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GOVERNOR

SHAN S. TSUTSUI
LIEUTENANT GOVERNOR



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ALLICYN C.H. TASAKA
EXECUTIVE DIRECTOR

STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
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**WORKFORCE INNOVATION AND OPPORTUNITY ACT
CORE AND MANDATORY PARTNERS MEETING**

Wednesday, August 23, 2017

1:30 P.M. – 3:30 P.M.

**McKinley Community School for Adults
634 Pensacola Street, Conference Room 110
Honolulu, Hawaii 96814**

MINUTES

CORE PARTNERS' ATTENDEES:

Helen Sampei, Department of Education, Adult Education
John Vannata, Department of Education, Adult Education
Lester Tanji, Department of Education, Adult Education
Christine Park, Department of Education, Adult Education
Elaine Young, Department of Labor & Industrial Relations, Wagner-Peyser
Carol Kanayama, Department of Labor & Industrial Relations, Wagner-Peyser

MANDATORY PARTNERS' ATTENDEES:

Linda Uesato, Department of Labor and Industrial Relations, Unemployment Insurance
Anne Perreira-Eustaquio, Department of Labor and Industrial Relations, Unemployment Insurance
Artie Barba, Department of Labor and Industrial Relations, Unemployment Insurance
Bernadette Howard, University of Hawaii, Career and Technical Education
Winona Whitman, Alu Like

WORKFORCE DEVELOPMENT COUNCIL MEMBER ATTENDEES:

Alan Hayashi, Vice Chair, Workforce Development Council
Sheryl Nojima, Board Member, Workforce Development Council

GUESTS:

John Bailey, USDOL, ETA Region 6 Regional Deputy Director
Ingrid Schonfield, USDOL, ETA Region 6 Federal Project Officer
Heather Fleck, USDOL, D.C. Supervisory Analyst
Maricar Pilotin-Freitas, Department of Labor & Industrial Relations, Workforce Development Division

STAFF:

Allicyn Tasaka, Executive Director, Workforce Development Council

Doreen Miyaki, Workforce Development Council
Jayson Muraki, Workforce Development Council
Jeanne Ohta, Workforce Development Council
Jan Kusakabe, Workforce Development Council
Kim Saito, Workforce Development Council
Reed Fujimoto, Workforce Development Council

I. Call to Order.....*Allicyn Tasaka, Executive Director*

The meeting was called to order at 1:40pm by Executive Director Allicyn Tasaka.

II. Approval of Minutes

A motion to approve the July 26, 2017 minutes was made by Bernadette Howard. Elaine Young seconded the motion. The motion to approve the minutes was approved unanimously.

III. Discussion with Federal representatives regarding Hawaii's progress with implementing the Workforce Innovation and Opportunity Act (WIOA)

Allicyn Tasaka welcomed guests from the United States Department of Labor (USDOL) guests present have started their statewide monitoring on the programs related to Title I of the Workforce Innovation and Opportunity Act (WIOA). The USDOL monitoring schedule was reported:

- Monday: Hawaii
- Tuesday: Maui
- Wednesday/Thursday: Oahu
- Friday: Kauai

Ingrid Schonfield stated that all States are currently being monitored that receive WIOA funding to ensure that federal statutes are being implemented.

Heather Fleck works closely with various federal partners, Department of Education, Adult Education and Family Literacy Act, Vocational and Rehabilitation, Health and Human Services, Housing and Urban Development's (HUD) Employment and Training programs, and the Supplemental Nutrition Assistance Program (SNAP). Heather conveyed that she is focusing on the unified and combined state planning to see how States are working together on setting goals and assimilating partners into the process. Federal statute requires a two-year update on the Unified State plan, which is due at the beginning of 2018. Allicyn Tasaka asked if the two-year requirement also applies to the Local Area plans. Heather responded that the State sets the local plan requirements.

John Bailey conveyed his reason on deciding to do an on-site visit to Hawaii. John expressed that by doing an on-site visit, USDOL staff can grasp a better understanding of each County, due to their unique geographical locations that

create unique challenges and issues for individuals gaining employment. This visit allows USDOL staff to test their Support State model. Bernadette Howard asked if more information on the Support State model could be shared. John responded that all USDOL division chiefs were asked to identify staff that had the most contact with Hawaii and those identified convened a meeting. USDOL staff discovered that there were overlaps in the process and there were already four trips to Hawaii scheduled within a six-week window. As a result, conversations began and concluded with some people not having an appreciation for the level of detail that other staff were providing. In their meeting, Ingrid illustrated a flow diagram of all of Hawaii's programs, grants, and relationships. From the diagram, it was realized that there was an opportunity to design a more efficient process for the State. Accordingly, the USDOL will assess the model after their visit, and if successful, will apply the model to other States in the future.

