July 1,2009 to June 30, 2010)**

Performance Goals		
	PY 2008	PY 2009
<b>Adult Program</b>		
Entered Employment Rate	79%	65%
Employment Retention Rate	85%	74%
Average Earnings	\$10,800	\$10,800
Employment and Credential Rate	62%	62%
<b>Dislocated Worker Program</b>		
Entered Employment Rate	79%	57%
Employment Retention Rate	86%	86%
Average Earnings	\$14,000	%5,996
Employment and Credential Rate	66%	57%
<b>Older Youth (19-21)</b>		
Entered Employment Rate	73%	33%
Employment Retention Rate	80.5%	60%
Average Earnings Change	\$3,900	-\$244
Credential Rate	69%	38%
<b>Younger Youth (14-18)</b>		
Skill Attainment Rate	70.5%	71%
Diploma Attainment Rate	44%	44%
Retention Rate	51%	44%
<b>Customer Satisfaction</b>		
Participant	72%	72%
Employer	82%	82%
<b>Wagner Peyser</b>		
Entered Employment Rate	60%	50.7%
Employment Retention Rate	82%	78.4%
Average Earnings	\$12,276	\$10,971

**V. WIA Compliance**

1. *The Local Plan Modification will extend the existing Local Plan to June 30, 2010 and will become the basis for local area policy and monitoring. This section asks for any changes to policies; indicate if a policy has changed, and if so, attach a copy of the new policy.*

<u>Policy</u>	<u>Changed? Yes or No</u>
a. selecting and certifying one-stop operators	___ NO ___
b. contracting for service providers	___ NO ___
c. priority of service (new policy required)	___ NO ___
d. self-sufficiency	___ NO ___
e. supportive services	___ NO ___
f. grievances and complaints	___ NO ___
g. youth services	
a. Eligibility definitions	___ NO ___
b. Performance	___ NO ___
c. Design framework	___ NO ___
d. Recovery act provisions	___ NO ___
h. Adult, Dislocated and Wagner-Peyser	
a. Eligibility definition	___ NO ___
b. Performance	___ NO ___
c. Rapid response	___ NO ___
d. Business services	___ NO ___

**VI. Budget**

1. *Attach your currently approved WIA budget that includes ARRA funding. Please include amounts for personnel, and the budget for WIA education and training providers.*

(Please refer to Appendix A)

2. *Identify other amounts and sources of funds that support your activities.*

Reed Act Funding

**VII. Local Plan Development Process**

1. *Describe the process used to ensure public comment on and input into the development of the local plan. Include a description of specific steps taken to include input from members of businesses and labor organizations.*

The Executive Committee of the LWIB was designated as the Ad Hoc Committee that would draft the Local Area Plan covering the period of February 1, 2008 through June 30, 2009. This group, through its membership, represented members of local businesses and labor organizations. Upon completion and approval by the Board, the plan was posted for public comment for a 30-day period to address provisions of the Sunshine Law.

2. *Describe how comments were considered in the plan development process.*

Comments from the Executive Committee members were considered in the planning process through an open facilitated process of plan development.

The Executive Committee also asked it's sub-committees for input on specific sections of the plan which are related to the sub-committee's purpose and focus as follows:

Youth Council gave input to Section V.

Planning Committee gave input to Sections I, III and VI.

Over-Sight Committee gave input to Sections IV, VII and VIII.

3. *Summarize and include as an attachment public comments on the draft Local Area Plan, particularly those that express disagreement with the plan. Please include information on LWIB response to the comments.*

No public comments were received during the posting period of October 12, 2009 to November 10, 2009.

**VIII. Required Attachments**

- *Current LWIB roster (Please refer to Appendix B)*
- *Current LWIB Youth Council roster (Please refer to Appendix C)*
- *Any new policies indicated in Section V*

None

- *Any public comments regarding the draft Local Area Plans, including those that express disagreement with this Local Area Plan and information regarding the LWIB's actions towards addressing them.*

No public comments were received during the posting period of October 12, 2009 to November 10, 2009.

# APPENDIX A

## BUDGET

I. IDENTIFYING INFORMATION

A. NAME	DLR Workforce Development Division		
B. PROGRAM OR ACTIVITY	DW Stimulus Funds - Hawaii Branch		
C. ANNUAL PLAN NO./AGREEMENT NO.	E. ANNUAL PLAN/AGREEMENT PERIOD	F. PAGE NO.	
D. MOD. NO.	From: April 15, 2009 To: June 30, 2010	1	

