



**WORKFORCE DEVELOPMENT**  
COUNCIL

**Workforce Development Council Meeting**

**Thursday, May 12, 2016**

**10:30 a.m. – 1:00 p.m.**

**Hawaii State Capitol, Conference Room 309**

**415 South Beretania Street, Honolulu, Hawaii 96813**

**MINUTES**

**Member Attendees:**

Leslie Wilkins, WDC Chair, and Chair, Maui County Workforce Development Board  
Roland Prieto (Designee for Mayor Alan Arakawa, Maui County)  
John Vannatta (Designee for Kathryn Matayoshi, Superintendent, Department of Education)  
Leialoha Sanchez, Chair, Kauai Workforce Development Board  
Alan Hayashi, Owner/Principal, Consult 808  
Charles Shima, Training Coordinator, Plumbers & Pipefitters Union Local 675  
Carl Hinson, Director, Workforce Development, Hawaii Pacific Health  
Richard Vieira, Director of Training, District Council 50, International Union of Painters & Allied Trades  
Winona Whitman, Employment & Training Director, Alu Like, Inc.  
Scott Murakami & Bernadette Howard  
(Designees for David Lassner, President, University of Hawaii)  
Albert Perez & Catherine Scardino  
(Designees for Rachael Wong, Director, Department of Human Services)  
Michelle Arima (Designee for David De Luz, Jr., Chair, Hawaii County Workforce Development Board)  
Leonard Hoshijo & Elaine Young  
(Designees for Linda Chu Takayama, Director, Department of Labor and Industrial Relations)  
Sunshine Topping, V.P. Human Resources, Hawaiian Telcom  
Brian Tatsumura, Store Manager, Nordstrom  
Connie Mitchell, Executive Director, Institute for Human Services  
James Tollefson, Chair, Oahu Workforce Development Board  
Barry Taniguchi, Chairman and CFO, KTA Super Stores  
Marian Tsuji, President & CEO, Lanakila Pacific  
Sheryl Nojima, President; Gray, Hong, Nojima, and Associates  
Sean Knox, President, Hawaii Employment Services, Inc.

**Members Absent:**

Senator Gil Keith-Agaran, State Senate  
Senator Jill Tokuda, State Senate  
Representative Ryan Yamane, State House of Representatives  
Representative Mark Nakashima, State House of Representatives  
Betsy Kim (Designee for Governor David Ige)

George K. Costa & Nalani Brun (Designees for Mayor Bernard Carvalho, Kauai County)  
Mary Alice Evans (Designee for Luis Salaveria, DBEDT Director)  
Elizabeth Whitehead, Executive Vice President, CAO, American Savings Bank

**Members Pending Appointment by Governor (Attended):**

Glenn Alcade, Training Coordinator, Hawaii Carpenters Apprenticeship and Training Fund  
Joanne Kealoha, Social Services Coordinator, ILWU, Local 142  
Ian Kitajima, Director of Corporate Development, Oceanit  
Barbara Yamashita (Designee for Mayor Kirk Caldwell, City and County of Honolulu)

**Members Pending Appointment by Governor (Absent):**

Luz Gutierrez, Director of Human Resources, Kyo-Ya/Starwood Hotels and Resorts Hotels  
Gladys Quinto Marrone, CEO, Building Industry Association of Hawaii  
Alicia Moy, President/CEO, Hawaii Gas  
Susan K. Akiyama (Designee for Mayor William P. Kenoi, Hawaii County)\*  
\*(pending Governor's approval of WDC bill)

**Guests:**

Doris Dvovich, Deputy Attorney General for WDC  
Carol Kanayama, Program Officer, WDD  
Christine Park, Department of Education  
Kim Saito, Department of Labor & Industrial Relations, ASO  
Lina Rivera, Department of Labor & Industrial Relations, ASO  
Marilyn Matsunaga, Executive Director, Oahu Workforce Development Board  
Deborah Miyao, Acting Director for Adult Basic Education  
Helen Sanpei, Principal, McKinley Community School for Adults  
Stanley Kayatani, Vice Principal, McKinley Community School for Adults  
Lance Jyo, Vice Principal, McKinley Community School for Adults  
Dr. Jeff Fantine, WIOA Consultant  
Kaeo Bradford, Executive Director, Kauai Workforce Development Board  
Albert Mossman, Hawaii Gas  
Rolanse Crisafulli, Administrator, Work Hawaii

**Staff:**

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

**I. Call to Order**

1. Chair Leslie Wilkins called the meeting to order at 10:51 a.m. and noted that the Council achieved quorum (16 members) to commence the Workforce Development Council Board meeting and proceed with the agenda.

