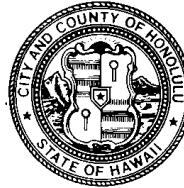


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**QUESTIONS FOR WORKFORCE DEVELOPMENT BOARDS
TO REPORT TO THE WORKFORCE DEVELOPMENT COUNCIL
BOARD MEETING – MARCH 8, 2018**

1. What is the status of the American Job Center (AJC) as of February 27, 2018?

The Comprehensive AJC at Dillingham has accomplished several milestones on the way towards WIOA compliance. In mid-January, some of the Wagner Peyser (WP) and Disabled Veterans' Outreach Program (DVOP) staff from the Honolulu location at Punchbowl (which has been closed to the public since September 2017) physically relocated to Dillingham full-time. While this is a great addition to the staff at the Dillingham AJC, the level of WP staff, including DVOPs and LVERs (Local Veterans' Employment Representatives), is not sufficient for a Comprehensive AJC.

In a letter dated December 19, 2017, OWDB notified DLIR that their Workforce Development Division (WDD) office located in the Waipahu Civic Center no longer met WIOA requirements to be considered an Affiliate AJC. USDOL ETA guidance and the final rule states that Title III Wagner-Peyser Employment Services may NOT exist outside of the AJC system. Guidance from USDOL ETA Region 6 further clarified that "All stand-alone WP Employment Service offices must be eliminated and Title I and Title III partners must collaborate to avoid duplication of services and questioned costs from services provided outside the designated One-Stop system." OWDB was notified by WDD that the final remaining WP staff and supervisor located at the closed Honolulu Office at Punchbowl will be relocated to the Dillingham AJC by April 2018 and July 2018. No timeframe has been given for the WP staff at Waipahu to move to Dillingham. Additionally, USDOL ETA has directed OWDB to ensure that their main focus is on making the Comprehensive AJC at Dillingham compliant. Until the comprehensive is compliant, ETA says there should be no affiliate sites.

Having a non-compliant Comprehensive AJC can jeopardize WIOA funding to the State of Hawaii and the City and County of Honolulu. OWDB is requiring that all WP staff at Waipahu be relocated to Dillingham, per the directive from USDOL ETA, to work towards making the Comprehensive AJC at Dillingham compliant.

List challenges the WDB is facing with the AJC:

- Insufficient numbers of WP and DVOP staff
- No LEVR staff
- WP still operating at Waipahu Civic Center location
- To date, no movement of the estimated six WP staff at Waipahu has been offered by WDD

2. What is the status of the Memorandum of Understanding (MOU) with the partners?

The MOU was given to all 19 partners for their review and input in the Fall of 2017. Eight (8) signed the MOU and 5 requested edits or additions to the MOU before they would be willing to sign. The City's Deputy Corporation Counsel has reviewed all of the modification requests and approved the form and legality of the new version of the MOU on Feb 27, 2018. OWDB is now working with all Partners to sign the new version of the MOU. At this time, no IFA is included with the MOU. Representatives from OWDB, Board Staff, and the One-Stop Operator (OSO) are setting up meetings to continue the Infrastructure Funding Agreement (IFA) discussions. The IFAs will be added to the final MOUs.

A. What is the plan and timeline to have MOUs signed and executed?

Due to the edits requested to the main MOU template, all Partners will need to sign or re-sign the new document. OWDB and OSO anticipate that all Partners will sign the new MOU by April 30, 2018 and it will be fully executed by May 31, 2018.

B. List challenges the WDB is facing with the MOUs.

Understanding what USDOL ETA Region 6 envisions in the AJC System on Oahu was challenging. After the Federal Monitoring visit in 2017 and several conference calls with our Program Officer and WDC Staff, OWDB is much clearer on the USDOL standards for a Comprehensive AJC. The Board, through our OSO, continues monthly Partner Meetings at the AJC which provide a forum for communication and collaboration around the vision of a Comprehensive AJC that is focused on serving job-seekers and employers through human-centered design.

3. What partners have not yet signed the MOU?

See answer to Question 2.

4. List factors as to why the MOU has not been signed.

The MOU has not been signed because the Board was waiting for the edits and additions required by five (5) Partner organizations to be reviewed and approved by the City's Corporation Counsel. See answer to Question 2.

5. What partners are presently in the American Job Center?

Title I – Adult, Dislocated Worker, and WIOA Youth
YouthBuild
DVR
JSVG DVOP (currently no LVER)
Wagner – Peysier Staff
Other partners are scheduled in the AJC on a monthly or weekly basis

6. What partners are the WDB working with to get them into the AJC?

The Board Chair, Executive Director, and OSO have met with WDD twice since January to discuss the relocation of all WP staff to Dillingham. In addition, we are exploring mutually beneficial ways to integrate the Reemployment Services and Eligibility Assessments Program (RESEA) and Unemployment Insurance (UI) staff into our comprehensive AJC at Dillingham. Not only will co-location be beneficial for our AJC clients, it will help to share costs and bring expenses down. USDOL ETA pointed out that the importance of Title III and Title I partners working in an integrated manner is underscored further in RESEA guidance that reminds us that the intent of RESEA is to quickly connect unemployment insurance claimants to the diverse array of intensive career services available in the One-Stop system.

7. What is the status of the Infrastructure Cost (IFA) agreement with the partners?

See answer to Question 2.

- A. If the WDB does not have signed IFA agreements, what is the plan and timeline to have the IFA agreement signed and executed?

Target date to have the IFAs created and signed by all parties is June 30, 2018.

8. Does the WDB have a written firewall for the One-Stop Operator (OSO) and WDB Board?

Yes. OWDB has organizational charts that delineate the firewall between the Board and the OSO as well as the Board and the Service Provider.

- A. Does the WDB have a list of roles and responsibilities as part of the narrative for the firewall?

Yes. Both the organizational charts and the narratives are currently being reviewed and updated.

9. Does the WDB have a letter of agreement from the Mayor?

Yes. OWDB has a signed Memorandum of Agreement between the Board and Mayor Caldwell, the Chief Local Elected Official.