



WORKFORCE DEVELOPMENT
COUNCIL

Workforce Development Council Meeting

Thursday, June 9, 2016

9:30 a.m. – 11:41 a.m.

**Keelikolani Building (State Labor & Tax Building)
830 Punchbowl Street, Room 310, Honolulu, HI 96813**

MINUTES

Member Attendees:

Leslie Wilkins, WDC Chairperson, and Chair, Maui County Workforce Development Board
John Vannatta (Designee for Kathryn Matayoshi, Superintendent, DOE)
Kaeo Bradford (Designee for Leialoha Sanchez, Chair, Kauai Workforce Development Board)
Alan Hayashi, WDC Vice Chair, and Owner, Consult 808
Charles Shima, Training Coordinator, Plumbers Union Local 675
Carl Hinson, Director of Workforce Development, Hawaii Pacific Health
Richard Vieira, Director of Training, District Council 50 – Intl. Union of Painters & Allied Trades
Winona Whitman, Employment & Training Director, Alu Like, Inc.
Bernadette Howard (Designee for David Lassner, President, UH)
Albert Perez & Catherine Scardino (Designees for Rachael Wong, Director, DHS)
David De Luz Jr., Chair, Hawaii County Workforce Development Board
Linda Chu Takayama, Director, Department of Labor and Industrial Relations (DLIR)
Leonard Hoshijo and Elaine Young (Designees for Linda Chu Takayama, Director, DLIR)
Sunshine Topping, Vice President of Human Resources, Hawaiian Telcom
Connie Mitchell, Executive Director, Institute for Human Services
James Tollefson, Chair, Oahu Workforce Development Board
Barry Taniguchi, Chairman & CFO, KTA Super Stores
Marian Tsuji, President & CEO, Lanakila Pacific
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates
Sean Knox, President, Hawaii Employment Services
George K. Costa & Nalani Brun (Designees for Kauai Mayor Bernard Carvalho)
Representative Mark Nakashima, State House of Representatives
Yang-Seon Kim (Designee for Luis Salaveria, Director, DBEDT)

Members Absent:

Senator Gil Keith-Agaran
Senator Jill Tokuda
Representative Ryan Yamane
Betsy Kim (Designee for Governor David Ige)
Elizabeth Whitehead, Executive Vice President, CAO, American Savings Bank
Brian Tatsumura, Store Manager, Nordstrom
Roland Prieto (Designee for Maui Mayor Alan Arakawa)
Scott Murakami (Designee for UH President David Lasner)

Members Pending Confirmation (Attended):

Glenn Alcalde, Training Coordinator, Hawaii Carpenters Apprenticeship and Training Fund
Ian Kitajima, Director of Corporate Development, Oceanit
Alicia Moy, President, Hawaii Gas
Gladys Quinto Marrone, President & CEO, Building Industry Association of Hawaii

Members Pending Confirmation (Absent):

Luz Gutierrez, Director of Human Resources, Kyo-Ya/Starwood Hotels and Resorts Hotels
Susan K. Akiyama (Designee for Hawaii County Mayor William P. Kenoi)
Joanne Kealoha, Social Services Coordinator, ILWU, Local 142
Barbara Yamashita (Designee for Honolulu Mayor Kirk Caldwell)

Guests:

Adam Rosenberg, Deputy Attorney General
Carol Kanayama, Program Officer, Workforce Development Division
Marilyn Matsunaga, Executive Director, Oahu Workforce Development Board
Deborah Miyao, Acting Director for Adult Basic Education, DOE
Rolanse Crisafulli, Administrator, Work Hawaii
Michelle Arima, Office of Housing and Community Development, Hawaii County
Barbara Yamashita, Deputy Director, City Department of Community Services
Denise Dombek, Division Chief, U.S. DOLETA, Region 6
Ingrid Schonfield, Federal Project Officer, U.S. DOLETA, Region 6
John R. Bailey, Regional Director, Office of State Systems, U.S. DOLETA, Region 6
Leinaala Nakamura, City Department of Community Services, Work Hawaii Division
Susan Foard, Assistant Administrator, Division of Vocational Rehabilitation, DHS
Phyllis Dayao, Research and Statistics Officer, DLIR
Terri Perez, Administrative Office Manager, Office of State Rep. Cindy Evans
Mark Zhou, Student Intern, Office of State Rep. Cindy Evans
Dr. Jeff Fantine, WIOA Consultant (Via Teleconference)