## II. **Approval of Minutes: March 31, 2016**

Posted at: [http://labor.hawaii.gov/wdc/files/2016/06/March-31-2016-WDC-Meeting-Minutes\\_Final-5-17-16-Revised-004.pdf](http://labor.hawaii.gov/wdc/files/2016/06/March-31-2016-WDC-Meeting-Minutes_Final-5-17-16-Revised-004.pdf)

1. Chair Wilkins entertained a motion to adopt and approve the March 31, 2016 minutes as distributed. Vice Chair Alan Hayashi so moved. The motion was seconded by Leialoha Sanchez. Leialoha Sanchez asked to note the name of the member who made the suggestions for the meetings under “Section V. Announcements”. Chair Wilkins stated that all members present at the March 31, 2016 meeting approved the meeting dates through a consensus to meet on the dates listed under section IV of the May 12, 2016 agenda (“Next Meeting Dates June 9; September 8; December 8”). Leialoha Sanchez stated she was in agreement with the information provided by Chair Wilkins. The minutes for March 31, 2016 were approved and adopted by 20 members, none opposed, and one abstention (James Tollefson).

## III. **New Business**

### A. WDC Chair Updates

1. Chair Wilkins started by congratulating the Department of Labor and Industrial Relations on a successful legislative session. Chair Wilkins reminded members that when there are more than two Workforce Development Council (WDC) board members communicating, that communication is subject to the Sunshine Law. These include email, telephone, fax, social media, etc. Chair Wilkins added that board members cannot send emails regarding WDC board business to the entire distribution list of WDC and partners due to Sunshine Law. Chair Wilkins asked that in the event there is information that members would like to share, the information be forwarded to Allcyn Tasaka (WDC, Interim Executive Director) with the instruction that the information is meant to be distributed to WDC members. In addition, WDC board members should not use the “Reply All” function on emails, but are advised to follow the same procedure to send their response to the Interim Executive Director with instructions to distribute to WDC members.

### B. Interim Executive Director’s Report

1. Interim Executive Director Allcyn Tasaka submitted her written report. (Posted at: <http://labor.hawaii.gov/wdc/files/2016/05/IEDs-Report-Attachments.pdf>) She also reported that the Hawaii Unified State Plan was submitted by the deadline of April 1, 2016. The first round of suggested revisions to the plan were received from the US Labor Department (USDOL) on May 2, 2016. The Core Partners met on May 11, 2016 to address the revisions. The information discussed during that session will be provided during WIOA Consultant Jeff Fantine’s update later in the meeting. Stakeholder meetings

are scheduled for the week of May 16, 2016 through May 20, 2016 for Hilo, Maui, and Oahu, along with a Career Pathways Taskforce meeting. The revisions are due back to the USDOL by May 23, 2016.

2. The WDC bill passed out of the legislature and was transmitted to the Governor for his review and signature. The Governor's office has been notified and a request has been submitted for a public signing ceremony thanks to Betsy Kim of the Governor's office. She offered her congratulations to the 12 new WDC board members who were confirmed this legislative session. Once WDC's bill is signed, the remaining pending nominees to the WDC board will be reviewed by the Governor for his consideration. If appointed by the Governor, the new members would become interim appointees and would go through the confirmation process during the next legislative session. Chair Wilkins asked if the pending members are appointed on an interim status, would they then be able to vote on Council affairs? Allicyn Tasaka confirmed that they would qualify as voting members after they take an Oath of Office as administered by the Governor's Boards & Commissions.
3. Arun Savara (CEO of The Maids) resigned from the WDC Board effective immediately; he had served on the board for four years. Currently there are six vacancies in the private business sector of the board. We thank Mr. Savara for his service.
4. WDC's WIOA Bulletins have been issued and are now available on the WDC website at: <http://labor.hawaii.gov/wdc/wia-docs>. On site financial monitoring of all County Workforce Development Boards started in March and will end in June.
5. Hawaii has been assigned a new Federal Project Officer (Ingrid Shonfield) who also manages Washington State, Alaska, and Oregon. Ingrid Shonfield and Denise Dombek (USDOL Division Chief) will be in Hawaii the week of June 6, 2016 to check on the status of the WIOA and offer technical assistance to WDC.

C. Workforce Innovation and Opportunity Act (WIOA) Core Partner Updates

Chair Wilkins addressed a question on the placement of "Workforce Innovation and Opportunity Act (WIOA) Core Partner Updates" under "New Business" rather than under "Old Business" or per Roberts Rules, "Unfinished Business." Chair Wilkins continued explaining that this is the first time that Core Partners will be presenting as a recurring item on the Hawaii Unified State Plan and by placing this item under "New Business" it elevates this information on the agenda and allows ample time to receive an update on items related to the suggested revisions from USDOL due to a potential shortage of time.

