



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 INNOVATION AND OPPORTUNITY ACT
CORE AND MANDATORY PARTNERS MEETING**

Wednesday, September 27, 2017

1:30 P.M. – 3:30 P.M.

Princess Ruth Keelikalani Building
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
Kevin Ginoza, Department of Education, Adult Education
Susan Foard, Department of Human Services, Division of Vocational Rehabilitation
Elaine Young, Department of Labor & Industrial Relations, Wagner-Peyser

MANDATORY PARTNERS' ATTENDEES:

Artie Barba, Department of Labor and Industrial Relations, Unemployment Insurance
Lois Hamaguchi, University of Hawaii, Career and Technical Education
Catherine Scardino, Department of Human Services, Temporary Assistance for Needy Families

WORKFORCE DEVELOPMENT COUNCIL MEMBER ATTENDEES:

Scott Murakami, Board Member, Workforce Development Council
Sheryl Nojima, Board Member, Workforce Development Council

GUESTS:

Todd Ikenaga, P-20 Partnerships for Education
Bennett Yap, Department of Labor and Industrial Relations, EDPSO

STAFF:

Allicyn Tasaka, Workforce Development Council
Kim Saito, Workforce Development Council
Doreen Miyaki, Workforce Development Council
Jayson Muraki, Workforce Development Council

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

The meeting was called to order at 1:33pm by Executive Director Allicyn Tasaka.

II. **Approval of Minutes**

A. August 23, 2017 Minutes

A motion to approve the August 23, 2017 minutes was made by Debbie Miyao. Elaine Young seconded the motion. The motion to approve the minutes was approved unanimously.

III. **Report 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, Data Management & Technology Chair, gave a presentation to update the Core and Mandatory partners on the Single Sign-On project with relation to the Re-Employment System Integration Grant. Based off the feedback and discussion with the Core partners, Scott reviewed the past activities related to the grant to show the progress that has been made. The vision for the Single Sign-On project is for all Hawaii’s residents seeking support from our public workforce system that makes navigating the services easy and effective.

Scott provided a general overview on how the system would work. An individual applying for services would be taken to the Title Selection page, where the individual will need to select which type of services they will need. From there, the individual will need to provide specific personal information or common elements that all Titles require. The purpose of the Common Elements page is to collect common data elements and allow the Workforce Development Council (WDC) and other WIOA coordinating agencies to report on the data elements. The common elements will allow for the determination of the collective impact the system is making through participation for all WIOA Titles in the State.

For individuals that do not know which Title or services they require, a set of questions needs to be developed for each Title to determine the right outcome. From this point, the responder to the RFP will propose a technological solution that will refer the user into the correct existing client management system. Based off which Title the system refers the individual to, that client management system will receive the common data elements for the individual. Furthermore, Scott went into detail about the unique data elements for each Title.

Scott discussed that in the future, online surveys and other types of online feedback will need to be developed to determine the quality of service individuals are receiving from the system.

The next steps for the Single Sign-On project will be to develop a project timeline

for the Re-Employment System Integration Grant and to present the project to the various County local boards.

IV. Round Robin: Reports by core and mandatory partners on their progress with Memorandum of Understanding, Infrastructure Costs, participation in the American Job Center, delivery of services to clients, and other pertinent information.

Susan Foard, Division of Vocational Rehabilitation, announced that their division is in transition, since their current administrator Albert Perez is retiring. In addition, DVR will be going into an active order of selection and has lost \$1.4 million in funding; however, staff morale has been increasing.

Debbie Miyao, Adult Education, indicated that they completed the RFP process during the ending of July and thanked everyone involved. Debbie noted besides the Community School for Adults, they received no other applications. Debbie and John Vannatta recently met with the new Department of Education Superintendent Christina Kishimoto and stated that she is supportive of the Adult Education program and is interested in learning more about the Workforce Innovation and Opportunity Act (WIOA).

Elaine Young for Wagner-Peyser (WP) said that they received a Memorandum of Understanding (MOU) from Hawaii County Workforce Development Board (WDB) which essentially states that WP would collaborate with WDB at the American Job Center (AJC). The MOU is pending review. The MOU did not address the infrastructure costs which will most likely be a separate agreement. Elaine expressed concerns about not knowing costs, who the One Stop Operators will be on the Neighbor Island AJCs and where the AJCs will be located. Transferring civil service positions will include coordination with the unions and the uncertainty has caused low morale among her employees. Although this transition is making it a difficult time, they are continuing to provide WP, adult and dislocated worker services as directed by DLIR Director Linda Chu Takayama, because she does not want any interruption in services. Hawaii County WDB has extended their contact for adult and dislocated worker services to November 30, 2017. Hawaii County – extended to November 30 for Adult and DW.

V. Discussion on Future Meetings

A. Topics, issues, format

B. New meeting schedule

The topic of meeting frequency was discussed with suggestions ranging from meeting quarterly to every other month. Elaine suggested meeting every other month; however, if there were no topics or issues, the meeting would be cancelled. It was agreed upon meeting every other month and the next scheduled meeting will be on November 29, 2017. It was encouraged that the Core Partners meet on their own to discuss current issues.

VI. Adjournment

Allicyn Tasaka adjourned the meeting at 2:55 p.m.