Staff:

Allicyn Tasaka, Interim Executive Director
Jeanne Ohta, Assistant to the Executive Director
Linda Sakamoto, Employment Service Specialist
Dastin Hernandez, Employment Analyst

I. Call to Order

- A. Chair Leslie Wilkins called the meeting to order at 9:30 a.m. and noted that the Workforce Development Council (WDC) achieved quorum to commence the meeting and proceed with the agenda.
- B. Chair Wilkins announced an amendment to the June 9, 2016 Workforce Development Council meeting's posted agenda: item "TV. Ongoing Business-Workforce Innovation and Opportunity Act (WIOA) Hawaii Unified State Plan," the original submission deadline of June 15, 2016 has

changed. A conditional approval of the Plan will be issued by the U.S. Department of Labor (USDOL); however, revisions will remain an ongoing process. The new deadline will be in September. September 8, 2016 is a potential date for the Council to approve the Unified State Plan. Because of this change to the deadline and the conditional approval, there is no need for Board action on the Unified State Plan (USP) at this meeting.

II. Approval of Minutes: May 12, 2016

- A. Chair Wilkins entertained a motion to adopt and approve the minutes of the Board meeting held May 12, 2016 (public session) as circulated. Vice Chair Alan Hayashi so moved. The motion was seconded by Richard Vieira. Carl Hinson requested and motioned that an amendment be made to have the May 12, 2016 minutes reflect the appointment of Chairs and adoption of the committee structure. The motion to adopt the amendment, was made by Carl Hinson, and seconded by Sunshine Topping. Vice Chair Hayashi and Richard Vieira accepted the amendment. Chair Wilkins entertained a motion to approve the May 12, 2016 minutes with the addition of the Board Committee rosters. The May 12, 2016 minutes were approved and adopted, as amended by 22 members, with none opposed, and none abstaining.
- B. Chair Leslie Wilkins entertained a motion to adopt and approve the May 12, 2016 Executive Session minutes as distributed. Connie Mitchell so moved; the motion was seconded by Marian Tsuji. The Executive Session minutes for May 12, 2016 were approved and adopted by 21 members, none opposed, and one abstention (Kaeo Bradford).

III. New Business

A. WDC Chair Updates

1. Chair Wilkins started by reminding members of the restrictions pertaining to the Sunshine Law, specifically to emails. In the event there is information that members would like to share, please forward them to Allcyn Tasaka (WDC, Interim Executive Director) for appropriate handling.
2. Chair Wilkins stated that there is consensus among Board members for a strategic planning retreat. A Doodle Poll will be sent out, to select a time and date that would work around everyone's schedules. The timeframe currently being considered is 8:30 a.m. to 1:30 p.m. A follow up meeting will likely be scheduled. The meetings will be professionally facilitated. All procurement regulations will be followed in selecting the facilitators. Chair Wilkins asked members to provide a potential timeframe in their schedules, potentially in the fall. Vice Chair Hayashi asked if the Board will allow call-in or video conference capabilities to allow members who cannot attend to participate. Chair Wilkins stated that while the goal is to have all members attend the meetings, the Board will look into providing video and teleconferencing capabilities as well. The goal of this meeting will be to draft and then adopt a strategic plan to move the Board forward. The meetings will be conducted under the Sunshine Law procedures; which means that the agenda will be posted. Then the proposed strategic plan will be voted on in a public session. July and August are the proposed dates that will be voted on via Doodle Poll.