1. Jeff Fantine (WIOA Consultant to the WDC)
  - a. The Hawaii Unified State Plan summary, requested revisions from USDOL, and the core partner responses were distributed. Jeff Fantine addressed the issue of time shortage and complaints as to the ability to review the Hawaii Unified State Plan and provide input. Mr. Fantine stated that variations of the plan and the current plan itself have been made

available to stakeholders and WDC members since January, 2016. Input and all other information that may be utilized for the development of the Hawaii Unified State Plan is welcome from now until the plan is approved. He explained that even when the plan is approved, there will most likely be additional revisions that will need to be addressed. Chair Wilkins added that the agreed upon WDC meeting dates will remain a good time period to submit input and feedback on the Hawaii Unified State Plan.

- b. Mr. Fantine reminded members that the current revision period for the plan is May 1, 2016 to June 15, 2016. This revision period is the first round of revisions and completed revisions are due to USDOL by May 23, 2016. However, USDOL may request additional revisions because it is not finished reviewing the plan. Vocational Rehabilitation received their revisions separately on April 28, 2016 and are due May 12, 2016. USDOL requested from Vocational Rehabilitation revisions related to formatting issues and rearranging information, rather than content-based.
- c. There have been no requested revisions for Titles I, II, and III of the plan but it is possible that USDOL may request them. Mr. Fantine asked that if a member has additional requested revisions for the plan, then they should be submitted to himself and/or WDC staff by May 19, 2016. This would allow for sufficient time to enter the information into the portal and meet the May 23, 2016 deadline.
- d. Mr. Fantine added that there are currently no final federal regulations for WIOA. To his understanding, if the final regulations are not approved by the end of June 2016, it will result in plans having conditional approval. There are currently no states that have a conditionally approved plan.
- e. If a USDOL request for revision notes that certain items were missing, it is simply that information has been placed in the wrong section and it will be a matter of correcting the placement. Additionally, the federal portal used to input the plan does not accept charts, graphs, and certain tables, which made it difficult to reflect important information.
- f. A summary of the revisions requested by USDOL along with information discussed in the May 11, 2016 Core Partners meeting is posted at:  
<http://labor.hawaii.gov/wdc/files/2016/05/WIOA-Unified-State-Plan-Requested-Revisions-Summary.pdf>
- g. Vice Chair Alan Hayashi asked if Mr. Fantine had any concerns which should be addressed in order to meet the May 23, 2016 deadline. Mr. Fantine stated that there were no concerns given the productive meeting with Core Partners and the action plan that was developed for every element of the requested revisions. However, Mr. Fantine added that different

sections of the plan needed additional information on how the State will be aligning core services at the One Stop Centers. The Career Pathways and Sector Partnerships sections of the plan also require additional strategies. These additions are currently being worked on.

2. Vocational Rehabilitation (Department of Human Services)

Posted at: <http://labor.hawaii.gov/wdc/files/2016/05/Voc.-Rehab-Report.pdf>

- a. Albert Perez commented that the Division of Vocational Rehabilitation (DVR) has actively sought to develop relationships, memoranda of agreement, and partnerships with other agencies which has been lacking the past 15 to 20 years. Additionally, he added that efforts to pull together data and looking at spidering (in HireNet) is something that will make a difference and is of interest for DVR. Working with Core Partners will allow for action to take place. He mentioned that WIOA is clear that the State must develop a career path for young people. DVR is sponsoring contracts with Kauai County and DLIR in operating a limited summer youth program for this coming summer (2016) and is looking to expand that to include a wider group of youth. He also noted the need to develop the core skills that industries need today; summer youth is one of the opportunities to do that.
- b. Connie Mitchell asked about a partnership with the Department of Public Safety (DPS). Albert Perez responded that when DVR entered into an order of selection in 2008, ties were cut with several agencies, the only relationship that was maintained was that with the Department of Education (DOE). Prior to that, a strong relationship existed with DPS and referrals were taken from all the correctional facilities, including the youth as well as the Paroling Authority. He added that a relationship between DVR and DPS does not exist for the most part with the exception of individuals at Laumaka who are provided with services at the Dillingham One Stop Center where DVR has an on-site representative. He is encouraging the Oahu Branch administration to once again open those opportunities with DPS. Connie Mitchell added that perhaps that would be an item that should be included in the Plan since that is a large portion of the population that is coming out with no skills to rejoin the workforce and is causing other problems.

