

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
Friday, March 2, 2018
1:00 p.m. – 3:00 p.m.
Princess Ruth Keelikalani, 830 Punchbowl Street, Room 416
Honolulu, Hawaii 96813

MINUTES

Members Present:

Alan Hayashi, Vice Chair of WDC Board
Glen Kaneshige, Co-Chair, Employer Engagement Committee
Shannon Okinaka, Chair, Finance Committee
Sean Knox, Vice Chair, Sector Strategies & Career Pathways Committee
Edward Richardson, Chair, Military & Veterans Affairs Committee
Ian Kitajima, Chair, Youth Services Committee

Members Absent:

Leslie Wilkins, Chair of WDC Board
Marian Tsuji, Vice Chair, Performance Measures & Accountability Committee
Scott Murakami, Chair, Data Management and Technology Committee

Guest:

Adam Rosenberg, Deputy Attorney General

Staff:

Allicyn Tasaka, Executive Director
Jeanne Ohta, Special Projects Specialist

I. Call to Order

Vice Chair Alan Hayashi called the meeting to order at 1:03 p.m. Chair Leslie Wilkins was not feeling well and unable to travel from Maui for the meeting.

II. Chair's Report and Updates

Vice Chair Hayashi reported the following updates:

A. Update on general funds appropriation from the 2016 Legislature.

The House Finance Committee has been reviewing the general funds the Legislature appropriated to WDC in the amount of \$450,000. They expressed concerns that WDC has not expended the funds which ends June 30, 2018. However, Representative Mark Nakashima has been a champion of workforce and has explained to the Finance Committee leadership that the WDC's Board is participating in how the funds will be utilized and there is a plan to use the funds. They are cautiously satisfied for now but it's up to WDC to ensure the funds are spent in the next four months. The committees must plan to expend funds and at the very least, encumber the funds so it does not lapse by June 30, 2018.

B. The Governor has appointed the following new members to the WDC: Michael Kamiya of Kamiya Gold (papayas), Jason Ito of Kyo-Ya, and Yvette Gibson of Hawaii Pacific Health. They will go before the Senate Committee on Labor chaired by Senator Jill Tokuda on March 13, 2018 for their confirmation hearing.

C. Deputy Attorney General Adam Rosenberg advised Vice Chair Hayashi that the time limits on the agenda must be adhered to so if a member of the public is interested in a portion of the meeting will know when the item will be discussed per the agenda. Vice Chair asked Deputy Attorney General Rosenberg if the times can be removed from the agenda. He was advised that members can vote to amend the agenda and remove the time constraints.

A motion to amend the agenda to add an Executive Session to speak with Deputy Attorney General regarding powers, duties, privileges, immunities and liabilities was made by Rick Richardson. The motion was seconded by Shannon Okinaka. The motion was approved with 5 ayes, no abstentions, and none voting no. (5 voting members were present.)

At 1:11 p.m., a motion to enter into Executive Session was made by Shannon Okinaka. The motion was seconded by Rick Richardson. The motion was approved with 5 ayes, no abstentions, and none voting no. (5 voting members were present.)

At 1:14 p.m., a motion to end Executive Session was made by Sean Knox. The motion was seconded by Shannon Okinaka. The motion was approved with 5 ayes, no abstentions, and none voting no. (5 voting members were present.)

A motion to remove the time limits stated on the agenda of the March 2, 2018 meeting of the Executive Committee was made by Sean Knox. The motion was seconded by Shannon Okinaka. The motion was approved with 5 ayes, no abstentions, and none voting no. (5 voting members were present.)

III. Approval of Minutes

A. A motion was made by Shannon Okinaka to approve the minutes of the meeting held on February 8, 2018. The motion was seconded by Sean Knox. The motion was approved with 5 ayes, no abstentions, and none voting no. (5 voting members were present.)

IV. Review and discussion on the modifications to the Workforce Innovation and Opportunity Act (WIOA) Hawaii Unified State Plan for 2018-2019 for recommendation to the Workforce Development Council.

On the January 24, 2018, the US Department of Labor requested modifications to the Hawaii Unified State Plan with a short turnaround time that included a public comment period. WDC met with the core and mandatory partners on January 31, 2018 and they agreed to a timeline which allowed them until February 21 to submit modifications to WDC. It went out for public comment from February 22 – 28, 2018. All of the WDC board members, local boards, service providers, and stakeholders had an opportunity to review and submit comments. There were very few comments submitted.