3. Chair Wilkins shared that the Eligible Training Provider policies and procedures have been posted on the WDC website for public comment. The conflict of interest policy has been reviewed by the Attorney General's office and was distributed on June 8, 2016 to the Chairs and Executive Directors of the Workforce Development Boards.

4. The guidelines for the local boards' plans will be made available by June 17, 2016. Marilyn Matsunaga, Executive Director, Oahu Workforce Development Board asked if the deadline of September 30, 2016 will be adjusted. Chair Wilkins stated that the request to change the deadline will be taken under advisement.

B. Approval of Board Committees to Align with the Workforce Innovation and Opportunity Act

1. Chair Wilkins explained that Board committees have new titles which align with the functionality requirement that WIOA has put forward. Committee chairs were recruited based on their subject matter expertise, willingness to serve, geographic balance, and gender diversity. Chair Wilkins entertained a motion to approve the committee name changes as listed in the June 9, 2016 WDC meeting agenda under "New Business" - Data Management & Technology Committee, Employer Engagement Committee, Finance Committee, Performance Measures & Accountability Committee, Sector Strategies & Career Pathways Committee, and Youth Services Committee. Carl Hinson so moved; the motion was seconded by Sunshine Topping. The motion was approved and adopted by 22 members, none opposed, and none abstaining.

C. Interim Executive Director's Report on WDC Activities, May 13, 2016 to June 8, 2016

1. Allicyn Tasaka (WDC, Interim Executive Director) started by thanking Board members for the opportunity to serve as WDC's Interim Executive Director (IED) for the last 9 months. She shared that it is the goal of the WDC staff to position the WDC in a way that allows for the continuation of strong partner collaboration, while continuing to build a healthy relationship with local boards. The spirit of WIOA is collaboration, the ability to work together, aligning across programs; mandates institutional and systemic changes; the ability to think innovatively; and creating opportunities for job seekers and employers.

2. Federal partners met with WDC staff and conducted a WIOA implementation assessment and discussed organizational structure, staffing, governance, oversight, as well as adult, dislocated worker, youth services, and the USP. The Federal Partners will provide their observations from the session, i.e. guidance and technical assistance. The assessment was held in Honolulu on June 2, 2016 to June 9, 2016. With regard to the USP, Ingrid Schonfield (Federal Project Officer, USDOL, Employment and Training Administration) informed the WDC that Hawaii has received conditional approval, which is forthcoming in an official letter with additional information on how the revisions will be submitted and the new deadline will be provided to the Governor. Betsy Kim (Special Advisor to the Governor) has been asked to forward a copy of the letter to WDC when it is received by the Governor.

3. WDC staff will continue to work with WIOA Consultant, Dr. Jeff Fantine, to update the USP and respond to the requested revisions. The Board members, core partners, and local boards will be updated on the progress. There are different groups working on WIOA and a new effort is

underway to consolidate participants involved with the Employment First State Leadership Mentoring Program (EFSLMP) and Vision Quest to join the Career Pathways Task Force. A letter of support was sent to the U.S. Office of Career and Technical Education for a state application to receive intensive technical assistance. If Hawaii is selected, a coach would be assigned to provide guidance for one year to develop a comprehensive statewide career pathway system. Bernadette Howard added that the coaching will start August 1st and the probability of being selected is very high. The technical assistance will help the partners align the career pathway system and satisfy the requirements of WIOA, the Elementary Secondary Education Act (reauthorized as the Every Student Succeeds Act of 2015), and the Carl D. Perkins Act. WDC has participated in a conference call with the University of Hawaii, the Hawaii Bankers Association and other stakeholders to learn more about their approach to an industry-led partnership in banking and finance that was facilitated by Francine Genz. Scott Murakami is also involved with this industry-driven effort. The first meeting of banking and finance executives was held on June 9, 2016. This model of industry-led partnerships has been successfully used across the country as a venue for better understanding industry's fast-changing needs, collaborating across programs to build responsive career pathways systems, and mobilizing industry leaders to work as full partners invested in lasting solutions.