Ingrid asked the Core and Mandatory partners to express their observations on how partnering looked like two years ago compared to now. Ingrid inquired on how the process of the developing the State Plan went and asked the partners to share what they wanted out of the relationship. John Vannatta stated that the partners engaged in informal meetings to provide updates for each other. As time passed, the informal meetings transitioned into Core and Mandatory Partner meetings. Elaine Young expressed that she was waiting for further clarification on the rules, not only for WIOA. Allicyn asked Elaine to review the process they went through to decide on a unified plan versus combined plan. Carol Kanayama responded that the combined plan was going to involve additional partners, however at the time, they felt three partners was sufficient. Ann Greenlee asked when were more partners invited into the process. Bernadette Howard answered when a career pathways system for the State needed to be developed that meets the definitions of WIOA.

Elaine mentioned that Debbie Miyao hired a consultant to assist with writing their plan and invited all the partners to attend the forums. During the forums, discussion also centered around WIOA and how all partners were going to work together.

Ingrid asked all the partners what they were hoping to get out of the partnership. John stated that his purpose to join the partnership was to learn more about the system to better transition students to the local workforce. As a result, the Department of Education (DOE) developed the iCAN program from Trade Adjustment Act funds that is successful.

Heather asked if WIOA has made a change for the State, in terms of your familiarity in training and aligning services. Helen Sanpei stated that to understand how the USDOL, DOE, and Vocational Rehabilitation (VR) operated, they had to develop a chart to understand the process.

Jeanne Ohta commented that one area in which WIOA is more specific is Eligible Training Providers. The local boards are now enforcing the requirement that any training

program must be for in-demand industries and jobs. Alan added a story about how Honolulu Community College has been successfully working with employers on developing new curriculum for welding programs. Additionally, it was shared that house keeping classes were developed to support the hotels. Individuals who passed the class received a certificate, which hotels honored and offered available jobs to. In the future, the concept will be applied to hotel management.

Heather inquired to learn more about the State's Single Sign-On project. Allicyn responded that the Data Management and Technology Committee led by Scott Murakami is leading the project. The committee has been regularly meeting and is working with the Core and Mandatory partners in planning. Individuals from Workforce Connect were able to do a site visit and provide a demonstration for single sign-on registration. At the last core partners meeting the partners agreed to a single sign on system. Elaine Young added that the partners talked about it earlier but none were willing to give up their systems for WIOA. Bernadette Howard stated that 3 years ago, they started bringing front line staff together to discuss what they could do to make their jobs better and the first thing was common information and a second thing was a directory of offices and services along with names of who to contact. But this is at the university and not at the one stop.

Ingrid asked the staff from Unemployment Insurance (UI) present, what they would like from partnering? Linda Uesato stated that they now have a better understanding of what partnership means and what is required. Since the state unemployment is low currently, it is best that the partners work towards a system that when the unemployment rate goes back up, the transition to get claimants back to work is more efficient and effective. Unemployment Insurance understands the need for a Single Sign-On but the issue of maintaining the security integrity of their UI system is of utmost importance.

John Bailey challenged the term soft skills and prefers to call them essential skills. Bernadette explained at the college level, the term "essential skills" is used to define communication, math, and critical thinking skills. Employability skills is what the college level considers soft skills. Employability skills should be taught as early as possible, preferably no later than middle school.

Christine Park stated the iCan Program does have a standardized curriculum with different modules on literacy and numeracy for the workplace, as well as active listening, situational judgement, conflict resolution, communication skills, and problem solving. These are the different situations individuals may encounter in the workplace and the curriculum will walk them through the possible problem solving strategies to navigate the different scenarios. The curriculum is not geared to any specific industry. The iCan program is part of the National Work Readiness Credential.

Winona Whitman, Sheryl Nojima, and Alan Hayashi all expressed that the need for soft skill training should start at home and needs to start earlier in the schools. Students need to be made aware that their attitude and actions can affect their future employment.

Based on the various discussions during the meeting, John Bailey posed the question to the partners about where the conservation will go after the meeting is over. Bernadette conveyed that the information presented at this meeting will be shared at the Career Pathways Committee meeting in September. The DOE is also working with the Hawaii Teachers Union (HTA) to send several local elementary school teachers to observe the various industries to note the kind of soft skills required for all the different career pathways.

Ingrid presented the question to the partners “if you could imagine a year from today you are sitting at the table with your partners, what would success for you look like? How would you know that being a partner at this table has been a benefit to your organization?” Various responses to the question was noted: executed Memorandum of Understanding (MOU), increased employer satisfaction, reducing unemployment rate, increase job placement rates, more return on investment, insuring instructors are qualified to teach new programs, adjusting policies and procedures, Single Sign-On, and American Job Centers (AJC) in place.

In addition, another question was presented, what is Hawaii doing well with regards to WIOA? Responses was offered: partners coming to the table, having regular partner meetings, doing well with minimal funding and the geographical challenges.

IV. Meeting Schedule

A. Next meeting: September 27, 2017, Department of Labor and Industrial Relations, Room 310

V. Adjournment

Alllicyn Tasaka adjourned the meeting at 3:20 p.m.