



WORKFORCE DEVELOPMENT
COUNCIL

Workforce Development Council Meeting
Thursday, December 8, 2016
9:30 a.m. — 12:00 p.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
Alan Hayashi, WDC Vice Chair, and Owner, Consult 808
Glenn Alcalde, Training Coordinator, Hawaii Carpenters Apprenticeship and Training Fund
Evelyn Barfield, Human Resources Business Partner, Meadow Gold Dairies
Brian Nagami (Designee for Maui Mayor Alan Arakawa)
Barbara Yamashita (Designee for Honolulu Mayor Kirk Caldwell)
Leonard Hoshijo & Elaine Young (Designees for Linda Chu Takayama, Director, DLIR)
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board
Carl Hinson, Director of Workforce Development, Hawaii Pacific Health
Elizabeth Kim (Designee for Governor David Ige)
Bernadette Howard (Designee for David Lassner, President, UH)
John Vannatta (Designee for Kathryn Matayoshi, Superintendent, DOE)
Connie Mitchell, Executive Director, Institute for Human Services
Alicia Moy, President, Hawaii Gas Co.
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates
Shannon Okinaka, Executive Vice President & CFO, Hawaiian Airlines
Edward Richardson, Major General (Retired), Owner, Edward V. Richardson, LLC
Yang-Seon Kim (Designee for Luis Salaveria, Director, DBEDT)
Robert Ayonon (Designee for Leialoha Sanchez, Chair, Kauai Workforce Development Board)
Charles Shima, Training Coordinator, Plumbers Union Local 675
Barry Taniguchi, Chairman & CFO, KTA Super Stores
Brian Tatsumura, Store Manager, Nordstrom
James Tollefson, Chair, Oahu Workforce Development Board
Sunshine Topping, Vice President of Human Resources, Hawaiian Telcom
Beth Whitehead, Executive Vice President, CAO, American Savings Bank
Winona Whitman, Employment & Training Director, Alu Like, Inc.
Catherine Scardino, (Designee for Pankaj Bhanot, Director, DHS)

Members Absent:

Senator Gil Keith-Agaran, State Senate
Glen Kaneshige, President, Nordic PCL Construction, Inc.
Joanne Kealoha, Social Services Coordinator, ILWU, Local 142

Harry Kim, Mayor, County of Hawaii
Sean Knox, President, Hawaii Employment Services
Representative Mark Nakashima, State House of Representatives
Richard Vieira, Director of Training, District Council 50 – Intl. Union of Painters & Allied Trades
George Costa (Designee for Kauai Mayor Bernard Carvalho)
Marian Tsuji, President & CEO, Lanakila Pacific
Ian Kitajima, Director of Corporate Development, Oceanit

Guests:

Alish Roarty, Facilitator, OnTrac Partners
Doris Dvotch, Deputy Attorney General
Debbie Miyao, Director of Adult Education, DOE
Alison Lum, Oahu Workforce Development Board
Suzanne Skjold, Hawaii Literacy Inc.
Rolanse Crisafulli, Oahu Worklinks
Michelle Arima, Hawaii County Workforce Development Board
Carol Kanayama, Workforce Development Division, DLIR
Susan Foard, Division of Vocational Rehabilitation
Christine Park, Department of Education

Staff:

Allicyn Tasaka, Interim Executive Director
Jeanne Ohta, Assistant to the Executive Director
Linda Sakamoto, Employment Service Specialist
Kim Saito, Accountant Supervisor

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 9:36 a.m.

II. Approval of Minutes

Carl Hinson motioned to adopt the minutes of: September 8, 2016 Board meeting, September 8, 2016 Presentation by Peter Quigley, August 11, 2016 Strategic Planning Session, and November 4, 2016 Strategic Planning Session. The motion was seconded by Sunshine Topping. The motion was adopted with 19 aye votes, no abstentions, and none voting no. (21 voting members are present.)

III New Business

A. WDC Chair Updates Relating to Board Governance

1. Military and Veterans Affairs Committee

Chair Wilkins announced the formation of an additional committee, the Military and Veterans Affairs Committee. General Richardson has agreed to chair the committee.

2. Chair Wilkins announced that Shannon Okinaka has agreed to chair the Finance Committee.

B. Board Strategic Planning Session Update

Facilitator Alish Roarty of On Trac Partners started by thanking the members of the Council for their participation in the strategic planning sessions. The Council members then gathered in their strategic planning working groups to review the strategic plan. These groups are not the same groups as the Council's committees.

Carl Hinson motioned to adopt the goals as outlined on page 9 of the *Strategic Plan 2020* and to allow the Contractor to tweak the text of the plan as necessary. The motion was seconded by Brian Tatsumura. The motion passed with 21 ayes, 0 abstentions, and 0 nays. (21 voting members are present.)

