

DAVID Y. IGE
GOVERNOR

DOUGLAS S. CHIN
LIEUTENANT GOVERNOR



LESLIE WILKINS
CHAIRPERSON

ALLICYN C.H. TASAKA
EXECUTIVE DIRECTOR

STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
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Workforce Development Council's Executive Committee
Thursday, December 7, 2017
1:00 p.m. – 3:00 p.m.

Princess Ruth Keelikalani, 830 Punchbowl Street, Room 416, Honolulu, Hawaii 96813

MINUTES

Members Present:

Leslie Wilkins, Chair Board
Alan Hayashi, Vice Chair
Scott Murakami, Chair, Data Management & Technology Committee
Glen Kaneshige, Co-Chair, Employer Engagement Committee
Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee
Edward Richardson, Chair, Military & Veterans Affairs Committee
Marian Tsuji, Vice Chair, Performance Measures & Accountability Committee

Members Absent:

Shannon Okinaka, Chair, Finance Committee
Ian Kitajima, Chair, Youth Services Committee

Guest:

Doris Dvorchak, Deputy Attorney General

Staff:

Kim Saito, Fiscal Officer
Allicyn Tasaka, Executive Director

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 1:05 p.m.

II. Chair's Report and Updates

Chair Wilkins reported the following updates:

- The Governor has appointed Director Linda Chu Takayama as the new Director of Taxation effective Monday. During this interim, Leonard Hoshijo is acting Director.

- Senate President Ron Kouchi has designated Senator Jill Tokuda to represent the Senate on the WDC Board. She is the new Chair of the Senate Labor Committee. She will replace Senator Gil Keith-Agaran.
- Jim Tollefson has announced he will retire from the Oahu Workforce Development Board effective December 31, 2017. Jason Chang will take over as Chair of the Oahu WDB. Jason is Executive Vice President and Chief Operating Officer at Queen's Health Systems. We will need to identify a Vice Chair of the Military & Veterans Affairs Committee to replace Jim.
- Peter Biggs is no longer Deputy Director of the City Budget and Fiscal Services. He is now on contract to advise the Managing Director and will remain on the WDC board until Mayor Caldwell designates another representative.
- Rolanse Crisafulli, long time administrator of the City's Work Hawaii will retire at the end of the year. She has worked in the workforce system for over 30 years. Lei Nakamura will assume the role of One Stop Operator at the Oahu American Job Center. The City is in recruitment to select a replacement for Rolanse.
- John Vannatta has announced his retirement from the DOE Adult Education effective December 31, 2017. The Superintendent will need to select another designee to WDC.
- At the meeting of the National Association of Workforce Agencies (NASWA) held in November in Idaho, Executive Director Allicyn was elected as an alternate to the national board. She will be the back up to our region's representative from California.
- WDC has submitted a Memorandum of Agreement to the Workforce Development Division (WDD) to continue statewide rapid response activities through December 31, 2018. WDD is reviewing the MOA.

The WDC team is without a few key members.

- Kim Saito: Fell at home and fractured her eye socket and may undergo surgery. She will be out at least until January.
- Linda Sakamoto: She has been out on medical leave since March. For the last 9 months the staff has covered her work with Jeanne Ohta taking over contracts and drafting policies. Kim has also been helping with contracts. It is likely she will be out until at least end of March.
- Doreen Miyaki is on vacation the entire month of December.

A. Status of Hawaii County, Maui and Oahu Workforce Development Board's status on One-Stop Operators, American Job Center sites, service providers, Memorandum of Understanding and infrastructure costs

The local WDBs provided written updates on the status of their respective federal compliance. The updates were reviewed by the Committee and are attached.

III. Approval of Minutes

A motion made by Marian Tsuji to approve the minutes of the meeting held on October 19, 2017 with amendment on page 2 correct voting on revised by-laws to reflect "The motion was approved with 5 ayes, no abstentions, and none voting no."

The motion was seconded by Sunshine Topping. The motion was approved with 7 ayes, no abstentions, and none voting no. (7 voting members were present.)

IV. Review and discussion on the final U.S. Department of Labor Federal monitor report of findings and concerns regarding administration and implementation of the Workforce Innovation and Opportunity Act (WIOA)

Representatives from the U.S. Department of Labor, Employment and Training Administration (USDOL) conducted a statewide on-site monitoring of the WDC and met with the Oahu, Maui, Kauai and Hawaii County Workforce Development Boards (WDBs). The official federal report was received by WDC on November 9, 2017. The report listed 5 findings and 5 concerns in the areas of financial management systems, one-stop operations (one-stop operators and American Job Centers), governance, memoranda of understandings, and eligible training providers. The report was sent to each of the local WDBs and reviewed individually during their monthly calls with WDC staff in November and December. The Executive Director also reviewed the report with the Director and Deputy Director in her monthly meeting with them in November. WDC staff is coordinating with the local WDBs for their responses and documents and will compile a written response to the USDOL by the deadline date of January 8, 2018. (USDOL extended the deadline to January 31, 2018.)