3. Adult Education/Career Pathways (Department of Education/University of Hawaii)

Posted at: <http://labor.hawaii.gov/wdc/files/2016/05/WIOA-Updates-from-Adult-Education.pdf>

- a. John Vannatta reported that the pathway development requirement is being reviewed in several different ways; including not duplicating services that are currently in existence. Traditionally, Career Pathway services are provided at the Community Colleges; with this in mind, how will adult education provide transition services to their clients. One example program is the iCAN (Individualized Career Achievement Network) program, initiated with Scott Murakami at the UH Community Colleges. Waipahu currently runs iCAN sites at Hilo, Kona, Waianae, Kapolei, Wahiawa, and on the Windward side at Kalaheo High School; and is looking to

expand to Hawaii Youth Challenge Academy in Kalaeloa, in Hilo, as well as at Job Corps. Additionally, he added that WIOA requires curricula development and program revision and upgrading standards. Both schools (McKinley and Waipahu) have one year of funding for transition counselors. Under consideration is how will students be directed into training for jobs and into the job market. Through 2016 the adult education program staff are receiving professional development on understanding and implementing the College and Career Readiness Standards (CCRS). By July 1, 2016, the program will begin implementing a comprehensive CCRS-aligned curriculum into instructional services for all students and will continue until fully implemented.

- b. Scott Murakami added that the DOE was awarded the New Skills for Youth grant which focuses on pathways and the discussion has been, how do the pathways impact the Community School for Adults, not just the K-12 programs. Additionally, the UH received a large grant from USA Funds to address a number of items which include employer engagement and may be used for statewide efforts. The initial meeting will be held June 9, 2016. The Hawaii Business Roundtable and the Chamber of Commerce will organize and facilitate the meetings with various industries.

4. Wagner-Peyser (Department of Labor & Industrial Relations-WDD)

- a. Elaine Young submitted a written report (posted at: <http://labor.hawaii.gov/wdc/files/2016/05/WDD-Report-of-Wagner-Peyser-and-Related-Programs.pdf>). She explained that in terms of performance outcomes, WDD exceeded goals for entered employment rate and 6-month average earnings, and fell within 99% of the goal for employment retention. Additionally, the State is not meeting the goal of performance outcomes for veterans but efforts such as employer outreach and employer engagement are underway to address the issue. Ms. Young added that there will be a Job Fair on Maui on June 4, 2016 to address the multiple closure of facilities that affects a large part of Maui's population. She reported that additional State funds are available for Maui to assist with training and possibly an extension of unemployment funds.

- b. Connie Mitchell asked about the procedure to input employer data. Ms. Young replied that the information is input and retrieved from HireNet, the current centralized data system.

D. Program Highlights from the County Workforce Development Boards

Written reports are posted at: <http://labor.hawaii.gov/wdc/meeting-docs/wdc-meeting-may-12-2016/>

- 1. Oahu Workforce Development Board – See Attached
- 2. Hawaii County Workforce Development Board – See Attached

3. Maui County Workforce Development Board – No Report

- a. Leslie Wilkins thanked Roland Prieto for his role as the Executive Director of the Maui County Workforce Development Board, and congratulated him on his new position as Assistant Administrator for Kaunoa Senior Services Division.

4. Kauai County Workforce Development Board – See Attached

F. Status of Interim Executive Director

1. Executive Session: Discussion of a personnel matter regarding the Interim Executive Director under Hawaii Revised Statutes § 92-5(a)(2).

- a. Chair Leslie Wilkins entertained a motion to enter executive session under “Status of the Interim Executive Director,” section F of the published agenda. Carl Hinson made the motion, Scott Murakami seconded, none opposed and none abstained. The Workforce Development Council entered executive session at 12:33 p.m.

- b. Chair Wilkins reconvened the Workforce Development Council meeting at 12:45 p.m.

2. Executive Committee Recommendation on the Interim Executive Director by the Executive Committee

- a. Chair Wilkins explained the motion before the board. Carl Hinson presented the motion: “To appoint Allicyn Tasaka as a regular, full time, exempt Executive Director of the Workforce Development Council, effective July 1, 2016 with duties prescribed under Hawaii Revised Statutes §202-4 to also include legislative liaison duties with the Department of Labor and Industrial Relations, and other duties as assigned by the Council.” Chair Wilkins called for the vote. The motion was approved with 20 members voting in favor, 1 in opposition (Leialoha Sanchez), and none abstaining.

**IV. Announcements**

1. Chair Wilkins reminded members of the next meeting dates as approved by the Council: June 9, 2016, September 8, 2016, and December 8, 2016.

**V. Adjournment**

1. The Workforce Development Council meeting adjourned at 12:48 p.m.