II. BREAKOUT OF PROJECTED COSTS

A. OBJECT OF EXPENDITURES	B. WIA FUND PROJECTED EXPENDITURES	C. NON-FEDERAL FUND EXPENDITURES	D. PROGRAM INCOME FUND EXPENDITURES	E. TOTAL PROJECTED EXPENDITURES
1. Personal Cost (attach A-1)	179,022	0	0	179,022
a. Staff Salaries & Wages	126,152			126,152
b. Fringe Benefits (41.91%)	52,870			52,870
2. Equipment Purchases (Attach A-2)	0	0	0	0
3. Program Services	96,363	0	0	96,363
a. Short-Term Intensive Training	50,693			50,693
b. Other Intensive Training	1,000			1,000
c. On-the-Job Training	20,800			20,800
d. Work Experience	8,700			8,700
e. Long-Term Training (ITA)	14,100			14,100
f. Needs-Related/Supportive Services	1,070			1,070
4. Contractual Services (Attach A-5)	0	0	0	0
5. Other Current Exp.	64,910	0	0	64,910
a. Supplies	1,100			1,100
b. Communications	2,300			2,300
c. Travel-Intra-State (Attach A-3)	0			0
d. Travel-Inter-State (Attach A-4)	0			0
e. Mortgage	750			750
f. Equipment Rent	1,790			1,790
g. Equipment Expense	150			150
h. Premise Rent	0			0
i. Premise Expense	7,310			7,310
j. Services	2,132			2,132
k. Other	150			150
l. Allocated Cost Center Expense (NPS)	32,681			32,681
m. AS&T	16,547			16,547
6. TOTAL PROJECTED EXPENDITURES	340,295	0.00	0.00	340,295
a. New Allocation	340,295	0	0	340,295
b. Carry-over Funds PY ( )	0.00	0.00	0.00	0.00

**Office of Housing & Community Development**  
*APPROVED*  
 7/10/09  
 7/10/09  
 7/10/09

Other expenditures could include staff training cost, printing & binding, transportation of things, etc. - miscellaneous expenditures that don't come under any other line item listed.

WORKFORCE INVESTMENT ACT PROGRAM  
BUDGET DETAIL A

Youth Program

I. IDENTIFYING INFORMATION						
A. NAME <b>DLIR Workforce Development Division</b>		C. ANNUAL PLAN NO./AGREEMENT NO. <b>Contract No. c.002358</b>		E. ANNUAL PLAN/AGREEMENT PERIOD:		
B. PROGRAM <b>ARRA Summer Youth - Hawaii Branch</b>		D. MOD. NO.		F. PAGE NO. Page 1 of 1 Pages		
				From: April 15, 2009 To: June 30, 2010		
II. BREAKOUT OF PROJECTED COSTS						
A. OBJECT OF EXPENDITURES	B. WIA EXPENDITURES			C. NON-FEDERAL FUND	D. PROGRAM INCOME FUNDS	E. TOTAL PROJECTED
	1. OUT-OF-SCHOOL YOUTH	2. IN-SCHOOL YOUTH	3. TOTAL YOUTH(B1+B2)	EXPENDITURES	EXPENDITURES	EXPENDITURES
1. Personal Cost (attach A-1)	32,737	49,109	81,846	0	0	81,846
a. Staff Salaries & Wages	23,069	34,606	57,675			57,675
b. Fringe Benefits (41.91%)	9,668	14,503	24,171			24,171
2. Equipment Purchases (Attach A-2)	0	0	0	0	0	0
3. Program Services	188,158	282,237	470,395	0	0	470,395
a. Work Experience	186,528	279,792	466,320			466,320
b. Needs-Related/Support Services	1,630	2,445	4,075			4,075
c.			0			0
d.			0			0
4. Contractual Services (Attach A-5)	0	0	0			0
5. Other Current Exp.	11,873	17,807	29,680			29,680
a. Supplies	220	330	550			550
b. Communications	540	810	1,350			1,350
c. Mileage	240	360	600			600
d. Equipment Rent	320	480	800			800
e. Equipment Expense	40	60	100			100
f. Premise Expense	1,060	1,590	2,650			2,650
g. Services	340	510	850			850
h. Other	55	80	135			135
i. Allocated Cost Center Expense (NPS)	6,032	9,049	15,081			15,081
j. AS&T	3,026	4,538	7,564			7,564
6. TOTAL PROJECTED EXPENDITURES	232,768	349,153	581,921	0	0	581,921
a. New Allocation	232,768	349,153	581,921			581,921
b. Carry-over Funds PY ( )			0			0

**APPROVED**  
*[Signature]*  
 Office of Housing & Community Development  
 7-27-09  
 DATE

<b>I. IDENTIFYING INFORMATION</b>			
A. NAME DLIR Workforce Development Division	C. ANNUAL PLAN NO./AGREEMENT NO. c.002356	E. ANNUAL PLAN/AGREEMENT PERIOD: From: April 15, 2009 To: June 30, 2010	F. PAGE NO. 1
B. PROGRAM OR ACTIVITY Adult Stimulus Funda - Hawaii Branch	D. MOD. NO.		