A. Discussion on the status of Kauai Workforce Development Board's compliance with WIOA and possible recommendations to the Kauai Workforce Development Board and the Workforce Development Council board

At the Executive Committee meeting held on October 19, 2017, the Committee approved a recommendation for Chair Wilkins to meet with the Governor to brief him on Kauai's deficiencies and non-compliance record and allow the Governor to decide his choice of communication with Kauai officials and other options as necessary. On November 29, 2017, Chair Wilkins, Vice Chair Alan Hayashi and Executive Director Allicyn Tasaka met with Ford Fuchigami, Director of Administration in the Governor's office and provided him on behalf of the Governor and updated him on the statewide implementation efforts of the Workforce Innovation and Opportunity Act (WIOA). Most of the discussion was on the non-compliance status of Kauai WDB. Ford said he would follow up with calls to Wally Rezentes, Managing Director and then to Mayor Bernard Carvalho. He requested WDC to draft a letter detailing the deficiencies and effects of non-compliance. The draft letter was sent to Ford on December 5, 2017. A copy of the draft letter to Ford was distributed to the Executive Committee for review which outlined the deficiencies identified by USDOL for Kauai WDB. Of the 5 findings, 3 were directly for Kauai WDB and included youth expenditures being incurred during a period when no youth provider contract was in place; no published request for proposal (RFP) or otherwise attempted to meet the required competitive procurement of a One-Stop Operator; and has not

fulfilled the required functions of a local WDB and does not meet local board certification criteria. The USDOL requested a lengthy list of specific documents demonstrating they have met federal requirements for a full and open competition of its One-Stop Operator and completed procurement.

B. Discussion on improving core partner collaboration
This matter was not discussed.

V. Review and discussion on merit compensation of Executive Director position

Chair Wilkins excused the Executive Director from the next discussion and she left the room. The Executive Committee went into Executive Session at 1:46 p.m.
The Executive Committee ended discussion in Executive Session at 2:14 p.m.

Chair Wilkins resumed the regular meeting of the Executive Committee and back to the agenda at 2:15 p.m.

VI. Board Committee Updates from Meetings between October 2017 and December 2017

A. Data Management & Technology

Committee Chair Scott Murakami reported that the Committee in coordination with the WDC staff is moving forward with the single sign-on registration system that the core partners have agreed to. A scope of services has been drafted. There are 6 parts to the services and the next item is project management and recruiting for a project manager position. The Committee Chair is making an effort to meet with each of the local WDBs to do presentations on the status of the single sign-on system. He has already met with the Oahu WDB's data management committee and has updated the core and mandatory partners. He was scheduled to present to the Hawaii County WDB but that meeting was cancelled.

B. Employer Engagement

Committee Chair Glen Kaneshige reported that the first Committee meeting was held on November 30, 2018 and currently have 13 members. The meeting consisted of an overview of WDC, WIOA, AJC and functions of the Employer Engagement committee as presented by the WDC staff. There was also a presentation on HireNet by Jayson Muraki. The next meeting will be a tour of the Oahu AJC in January.

C. Finance

Committee Chair Shannon Okinaka was not present. Executive Director Tasaka provided a brief overview of the financial status report for the period of July 1, 2017 to September 30, 2017. She noted that the federal reemployment and integration grant and state general funds are under expended as committees are in the midst of planning projects and programs.

D. Military & Veterans Affairs

Committee Chair Edward Richardson reported that the Committee continues to work with the military branch transition coordinators to encourage them to use HireNet for job opportunities.

More public awareness and education is needed because HireNet seems to be an unknown free service, especially those on the mainland who are moving to Hawaii. Retired military personnel have a lot of skills that can be utilized in Hawaii. For military spouses, the Committee is still looking at the teaching field. John Vannatta, Principal of Waipahu School for Adults gave a presentation on criteria, credentials and process for employment with the Department of Education. The Committee is researching data on vacancies within DOE. The Committee meets monthly but is taking a recess in December and will resume meeting in January.

E. Performance Measures & Accountability

Committee Vice Chair Marian Tsuji had no report. The Committee has not met since the Committee Chair is vacant.

F. Sector Strategies & Career Pathways

Committee Chair Sunshine Topping left the meeting early for another function. She will give her report at the WDC board meeting on December 14, 2017.

G. Youth Services

Committee Chair Ian Kitajima was not present. No report.

VII. Schedule next meeting

The next meeting has been scheduled on Thursday, February 8, 2018 at 2:00 p.m.

VIII. Adjournment

Chair Wilkins adjourned the meeting at 2:42 p.m.