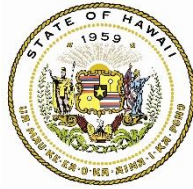


DAVID Y. IGE  
GOVERNOR

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/>

**Hawaii Workforce Development Council  
Workforce Innovation and Opportunity Act Core and Mandatory Partners Meeting  
Wednesday, January 31, 2018  
1:30 p.m. - 3:30 p.m.  
Princess Ruth Keelikolani Building, Room 310  
830 Punchbowl Street, Room 310, Honolulu, Hawaii 96813**

### **MINUTES**

#### **CORE PARTNERS' ATTENDEES:**

Debbie Miyao, Department of Education, Adult Education  
Lester Tanji, Department of Education, Adult Education  
Gordon Lum, Department of Education, Adult Education  
Raden Nagamine, Department of Education, Adult Education  
Susan Foard, Department of Human Services, Vocational Rehabilitation  
Elaine Young, Department of Labor & Industrial Relations Wagner-Peyser  
Carol Kanayama, Department of Labor & Industrial Relations, Wagner-Peyser

#### **MANDATORY PARTNERS' ATTENDEES:**

Anne Perreira-Eustaquio, Department of Labor & Industrial Relations, Unemployment Insurance  
Ann Greenlee, USDOL, Veterans Employment and Training Service  
Lois Hamaguchi, University of Hawaii, Career and Technical Education  
Winona Whitman, Alu Like

#### **STATE WORKFORCE DEVELOPMENT COUNCIL ATTENDEES:**

Scott Murakami, Board Member, Workforce Development Council

#### **GUESTS**

Phyllis Dayao, Department of Labor & Industrial Relations, Research and Statistics  
Melonie Ogata, Department of Labor & Industrial Relations, Research and Statistics  
Jeri Arucan, Department of Labor & Industrial Relations, Research and Statistics

#### **STAFF**

Allicyn Tasaka, Executive Director, Workforce Development Council  
Jeanne Ohta, Workforce Development  
Jayson Muraki, Workforce Development  
Doreen Miyaki, Workforce Development Council

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

The meeting was called to order at 1:35 p.m. by Executive Director Allicyn Tasaka.

II. **Approval of Minutes**

Elaine Young requested a correction to the minutes under item IV, in the last paragraph, second to the last line, the word “contact” should be read as “contract.”

A motion to approve the September 27, 2017 minutes as amended was made by Elaine Young. Susan Foard seconded the motion. The motion to approve the minutes as amended was approved unanimously.

III. **Update on the development of a single sign-on registration for the State’s participant management information system** ..... *Scott Murakami, Chair, Data Management & Technology Committee*

Scott Murakami reported that he is working with the Workforce Development Council (WDC) staff and Department of Labor & Industrial Relations EDPSO (technical support division) in completing the required information for the single sign-on project as requested by the State Office of Enterprise Technology Services (ETS) staff. Scott mentioned that they are planning to meet with the ETS staff in February to discuss the specifics of what WDC is envisioning for partners to have a common sign on system. From this meeting, a more established timeline can be set, since at this time it is unknown whether procurement will be needed or if the State’s current platform called Salesforce, an in-house solution can be used to complete the project. Scott asked the core partners present at the meeting to please update their respective department’s CIO on this project so they will be able to provide information that will be needed to incorporate the needs of core partners, and to make sure they are informed on the progress being made with the project.

Allicyn Tasaka added that the grant received for this project expires in September 2018 so Jayson Muraki is working on submitting a request with the U.S. Department of Labor (USDOL) for an extension. Elaine asked the length of the grant extension request. Scott responded by stating the length of the extension request is for one year.

IV. **Discussion and timeline to complete core partners’ modifications to the Workforce Innovation and Opportunity Act (WIOA) Hawaii Unified State Plan due March 15, 2018.**

Allicyn announced that recently issued Training Employment Guidance Letter (TEGL) No. 6-17 requires modifications and/or updates to the Hawaii Unified State Plan by March 15, 2018, which includes a one-week public comment period. Allicyn stated that each partner is responsible for reviewing and updating their section of the plan. The timeline for updating the Hawaii Unified State Plan was discussed and agreed upon by the partners present at the meeting as follows:

February 1 – February 21, 2018 Required agencies work to modify respective plans.  
February 22 – February 28, 2018 Public comment period.  
March 1 – March 5, 2018 Agency responses to public comments.  
March 1 – March 7, 2018 Executive Committee to review modified Unified State Plan.  
March 8, 2018 WDC Board to review modifications to the Unified State Plan.  
March 15, 2018 WDC submits modified Unified State Plan to USDOL portal.

Jeanne Ohta and Allicyn reviewed the sections of the plan where each of the partners needed to update. In addition, since some of the activities covered in the plan overlap, the partners agreed to meet and discuss the revisions with one another.

Jeanne reminded the partners that the USDOL portal only accepts rich text. As a result, graphs and photographs are not accepted. However, simple tables are allowed but every cell within the table needs to be filled.

V. **Next Meetings for 2018**

A. March 28, May 30, July 25, September 26, November 28

VI. **Adjournment**

Allicyn Tasaka adjourned the meeting at 2:54 p.m.