

**DAVID Y. IGE**  
GOVERNOR

**DOUGLAS S. CHIN**  
LIEUTENANT GOVERNOR



**LESLIE WILKINS**  
CHAIRPERSON

**ALLICYN C.H. TASAKA**  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
**WORKFORCE DEVELOPMENT COUNCIL**  
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

**Workforce Development Council's Executive Committee**  
**Thursday, August 30, 2018**  
**1:00 p.m. – 3:30 p.m.**  
**Princess Ruth Keelikolani Building**  
**830 Punchbowl Street, Conference Room 416**  
**Honolulu, Hawaii 96813**

**MINUTES**

**Members Present:**

Leslie Wilkins, Chair, Workforce Development Council (WDC) Board  
Alan Hayashi, Vice Chair, WDC Board & Interim Chair, Military & Veterans Affairs Committee  
Scott Murakami, Chair, Data Management and Technology Committee  
Glen Kaneshige, Chair, Employer Engagement Committee  
Sean Knox, Chair, Performance Measures and Accountability Committee  
Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee

**Members Absent:**

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

**Guest:**

Doris Dvonch, Deputy Attorney General  
Brandon Kim, IT Specialist, Electronic Data Processing Services Office

**Staff:**

Kayla Rosenfeld, WIOA Specialist & Statewide Rapid Response Coordinator  
Wayne Liou, Employment Analyst  
Jeanne Ohta, Special Projects Specialist  
Allicyn Tasaka, Executive Director

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 1:15 p.m. with quorum of six (6) members present.

II. Chair's Report and Updates

A. Governor David Ige appointed the following to the WDC Board and they must go through the confirmation process in the Senate next legislative session:

1. Brian Lee, Director, Laborers-Employers Cooperation & Education Trust Fund;
2. Karen Wong, Vice President for Workforce Development, Lanakila Pacific; and
3. Winona Whitman, Alu Like, has been reappointed.

B. Updated representation on WDC Board:

1. Maureen Bates, Administrator of Division of Vocational Rehabilitation, Department of Human Services (DHS);
2. Catherine Scardino, Program Manager for Temporary Assistance for Needy Families (TANF), DHS; and
3. Dwight Takamine submitted his resignation as he has retired from ILWU.

C. Staffing Update:

Elaine "Jiji" Masangkay, Program Budget Analyst has resigned to take a job in the private sectors. She will be the Assistant Comptroller at Hawaii Pacific University. WDC is working with Human Resources on recruitment efforts.

Michelle Miyashiro started as Office Manager on August 1, 2018. She replaces Jan Kusakabe.

D. The week of July 23, 2018, Federal representatives conducted on-site fiscal monitoring of WDC that included visits to Maui and Kauai Workforce Development Boards (WDBs) and the American Job Centers (AJCs). They have 45 days to submit a report of findings to WDC. They were here primarily to conduct on-site program and fiscal monitoring of Workforce Development Division (WDD) and their federal grants that include Wagner-Peyser for WIOA.

E. The week of June 18, 2018, WDC conducted on-site program and fiscal monitoring of Oahu and Maui WDBs. Findings reports were sent to the WDBs and they have until August 31, 2018 to respond. WDC will schedule on-site monitoring for Kauai and Hawaii WDBs by November.

- F. The WDBs have the following deadlines to submit:
1. Program Year (PY) 2018 Annual Budget Plan was due August 15, 2018. Only Oahu WDB has submitted the plan on time. WDC gave Hawaii County a waiver due to pending disasters. No response from Maui and Kauai WDBs.
  2. WDB negotiated performance measures are due September 30, 2018.
  3. Modified WDB plans are due October 15, 2018.
- G. Update of WDC assistance with disaster recovery efforts on Kauai, Oahu and Hawaii County by Kayla Rosenfeld, WIOA Specialist and Statewide Rapid Response Coordinator

Kayla Rosenfeld reported that WDC is administering two emergency disaster grants – one on Kauai and the other on Hawaii Island. Oahu declined disaster funding so Kauai will be able to utilize the funds. Rosenfeld is in the process of creating infrastructure on each island so eligible dislocated workers can be offered salaries and benefits on a temporary basis with businesses of record.

Rosenfeld has been actively communicating with community and county leaders to identify eligible dislocated workers and businesses of record, but it has been slow-going. She has made headway on Hawaii Island and will be meeting with Diane Ley, Director of the Hawaii County Research and Development next week to present information to a network of business and government leaders that Ley has graciously agreed to coordinate. Chair Wilkins suggested Rosenfeld reach out to Jacqui Hoover, Director of the Hawaii County Economic Development Board, to inform her of the status on Hawaii Island and perhaps she can help with the process.

WDC issued two Request for Proposals (RFPs) for staffing agencies and the deadline for submissions is September 4, 2018 for Kauai and September 5, 2018 for Hawaii Island. Staffing agencies will work with the American Job Centers (AJCs) to identify those who are eligible and connect them with businesses.

For damage caused by Hurricane Lane, WDC is monitoring and submission of another disaster grant is pending since the disaster declaration signed by President Trump is only for life sustaining disasters and WDC is not able to apply for disaster assistance grant with this declaration.

At the request of Marian Esver, Federal Project Officer, WDC is submitting situational reports daily to the US DOL.

Note: Sean Knox disclosed that his company, Hawaii Employment Services, will be submitting

grant proposals for the staffing agency RFPs to help with the employment services (benefits, payroll, etc.) for Kauai and Hawaii counties as part of the recovery efforts. He has removed himself from any of the proposal submittals and will not be involved at any level with the projects, if awarded.