4. Meeting with Local Workforce Development Boards:
 - a. On May 13, 2016, WDC staff had a productive fiscal meeting with representatives from Kauai regarding budget and contracts. Mahalo to George Costa, Kent Hirokawa, Nalani Brun and Kao Bradford for their willingness to meet and openly discuss outstanding fiscal items. The next meeting has been scheduled on July 22, 2016.
 - b. Stakeholders meetings were conducted to gather information, ideas and feedback to include in the USP. A special thank you to Chair David De Luz, Jr. and Michelle Arima, and Chair Leslie Wilkins and Roland Prieto for hosting and coordinating their respective meetings in Hilo and Maui. The meetings were held as follows: May 16, 2016 at Hawaii County WIOA Stakeholders meeting; May 17, 2016 at Maui WIOA Stakeholders meeting; and May 19, 2016 at Oahu WIOA Stakeholders meeting.
 - c. On June 3, 2016, WDC's fiscal officer conducted a budget training for the Oahu WDB Executive Director on the PY 16 budget; an example of the technical assistance that WDC staff can provide.
5. On June 8, 2016 WDC's Conflict of Interest Policy was provided to the Chairs and Executive Directors of the Workforce Development Boards, per request.
6. WDC is coordinating with Peter Quigley of the University of Hawaii to conduct a special presentation to the Workforce Development Boards on a data system that uses labor market data to align education with industry demand by industry sectors; the date is pending.
7. State guidelines for the Workforce Development Boards' local plans will be issued by June 17, 2016. The Chairs and Executive Directors will be notified.
8. On outreach: met with representative of the Society of Human Resource Management to discuss working together on shared workforce issues.

IV. Ongoing Business-Workforce Innovation and Opportunity Act (WIOA) Hawaii Unified State Plan

1. As has been announced earlier, there will be no Board action today, due to the conditional approval that will be received from USDOL. Today's session is for education, awareness, and information seeking on the current draft of the plan. The USP is available on the WDC website, as amendments and additions are made, they have been highlighted in yellow and referenced as to what the additions are. Revisions after June 9, 2016 will be highlighted in green.
2. Jeff Fantine shared that the summary chart provided to members provides an overview of the revisions to the current draft of the USP. The information was gathered from core partner meetings, stakeholder sessions, and the career pathways taskforce. Most of the requested revisions have been addressed. Additional specific revision requests were received for Title I (Adult, Youth, and Dislocated Worker Programs) and Title III (Wagner-Peyser), since the May 12, 2016 meeting. The major areas that have been addressed are specific to the strategy section (section 3), and the operational plan section (section 4). The main items requiring attention in the economic and workforce analysis (section 2) was addressing the skill gaps and target populations. That information was in charts and graphs that could not be uploaded into the portal. The summarization of these charts and graphs was placed in the Plan where each target population is articulated in narrative form: homeless, Native Hawaiians, youth, individuals with disabilities, ex-offenders, veterans, and those with limited English proficiency. These are the target areas in Federal law that call for the identification of needs and an explanation of how these target areas will be addressed. Other areas of the Plan that were addressed relate to engaging employers and increasing access to post-secondary credentials. Also, although the career pathway's model and the sector partnerships were described, an action plan was not included. In order to describe the action plan, strategies were gathered from all three of those areas from core partner groups, the career pathway group, and stakeholder sessions. Those strategies are now summarized in the Plan. Still incomplete are the additional revision requests that were received and relate to Titles I and III. Title IV (Vocational Rehabilitation) revisions were handled by the DHS' Division of Vocational Rehabilitation (DVR). Most of those items just needed to be moved into the correct sections of the Plan.
3. Vice Chair Hayashi asked if the September 8, 2016 deadline was adequate for Jeff Fantine to review and implement all required revisions to the USP. Jeff Fantine stated that he believed the September 8, 2016 deadline would be sufficient time to implement all necessary recommended revisions. Allicyn Tasaka stated that this deadline can be met if there are no additional requested revisions from the U.S. Department of Labor (USDOL). Chair Wilkins requested that new revisions to the USP be highlighted in green.
4. Vice Chair Hayashi asked if the Board could receive ample time to review the Plan before the September 8, 2016 WDC meeting. Chair Wilkins requested that Jeff Fantine be available on September 8, 2016 for a final overview of revisions. At that meeting the USP will be on the agenda for final review and action. Chair Wilkins asked if it would be possible to receive the Plan by August 31, 2016 in order to allow ample time to review the updated Plan, which would allow the Plan to be distributed by September 1, 2016 for September 8, 2016 action. Jeff Fantine replied