Jeanne Ohta, WDC Special Projects Specialist coordinated the modifications to the state plan. Ohta summarized the modifications to the affected sections. The following areas of the state plan have been modified:

- Strategic Elements of the economic overview: DLIR's Research and Statistics division submitted completely updated data.
- Removed industry skills panels that the old WDC did and replaced with new information on the current sector partnerships convenings on each island. Added new section to explain statewide sector partners.
- Statewide performance measures will be updated after the WDC completes performance negotiations with the USDOL on May 22, 2018. WDC will update the state plan at that time with the agreed upon performance measures.
- Added that the WDC Board approved the statewide career pathways model.
- Included new information from Department of Human Services' TANF division as a mandatory partner.
- Updated appropriate sections that WDC received federal grant funds to develop and implement the Single Sign-On Registration System that will be the front-end common registration for participants that will notify core partners and the American Job Centers.
- Changed the top 50 employers in Hawaii list which is from the number of postings in HireNet.
- Updated the WDC board roster, new board committees, list of policies and procedures (WIOA Bulletins), and included board Strategic Plan 2020.

- Modifications from the core partners were included, as received.

A motion to recommend approval of the modifications to the WDC Board at the March 8, 2018 meeting was made by Rick Richardson. The motion was seconded by Shannon Okinaka. The motion was approved with 5 ayes, no abstentions, and none voting no. (5 voting members were present.)

1:45 p.m. Board member Glen Kaneshige arrived, making the count to 6 voting members.

V. Discussion to create a Permitted Interaction Group to research and develop a statewide layoff aversion business plan.

At the last Executive Committee meeting on February 8, 2018, there was a robust discussion on rapid response and layoff aversion. It was decided to separate rapid response services from layoff aversion. It was recommended that funds be allocated in the following manner:

- \$25,000 to Oahu Workforce Development Board for rapid response services only on Oahu, the City and County of Honolulu.
- \$25,000 to Hawaii County Workforce Development board for rapid response services only on Hawaii island.
- \$50,000 to Workforce Development Division to continue rapid response services only on Kauai and Maui counties.

The Executive Committee members would address layoff aversion separately to allow for a deeper discussion and understanding. The intent of Chair Wilkins was to form a Permitted Interaction Group consisting of the members of the Executive Committee and a Board representative from Kauai and Hawaii counties. Per Deputy Attorney General Rosenberg, if the Permitted Interaction Group is created at the Executive Committee level, it would only allow for 3 members to participate whereas if it is discussed at the WDC Board meeting, up to 15 members can participate.

Deputy Attorney General Rosenberg explained the process of the Permitted Interaction Group under the open meeting law:

For a board to take action on a matter investigated by a Permitted Interaction Group, 3 meetings must occur.

- First is at a full board meeting, create the Permitted Interaction Group and determine the scope of the investigation and identify members of the group. Target this to take place at the WDC Board meeting on March 8, 2018.

- Second meeting of the full board, will be to present findings and recommendations. BUT the board cannot discuss or act on the report at this meeting. Target date is WDC Board meeting on June 14, 2018.
- Third meeting of the full board is when there will be discussion, deliberation, or make any decisions regarding the Permitted Interaction Group's report. Target date is WDC Board meeting on September 13, 2018.

The Permitted Interaction Group can meet in between each full board meeting.

VI. Board Committee Updates from Meetings between February and June 2018

A. Data Management & Technology

Committee Chair Scott Murakami was not present. No report.

B. Employer Engagement

Committee Chair Glen Kaneshige reported 2 sub-committees have been formed to focus on the scope of work and qualifications necessary to contract separate consultants to provide facilitation and outreach/branding services for the workforce system in Hawaii.

A motion by Glen Kaneshige to expend the committee's budget of \$100,000 by allocating \$25,000 for a facilitator to meet with partners and stakeholders to develop a business services framework plan for core partners, and \$65,000 for a consultant to outreach to employers and develop a brand identity for the State's workforce delivery system, and \$10,000 for contingency use to be expended by June 30, 2018. The motion was seconded by Ian Kitajima. The motion was approved with 6 ayes, no abstentions, and none voting no. (6 voting members were present.)

C. Finance

Committee Chair Shannon Okinaka deferred the financial report as it is the same as the one reported at the Executive Committee meeting held on February 8, 2018.

D. Military & Veterans Affairs

Committee Chair Edward Richardson had no updated report.

E. Performance Measures & Accountability

Committee Vice Chair Marian Tsuji was not present. No report. The Committee has not met since the Committee Chair is vacant.

F. Sector Strategies & Career Pathways

Committee Vice Chair Sean Knox had no updated report.

G. Youth Services

Committee Chair Ian Kitajima had no updated report.

VIII. Next Meeting

A. Thursday, June 7, 2018

IX. Adjournment

Vice Chair Hayashi adjourned the meeting at 2:07 p.m.