**II. BREAKOUT OF PROJECTED COSTS**

A. OBJECT OF EXPENDITURES	B. WIA FUND PROJECTED EXPENDITURES	C. NON-FEDERAL FUND EXPENDITURES	D. PROGRAM INCOME FUND EXPENDITURES	E. TOTAL PROJECTED EXPENDITURES
1. Personal Cost (attach A-1)	147,915	0	0	147,915
a. Staff Salaries & Wages	104,423			104,423
b. Fringe Benefits ( 41.91% )	43,492			43,492
2. Equipment Purchases (Attach A-2)	0	0	0	0
3. Program Services	51,669	0	0	51,669
a. Short-Term Intensive Training	20,453			20,453
b. Other Intensive Training	917			917
c. On-the-Job Training	10,400			10,400
d. Work Experience	8,700			8,700
e. Long-Term Training (ITA)	10,300			10,300
f. Needs-Related/Supportive Services	899			899
4. Contractual Services (Attach A-5)	0	0	0	0
5. Other Current Exp.	53,689	0	0	53,689
a. Supplies	550			550
b. Communications	2,871			2,871
c. Travel-Intra-State (Attach A-3)	0			0
d. Travel-Inter-State (Attach A-4)	0			0
e. Mileage	630			630
f. Equipment Rent	1,310			1,310
g. Equipment Expense	150			150
h. Premise Rent	0			0
i. Premise Expense	5,860			5,860
j. Services	1,450			1,450
k. Other*	150			150
l. Allocated Cost Center Expense (NPS)	27,033			27,033
m. AS&T	13,685			13,685
6. TOTAL PROJECTED EXPENDITURES	253,273	0.00	0.00	253,273
a. New Allocation	253,273	0	0	253,273
b. Carry-over Funds PY ( )	0.00	0.00	0.00	0.00

**APPROVED**

*[Signature]*  
Office of Housing & Community Development

*7/10/09*  
D.H.E.

*4/21/09*  
*7/10/09*  
*7/10/09*

\*Other expenditures could include staff training cost, printing & binding, transportation of things, etc.- miscellaneous expenditures that don't come under any other line item listed.

# APPENDIX B

CURRENT LOCAL WORKFORCE  
INVESTMENT BOARD ROSTER

## Hawai'i County Workforce Investment Board

AFFILIATION: B = For Profit Business N = Non-profit Organization G = Government L = Labor O = Other

	Member	Affiliation
1	B Anderson, Lance	Kona Community Hospital
2	G Banks, Dan	Department of Education
3	G Bugado, Harold	County of Hawai'i, Office of Aging
4	B Chin, Russell	Matson Navigation Company
5	B Deluz, David Jr.**	Big Island Toyota
6	G Fujihara, Gary	Institute for Astronomy
7	N Gleason, Michael **	The ARC of Hilo
8	G Hanagami, Blayne **	Big Island Workplace Connection
9	B Higaki, Wayne**	North Hawai'i Community Hospital
10	N Hoover, Jacqui	Hawai'i Island Economic Development Board
11	G Inoue, Alvin	Unemployment Insurance Division
12	B Kennedy, James	Eljay Services, Inc.
13	N Kurokawa, Carla **	Alu Like, Inc.
14	B Kurohara, Randy	Creative Arts Hawai'i
15	G Lee, Alison **	Dept of Vocational Rehabilitation & Services for the Blind
16	B Lee, Kimo **	WH Shipman Ltd.
17	N Makaimoku, Marion	Kamehameha Schools Hawai'i Campus
18	L Martin, George	International Longshore & Warehouse Union
19	B Mathews, Gay	North Hawai'i Community Federal Credit Union
20	B Nagao, Irene **	
21	B Oshiro, Clyde	Clyde Oshiro, CPA
22	B Perry, Delan Rusty	Volcano Isle Fruit Company Inc
23	G Pirie, Ward	Department of Human Services (DHS - BESSD)
24	L Rabago, June	United Public Workers
25	B Rockwood, Gary	Mauna Kea Resort Services, LLC
26	G Saiki, Shane	Hilo Community School for Adults
27	G Seto, Lester	Hawai'i County Economic Opportunity Council
28	G Shigehara, Debbie	Hawai'i Community College - Ofc of Continuing Education
29	G Shigemura, Char **	County of Hawai'i Office of Management
30	B Sirman, Gary	Outrigger Keauhou Beach Resort
31	B Willocks, Hugh	President, Willocks Construction Corp.

10/9/2009

\*\* HCWIB Executive Committee

# APPENDIX C

## CURRENT YOUTH COUNCIL ROSTER

## Hawaii County Youth Council

AFFILIATION: B= For Profit Business; N= Non-profit Organization; G= Government; L=Labor; O=Other

	Member	Affiliation
1	G Chartrand, Nalu	Youth Representative
2	G Chong, Joan	UH Cooperative Extension Services
3	B Danganan, Heidi	Program Specialist, Kamehameha Schools - Hawaii
4	G Faulkner-Inouye, Lisa	Office of Prosecuting Attorney
5	B Gingo, Glennon	
6	G Kunz, Charlie	Hilo Office Mgr., WDD
7	N Kurokawa, Carla**	Employment & Training Manager, Alu Like, Inc.
8	G Ma`a Hewitt, Keola	Career Academy Liaison Kamehameha Schools
9	B Nagao, Irene**	Sole Proprietor, Weekenders
10	N Pacheco, Denise (VC)	Salvation Army - Program Director
11	G Saiki, Shane	Hilo Community School for Adults
12	G Sasaki, Lori	Kona Office Mgr., WDD
13	G Shigehara, Debbie	Hawaii Community College
14	N Tsuneda, Randy	Program Manager, Queen Liliu'okalani Children's Center

\*\* HCWIB members