that a mid-August date (August 15, 2016) would allow a two-week period for revisions to come in and allow the Board to receive a final version. Chair Wilkins responded by suggesting that it would be a good idea to set August 1, 2016 as a deadline for the core partners and open it up for additional comments by August 15, 2016 which will allow Jeff Fantine two weeks to make any other revisions that may be needed. Chair Wilkins reiterated that August 1, 2016 will be the deadline for everyone to provide their revisions to Jeff Fantine. The August 15, 2016 deadline will only be achievable if the core partners meet the deadline and information is received by August 1, 2016, which will allow Jeff Fantine to work on the Plan for two weeks. Allicyn Tasaka and Jeanne Ohta (WDC Staff) stated that it is crucial that core partners submit their revisions in a timely manner and must answer the questions. If the questions are not answered, Jeff Fantine will be required to reach out to those who have not provided a detailed answer, making it difficult to adhere to the timeline. Chair Wilkins stated that it would be a good idea to proactively list the questions and how they should be answered in order to eliminate any gaps or misunderstanding. Vice Chair Hayashi asked that the dates be sent to the core partners and Board members.

5. David De Luz, Jr. asked if it would be possible to do a dashboard, a 3 to 4-page executive summary of key points as it relates to committee initiative so that it may ground WDC members while working on the local plan, and it will provide more clarity on how the local plans need to align with the State Plan. Chair Wilkins responded by stating that this was an executive summary dashboard metric, a synthesized tool that aligns directly with the boards area of core progress that is desired, could this be something that can be done? Chair Wilkins asked Jeff Fantine if it would be possible. Jeanne Ohta asked if this alignment information pertained to the board committees or local boards. Chair Wilkins stated that it would apply to both local boards and board committees.

Reports Related to the Workforce Innovation and Opportunity Act (WIOA)

- A. Workforce Innovation and Opportunity Act (WIOA) Core Partner Updates to the Unified State Plan
 1. As mentioned earlier, Bernadette Howard informed the Council that the U.S. Department of Education (USDOE) is offering free coaching to selected states in an effort to develop their Career Pathways system which is a significant part of the WIOA Plan. This requirement is not exclusive to WIOA, as the Every Student Succeeds Act (ESSA) aligns perfectly with WIOA, while the Perkins Act supports career technical education in the states. All of these laws are aligning with one another. One of the key parts of Career Pathways is to have employer-led advisory committees. The model that is currently being used consists of an inner circle exclusively made up of employers. All others sit outside of the circle and listen. Each employer would represent areas in the career pathways model, the intent is to have this employer-led committee satisfy requirements of WIOA, ESSA, and Perkins, while reducing duplication and increasing effectiveness and responsiveness. There will be an advisory group for each of the nine pathways and each will satisfy the requirements of WIOA, ESSA and Perkins. The data system that is owned by the State (state longitude system) is housed at the University of Hawaii with the P20 Council. A grant was received to include key core partners into the system, called the Data Exchange Partnership. Meetings have been held with core partners to find an effective method in which to include labor data into the system to track students through the education system and into their labor market participation. Hawaii also received a New Skills for Youth grant which