H. Brief overview of National Governor's Association State Collaborative Consortium with on-demand economy by Wayne Liou, Employment Analyst and Economist

Wayne Liou explained that the National Governor's Association (NGA) has initiated a pilot program of select states to work together and share information on the on-demand (gig economy) workforce. This is the first time that NGA has issued this type of grant - it's state led, brings states together to share ideas, research and develop policies for Hawaii and on a national level. On demand workers – irregular scheduled workers are falling through the cracks of employment. There is little data in this area. The project is divided into two phases: (1) research for data and finding out about these types of workers; and (2) policy - what kind of policies can be developed to help on demand workers. Hawaii was one of seven states selected to participate along with Connecticut, Pennsylvania, Maryland, New Jersey, Alaska and Colorado. WDC will partner with Department of Labor's Research & Statistics Division; Department of Business, Economic Development, and Tourism; University of Hawaii Community Colleges; and P-20/DXP's longitudinal project. WDC plans to increase partners as needed. There will be a kick off meeting with all of the states on September 27 – 28, 2018 in Denver, Colorado. Hawaii will be represented by Jean Osumi, P-20/DXP, Allicyn Tasaka and Liou from WDC.

III. Approval of Minutes

- A. A motion was made by Sunshine Topping to approve the minutes of the meeting held on June 7, 2018. The motion was seconded by Sean Knox. The motion was approved with 6 ayes, no abstentions, and none voting no. (6 voting members were present.)

IV. Executive Session – Discussion of a personnel matter regarding annual evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2)

At 1:55 p.m. Chair Wilkins entered into executive session to discuss personnel matters regarding the annual evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2). All staff present were asked to leave the room.

Chair Wilkins reconvened the Executive Committee at 2:55 p.m.

V. Demonstration of the Single Sign-On Registration System by Scott Murakami, Director of Workforce Development, University of Hawaii Community Colleges

Scott Murakami with the assistance of Brandon Kim of the Department of Labor's Electronic Data Processing Services Office (EDPSO), demonstrated to members a prototype of the single

sign-on registration system in development for the use by the public and staff at the American Job Centers (AJCs) to use. The system changes the dynamics of how we interact with clients. The electronic referral process asks questions on the application forms that apply to adults, dislocated workers, youth, adult education and vocational rehabilitation. Based on the responses to the questions, the application will automatically be emailed to the appropriate agency contacts for follow up and includes multiple opportunities with more than one agency to respond. EDPSO has been contracted as the project management team and have contracted a web developer to enhance the appearance and access the data. The second phase of the project is to start collecting personal information needed to send to departments to collect data. The goal is to have the single sign-on registration system to be ready for public use by the end of the year so training with core partners can be conducted starting 2019.

## VI. Update Reports from Board Committees

### A. Data Management and Technology

Murakami reported that the committee will begin to address and recommend on-demand occupations with the intent to share with the counties.

### B. Employer Engagement

Chair Glen Kaneshige reported the committee issued two Request for Proposals and through the procurement process selected Dr. Kim Payton dba Turning Point to facilitate and draft the statewide business services framework plan, and selected Olomana Loomis for services related to creating an outreach plan for businesses/employers and rebranding/marketing of WDC and the state's workforce system. Dr. Payton and Olomana Loomis attended the meeting held on August 22, 2018 and provided members with an overview and update on the status of the projects. The next meeting will be determined by Doodle Poll.

### C. Finance

Chair Shannon Okinaka was out of town and gave permission to have Jeanne Ohta, Special Projects Specialist, to provide the finance report. A written report was included as handouts in the folder. The Finance Committee Chair in her written report recommended to the Executive Committee for recommendation to the WDC board, to provide WDC with sufficient time to plan out programs funded by local area monies returned to the State, recommend reclaiming certain Program Year 2017 funds (as 80% were not expended in the first year) note these are in addition to the Program Year 12016 unexpended/unencumbered funds. Returned funds to the WDC must be used for statewide activities.

### D. Military & Veterans Affairs

Interim Chair Alan Hayashi the committee met on July 18, 2018. Mary Perreira, Director of EEO/AA at the University of Hawaii Community College was the guest speaker and provided an overview focused on how the system can leverage its federal contractor status to boost affirmative action efforts to reach out, recruit, and hire military veterans. Wayne Yoshioka, a reporter with Hawaii Public Radio (HPR) sat in the meeting and the result was an on-air story on

how the WDC is working to improve employment opportunities for transitioning military members and spouses. The written version of the article with photos is on the HPR webpage and included as a handout in the folder. The next meeting is scheduled for September 19, 2018.

E. Performance Measures & Accountability

Chair Sean Knox reported holding the first meeting as Chair on August 21, 2018, which consisted of getting educated and updated on the data available for each Workforce Development Board and the performance of the American Job Centers. There were concerns expressed with the low participation rates compared to the cost expended for services. Additionally, the committee members reviewed the evaluation tool and process for the Executive Director's annual evaluation. The next meeting is scheduled for November 13, 2018.

F. Sector Strategies & Career Pathways

Chair Sunshine Topping reported that due to Hurricane Lane, the scheduled committee meeting was cancelled. The meeting has been rescheduled for October 3, 2018.

G. Youth Services

No report. Chair Ian Kitajima was not present.

VII. The next meeting will be scheduled at the call of the Chair.

VIII. Chair Wilkins adjourned the meeting at 3:25 p.m.