With the arrival of 4 voting members at 11:00 am, there are 25 voting members present.

D. Ratification of Plan Year 2015 WIOA Annual Performance Report submitted to USDOL

David DeLuz, Jr. motioned to ratify the report as submitted knowing that the local boards are not in compliance, but WDC is working with them to move forward toward compliance. The motion was seconded by Bernadette Howard. The motion passed with 25 ayes, 0 abstentions, and 0 nays.

E. Discussion of staff salary adjustments under Hawaii Revised Statutes §92-5(a)(2) and Executive Order 13-11.

Copies of Executive Order 13-11 were provided to Council members. Carl Hinson motioned to approve the pay adjustment of 3.5%, which the Governor had granted in Executive Order 13-11, to WDC staff's five exempt positions, and this pay increase shall be effective January 1, 2017. Beth Whitehead seconded the motion. The motion passed with 24 ayes, 1 abstention (De Luz), and 0 nays.

C. Executive Director's Report on WDC Activities for the Period of September 9, 2016 to December 7, 2016.

Allicyn Tasaka congratulated Council member Winona Whitman on her two-year re-appointment to the US Department of Labor's Native American Employment and Training Council representing Region VI. She was appointed by Labor Secretary Thomas Perez. Allicyn referred members of the Council to her written reports. A few highlights included: (1) The Governor recently appointed the following to the WDC board – Joanne Kealoha, Glenn Alcalde, Evelyn Barfield, Edward Richardson, Glen Kaneshige, Shannon Okinaka, Alicia Moy and Ian Kitajima. The new appointees are expected to go through Senate confirmation hearings during the 2017 legislative session; (2) Policies and procedures for the local Workforce Development Boards have been issued and more will continue to be issued via WIOA Bulletins; (3) WDC was awarded \$1.1 million by the US DOL Reemployment & System Integration Dislocated Worker Grants in September 2016. WDC plans to upgrade and enhance the quality of the current participant management information system and integration of core partner systems to enable common registration and data collection for federal reporting and performance measures. It is a two-year grant through September 2018; (4) local area plans are being reviewed by a panel of reviewers; and (5) Federal data validation audits will be conducted on-site at all of the local Workforce Development Boards in January and February.

Allicyn introduced Kim Saito, Accountant Supervisor, who handles all of the WIOA fiscal for WDC. She provided an overview of two handouts: "WIOA Funding Allocation for PY16, July 2016 thru June 2017," and "Workforce Development Council WIOA Operational Budget July 2016-June 2017." Council members expressed their appreciation for the pie chart in the funding allocation handout and requested that more of the same to be provided in the future. Council members also had questions about the DLIR departmental budget. In future meetings, Shannon Okinaka as Finance Committee Chair will provide fiscal reports.

V. Reports Related to WIOA

A. WIOA Core Partner Updates to the Unified State Plan

1. Adult Education and Career Pathways (Department of Education and University of Hawaii)

Bernadette Howard reported that she is still working on the career pathways plan and hopes to have a more complete report at the next meeting. She also reported that the Sector Strategy meeting provided more alignment of plans. The Chamber of Commerce has a grant to convene the sector strategy meetings and will be providing funds to the counties to conduct their meetings.

2. Vocational Rehabilitation–No report
3. Wagner-Peyser Act (Workforce Development Division)

Elaine Young and Carol Kanayama reported that the last day of work for the final group of employees of Hawaiian Commercial and Sugar is December 23, 2016. They also reported on successful Apprenticeship Week activities on Oahu and the neighbor islands.

B. Board Committee Reports on Members and Structure of Committees

A handout was provided with the names of the committees, the chairperson, and the members of the committees.

1. Data Management and Technology Committee - Scott Murakami provided a written report.
2. Employer Engagement Committee - no report
3. Finance Committee - no report
4. Performance Measures and Accountability Committee
Carl Hinson reported that his committee is in the process of starting up and there will be a meeting at the end of January to review the local plans.
5. Sector Strategies and Career Pathways Committee - no report
6. Youth Services Committee - no report

C. Program Highlights from Each County's Workforce Development Board for the Period of September 9, 2016 to December 7, 2016

1. Hawaii Workforce Development Board
David DeLuz, Jr. reported that the board worked on the local plan and that their board sees the need to adapt to change.
2. Kauai Workforce Development Board
Kaeo Bradford reported for Leialoha Sanchez that their Board submitted its local plan to WDC.
3. Maui Workforce Development Board – no report
4. Oahu Workforce Development Board – no report

VI. Announcements

- A. Council members were reminded of the meeting schedule for 2017, to be held quarterly on the second Thursday of the month at 9:30 a.m.; March 9, 2017; June 8, 2017; September 14, 2017; and December 14, 2017.

VII. Adjournment

Chair Wilkins adjourned the meeting at 12:06 p.m.