allows the State to align the education system with the career pathway system, and to improve the outcomes for soft and professional skills. David De Luz, Jr. asked what planning is currently being done to address under employment, the gap of “what people are qualified to do versus what they would like to do,” and shortage of entry level positions; are there employer-led programs where if someone entered through career pathways, after a two-year period it would provide an incentive opportunity to attract people into entry level positions and in current gaps in the workforce. Bernadette Howard stated that these questions come up quite frequently and part of the career pathways planning is focused on identifying where these gaps are, making sure that transitions are clear. The issue of credentialing and providing certification is a topic that is being discussed throughout the country, i.e. what credentials will be recognized, which employers will need to validate them. Aiding children in discerning what they would like to be and how to get there is a key part of the career pathways model; planning, which should start no later than middle school, and also recognizing that these children will be in jobs that do not currently exist. An issue will be finding qualified teachers that will be able to teach this, while having employers engage and train people by providing internships, mentoring, and shadowing; which is part of the reason these committees are being formed: to ensure that the information being taught is what employers require. Chair Wilkins shared that there is a strong need (at the high school level) to align classes with college credits or industry recognized certificates because the goal is to have Hawaii high school students exit with skills that employers recognize. Employers will need to aid in the process because they will be the ones to specify that these credentials or certifications is what they require. Connie Mitchell asked if the curriculum included soft skills. Chair Wilkins replied that general learner outcomes (set of professional skills, ethics, work ethics, and values) that have been long delineated, have been taught and effectively used in the lower grades but it is important to implement them in the higher grades in order to develop work ethic and professionalism because employers will likely invest in the technical training aspect if a candidate possesses these soft skills.

2. Albert Perez shared that the summer youth program was started and thanked personnel at the City and County of Honolulu, Work Hawaii, DLIR, and Kaeo Bradford (Kauai) for their assistance.
3. Elaine Young shared that there will be an appreciation reception to honor participants of the summer youth program and to have the media attend. The goal is to have this program continue next year. In DLIR alone, there were 19 youth working in summer jobs. A job fair was held on Maui which was extremely effective and all personnel involved look forward to another job fair. An average of 80 employers participated in the job fair and it is estimated that 275 job seekers attended. In terms of Rapid Response, the Workforce Development Division (WDD) continues with the Trade Adjustment Act (TAA) orientation, specifically with HC&S on Maui as their layoffs have been in increments and additional workers are expected to be laid off. In December, another 300 to 350 employees are expected to be laid off. A rapid response session is scheduled for June 14, 2016 to address Makena Beach Golf & Resort’s layoffs which will affect 365 workers who will be laid off June 30, 2016. A thank you was extended to legislators for a bill which appropriated \$850,000 for Maui County to aid dislocated workers. It will be signed June 17, 2016 on Maui. Another bill was passed which extends unemployment benefits on Maui for 13 weeks. Chair Wilkins extended a thank you to Representative Mark Nakashima and his counterpart, Senator Gilbert S.C. Keith Agaran for getting these additional funds. WDD received

an additional \$200,000 federal accelerator grant to support administrative costs for their apprenticeship grant.

