Executive Director Report
December 8, 2016
(Period between September 9, 2016 to December 8, 2016)

ON GOING PROJECTS

Board Recruitment Update
The Governor has 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. These new appointees will be going through the Senate confirmation process during the 2017 legislative session.

Pending nominees under consideration by the Governor: Jason Ito, Edward Yamamura, Gladys Quinto Marrone, Shin Ho.

Congratulations to Winona Whitman who was re-appointed to the US Department of Labor’s Native American Employment and Training Council representing Region VI. She was appointed by Labor Secretary Thomas Perez to a two-year term.

Policies and Procedures
The following WIOA Bulletins were officially issued:
WIOA Bulletin 11-16 Conflict of Interest issued September 16, 2016;
WIOA Bulletin 12-16 One Stop Infrastructure Funding and Memoranda of Understanding issued October 3, 2016;
WIOA Bulletin 13-16 One Stop Certification issued October 3, 2016;
WIOA Bulletin 14-16 Adult Program Eligibility and Priority of Service issued October 4, 2016;
WIOA Bulletin 15-16 Financial Reporting Forms and Instructions issued October 5, 2016;

Upcoming Guidance to Local Workforce Development Boards to be issued between January – March 2017:
1. Adult Education Application Review by Local Boards
2. Sector/Career Pathway Approach
3. Job Seeker Services (including enrollment) Framework
4. Data/Program Reporting/Data Validation
5. Coordinator Points with Other State/Federal Programs
6. Self-Employment  
7. ETP Re-Issue with Update – Change 1  
8. Business Services Framework  
9. Infrastructure Funding – Change 1 (including RFP update reporting)  
10. Internal Control Structure and Policies to Protect Sensitive Information  

Fiscal Policies and Procedures  
11. Oversight and Monitoring  
12. Procurement  
13. Records Retention/Access to Records  
14. Audit Requirements and Audit Resolution  
15. Indirect Costs  
16. Program Income  
17. Personnel: meal, leave, payroll/time, distribution, pension, severance, travel  
18. Salary/Bonus Limitation  
19. Allowable Costs/Cost Limitations Tracking  
20. Cash Management  
21. Closeout  
22. Debt Collection  
23. Fixed Assets Inventory and Disposition  
24. Petty Cash  
25. Property Management  
26. Intellectual Property (Creative Commons)  

Reports  
PY15 WIOA Annual Performance Report submitted to USDOL.  
WDC Annual Report for DLIR annual report to Governor and Legislature submitted to DLIR.  
Final approval for the Hawaii Unified State Plan was received from USDOL on October 20, 2016.  
On-Site Assessment letter from USDOL was received October 12, 2016. Federal officials were in Honolulu to conduct an on-site WIOA implementation assessment of WDC and WDD from June 2 -9, 2016. Here are highlights:  

Overview of Assessment:  
Operating Environment  
“Deeply challenging.” Firewall issue has been remedied. “WDD and WDC are minimally staffed which presents serious concerns about the State’s ability to adequately meet the new opportunities and challenges offered by WIOA.”
Performance and Spending
Performance measures are being met. New performance measures agreed upon between WDD, WDC and USDOL.

Observations
- State Workforce Board – not compliant
- WIOA policies being drafted to assist local boards
- MOUs are being discussed, planned and drafted
- State Unified Plan "is a strong, strategic document that will guide Hawaii’s evolving workforce system."
- State Board developing committee structure
- Partnerships with core partners are strong and supportive
- One Stop Operations – concerns of Oahu’s conflict of interest relating to administrative entity also being service provider causing tension. Oahu Board and Department of Community Services drafting policies for separation of functions and responsibilities.
- “Significant and impressive progress has been made this year towards robust WIOA implementation.”

FUNDING OPPORTUNITIES
WDC was awarded $1.1 million by the USDOL Reemployment & System Integration Dislocated Worker Grants in September 2016. Hawaii was one of 43 states to win an award out of a pool of $43 million. WDC plans to upgrade and enhance the quality of the current statewide participant management information system and integration of systems to enable common registration and data collection. The grant is available for two years through September 30, 2018.

Request for general funds
WDC requested $450,000 to be included in the department’s budget and the Governor’s administrative budget to the 2017 legislature. The funds would be used to assist the local workforce development boards with technology and infrastructure costs of their One-Stop Centers. The request was not supported by the Director’s office as it is believed that this could be achieved through the RFP process.

WDC made another request for $300,000 in general funds to purchase case management modules, employer engagement tracking system, spider program, and mobile redesign to ensure that the federal reporting requirements and services are met on a timely basis, as well as provide better services and experiences to job seekers and employers. The department included it in the budget and was denied by the Department of Budget and Finance.

NEW PROJECTS
Currently reviewing local plans submitted by Kauai and Hawaii workforce development boards. Pending are plans from Oahu and Maui workforce development boards. Oahu was allowed an extension to January 11, 2017. Also, Maui received an extension to December 31, 2016.
The local plans are being reviewed by:
Carl Hinson, Chair of the Performance Measures & Accountability Committee;
Albert Perez, Administrator, Division of Vocational Rehabilitation;
Debbie Miyao, Director for Adult Basic Education, DOE;
Bernadette Howard, State Director, Career & Technical Education, UH;
Linda Uesato, Administrator, Unemployment Insurance;
Ann Greenlee, Hawaii State Director, Veterans’ Employment & Training Service, USDOL;
Bernadette Howard, State Director, Career & Technical Education, UH;
Linda Uesato, Administrator, Unemployment Insurance;
Debbie Miyao, Director for Adult Basic Education, DOE;
Carl Hinson, Chair of the Performance Measures & Accountability Committee;
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Linda Uesato, Administrator, Unemployment Insurance;
Debbie Miyao, Director for Adult Basic Education, DOE;
WDC staff.
The revision process will be conducted the month of January. The local plans are effective February 1, 2017 to June 30, 2020.

Federal Data Validation will be conducted on-site at the local workforce development boards in January and February:

- Oahu – January
- Maui, Kauai – January
- Hawaii County – February

Dates will be coordinated with the local boards.

**INTERNAL UPDATES**

**Staffing**
Dastin Hernandez, Employment Analyst resigned to return to be with his family in California. His last day was October 13, 2016.

WDC’s request for 3 new exempt positions have been held at Budget & Finance since September. Jayson Muraki was hired as an Employment Analyst on 89-day basis until his position is approved by Budget & Finance and then the Governor. Upon approval, Jayson will be the Workforce Information and Data Coordinator and will be working with the HireNet system and reporting. We have hired another person for the position of Office Manager and since she is in another division cannot transfer to WDC until approval is received. The third position is for a WIOA Specialist and is under recruitment. Also under recruitment are 2 civil service positions for Employment Analysts.

**Office Space**
The department has a new Business Management Officer, Leila Shar. WDC re-submitted our request for additional office space in anticipation of increase staffing. Leila came to see WDC’s office and understands our pending needs.

**Financial Overview**
Kim Saito, WIOA Fiscal Officer for WDC will provide an overview of WDC and WIOA finances. Please see attachments.

Report respectfully submitted by Allicyn Tasaka, Executive Director