B. Board Committee Reports on Members and Structure of Committees

1. Chair Wilkins shared that WDC committees have been in place for less than 30 days and a large part of this agenda item is to recruit interested members of WDC to serve on the WDC Board committees. Chair Wilkins updated the Board on behalf of Scott Murakami (absent due to his involvement in the Finance CIO meeting that is happening at the same time as this meeting). Scott Murakami seeks members that will support the Data Management and Technology Committee which will review Hirenet and its functionality while looking at other more effective opportunities. He has been researching contracts and procedures. A request for information (RFI) will be issued to see what other companies may offer and make comparative analysis. If there is a procurement process that must be followed, it is estimated that it will take about a year to complete this process.
2. Barry Taniguchi stated that it is important to receive a better understanding of what the Board would like the Employer Engagement Committee to accomplish. Chair Wilkins responded by saying the strategic planning process will be an important part of what the Board does, it is the process of how the Board will put together the many strategic objectives of the committees that fall under and makeup the overall strategic plan. David De Luz, Jr. stated that it was his understanding that committees were not subject to the Sunshine Law because they were permitted interaction groups. Allicyn Tasaka replied that given WDC's past records, all committees were subject to the Sunshine Law. Chair Wilkins stated that the information would be taken under advisement. David De Luz, Jr. stated that he mentions this information because if committees fall under Sunshine Laws it will limit participation. Chair Wilkins stated that the Board will wait for guidance from Deputy Attorney General, Doris Dvonch.
3. An invitation has been made to a seasoned financial person who will be named at a later time and will be working with two WDC staff members (accountants Kim Saito and Lina Rivera) on WDC's budget and financial statements. The Finance Chair will give a report which has been missing and is extremely important on quarterly financials at each meeting. David De Luz, Jr. asked if perhaps it would be a good idea to make the financial aspect a function of the Executive Committee in order to allow the Finance Chair to move freely and establish necessary communication tools. Chair Wilkins stated that the Executive Committee will look at the financial reports but wishes to retain the quarterly update as a function of the entire WDC Board in order to provide a high level overview of concerns and trends which the Finance Chair will update the Board on. David De Luz, Jr. suggested that the Finance position be made into an *ex-officio* position of the Executive Committee so that the Board does not have to worry about the Sunshine Law if it communicates with an *ex-officio* member. Chair Wilkins stated that David De Luz, Jr.'s comment would be taken under advisement.
4. Carl Hinson announced that on the morning of June 9, 2016, the policies and procedures for the Eligible Training Providers (ETP) was posted for public comment and it will be open for comment until June 23, 2016, which will allow for the review of comments from the public. This allows services to continue and does not impede the continuation of service providers, the portal

is open for applications and changes are being made. A thank you was extended to staff, Jeanne Ohta and Linda Sakamoto who have taken the lead on the ETP document. Jeanne Ohta explained that the ETP application process was reformatted and is now a fillable Word document. It is only a suggestion and a starting point for the local boards to adjust this information to their needs. Chair Wilkins stated that the State provides the baseline that is required but the local boards have the autonomy and discretion to add other components.

5. Sunshine Topping sought clarification on whether the committees were classified as permitted interaction groups or must operate under the Sunshine Law. Carl Hinson stated that committee membership does not only apply to members of the WDC but to members of the community as well. Chair Wilkins stated that the chairs and vice chairs of the WDC committees must be members of the WDC but personnel who would work with each respective chair and vice chair (in case of the chairs absence, the vice chair would report on their behalf) can be non-WDC members. Sunshine Topping stated that if anyone is interested in joining the Sector Strategies & Career Pathways Committee to please let Allicyn Tasaka know and she would relay that information back to her and/or the Board as to not violate the Sunshine Law.
 6. Kaeo Bradford (Designee of the day for Leialoha Sanchez) shared that Leialoha Sanchez began recruiting for the Youth Services Committee and is looking to have representatives from each island to participate in the committee, and especially potential candidates in the University of Hawaii community.
- C. Program Highlights from Each County's Workforce Development Board for the Period of May 13, 2016 to June 8, 2016
1. David De Luz, Jr. thanked Carl Hinson and WDC staff for addressing the first item on the Hawaii County program highlights report (ETP policies and procedures). He also stated that he believes an organization chart would aid in understanding communication (brief description of roles, responsibilities, and relationships of DLIR/WDC) as it relates to the conflict of interest policy which does address the third bullet item (DLIR/WDC firewall protocol) duties and responsibilities. Section 5 of the conflict of interest policy lacks congruency between areas B (a review by WDC) and D (signature approval and authority from WDC Executive Director) is missing, which he believes that there could be other authoritative reporting when reviewed, perhaps this is related to a lack of clarity. A definitive organizational chart as it relates to DLIR because it is an administrative agency for WDD (a branch of DLIR) and WDC. The more definitive the organizational chart, the less potential issues it may present because it would explain the interaction process. A pictorial and an emphasis on the firewall policy could be an update to the current policy. He expressed his enthusiasm for moving to the programming side the WDC's responsibilities. Chair Wilkins asked the Hawaii County Board to share information with our Federal partners who were present as guests at the meeting, on their new mobile unit that will be used for outreach to remote locations. It was explained that the unit is available to other agencies, including non-profits for outreach efforts when One-Stop partners are not using it. David De Luz, Jr. also explained that the vehicle was due for decommissioning by their Department of Civil Defense and through a government to government MOU process, was made available to other agencies.

2. Kao Bradford (Designee of the day for Leialoha Sanchez) shared that Kauai's Summer Youth Employment Program has been extremely successful. She added that it is a positive to see that the ETP policies and procedures have been addressed and that it is good that the public comment period for the ETP will be open until June 23, 2016, but Kauai would like to make sure that the University of Hawaii and its community colleges (Kauai's ETP providers) are in place by July 1, 2016 in order to prevent disruption in services. George Costa shared that in 2015, the Hawaii legislature provided a grant to the DLIR for an internship program with the Future Farmers of America (FAA) in which two students participated; in 2016, 14 students participated in the program, working on 6 farms, which depleted the budget. DLIR's, WDD (Elaine Young and Carol Kanayama) provided additional funds to continue the program, and the program is going extremely well. Kauai County contributed matching funds of \$10,000 to provide transportation for the students. Because the students come from various and sometimes remote parts of the island, transportation was essential for them to be able to work on all of the 6 farms chosen for the program.
3. Chair Wilkins shared that there is a new Executive Director, who has yet to be announced by the Mayor for the Maui Workforce Development Board. Roland Prieto will provide his time to train the new Executive Director. She reported that a large focus on Maui has been the increasing number of layoffs of sugar workers and Makena resort workers. She attended a job fair on June 3, 2016 for the first 167 employees who have been laid off (planters and field workers); 67 job placements have been posted of the 167 personnel who were laid off. There were 84 employers who participated in a larger job fair on Maui which was held on June 4, 2016. There are currently 15 agricultural interns (for a 6-week period) on Maui, Molokai, and Lanai which are housed at HC&S to support transition activities. One of the interns will be looking at the Geographic Information System (GIS) to study the soil for the diversified agricultural plan. There are also 45 other STEM related interns deployed throughout the state working on: telescopes, healthcare, IT, and small startup technical companies. A start up weekend was hosted on Maui and scholarships were given to displaced workers at HC&S and Makena resort. A total of 10 participants attended; one who was a baker at Makena resort who is attempting to start her own baking company that provides gluten-free products, another was an engineer who is looking at a viable product for clean energy.
4. Jim Tollefson shared that he is glad to see that the issues pertaining to the ETP policies and procedures, as well as Hirenet, are being resolved. A meeting was held on June 8, 2016 with the USDOL which was helpful in clarifying questions. He also announced that the Oahu Workforce Development Board would be having another meeting during the week of June 13, 2016 to June 17, 2016 with the Federal partners.

These reports (with the exception of Maui) are available on the WDC website at the following link: <http://labor.hawaii.gov/wdc/wdc-meeting-june-9-2016/>.

V. Announcements

1. Chair Wilkins reminded everyone that the strategic planning process will begin as soon as possible. A consensus of the Board using a Doodle Poll will decide on whether July or August, 2016 will work as meeting dates.

2. Board Orientation and Overview of WIOA by U.S. Department of Labor, Region 6, Employment and Training Administration would commence at 12:00 pm, immediately after this meeting.
3. The following meeting dates for the WDC were previously approved: September 8, 2016, and December 8, 2016.

VI. Adjournment

1. Chair Wilkins entertained a motion to adjourn the WDC board meeting. Carl Hinson so moved. The motion was seconded by Sunshine Topping. The motion was approved unanimously, none opposed, and none abstaining. The Workforce Development Council meeting was adjourned at 11:41 a.m.