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**WORKFORCE DEVELOPMENT COUNCIL'S EMPLOYER ENGAGEMENT
COMMITTEE MEETING**

April 5, 2018

10:00 a.m. – 12:00 p.m.

**Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 310
Honolulu, Hawaii 96813**

MINUTES

ATTENDEES

Glenn Kaneshige, Nordic PCL Construction, Inc., Committee Co-Chair
Brian Tatsumura, Briant 808 LLC, WDC Board
Neil Gytoku, Hawaii County Mayor's Representative, WDC Board
Lois Hamaguchi, UH Office of Career and Technical Education
Paul Marx, Affordable Housing and Economic Development Foundation
Judy Bishop, Bishop & Co.
Jason Chang, Queen's Medical Center, Oahu WDB Chair
Deborah Leong-Yep, Hawaii News Now
Cheryl Cross, Booz Allen Hamilton
Derek Kanehira, Hawaii Employers Council
Alan Hayashi, Consult 808, WDC Vice Chair
Susan Foard, Department of Human Services, Vocational Rehabilitation, WDC Board

WDC STAFF

Jeanne Ohta, Special Projects Specialist

I. Call to Order

Committee Co-Chair Glen Kaneshige called the meeting to order at 10:15 a.m.

II. Approval of Minutes – March 1, 2018

- A. Co-Chair Kaneshige asked members to review the minutes of the meeting held on March 1, 2018, but not to approve them. Agenda came out late, so per the Sunshine Law, no decision making will be done at this meeting. Purpose of this (April 5)

meeting is for members to report what's happening in open discussion. Minutes can be reviewed for action at the next meeting scheduled on June 6, 2018.

III. Reports from Sub-Committees

A. Business Services Framework Plan Sub-Committee

Chair Cheryl Cross; Members Dagdag Faustino, Derek Kanehira, Deborah Leong-Yep, Jason Ito

Sub-Committee Chair Cheryl Cross reported the team hit lots of high notes. She shared a draft of the Request for Quote (RFQ) that was reviewed by the team members on April 4, 2018. She encouraged all members of the Employer Engagement committee to provide comments.

Deborah Leong-Yep provided a tentative timeline to meet the deadline of June 30, 2018.

April 9: Start process on RFQ for approval process

April 9 – 14: Circulate RFQ to colleagues and those who may be interested in facilitation.

April 16-30: Review quotes/proposals; Identify committee to review submitted quotes.

May 1-15: Finalize the selection committee; Go through selection process; Goal is to have everything done by Memorial Day

May 1 – June 1: Timeline provides a buffer as June is tough month to gather people.

June 1: Select final quote to encumber funds.

There was robust discussion about the use of \$25,000 budget for development of business services framework plan. Cross wants to know if the funds can be 100% allocated to vendor services or if they can use the additional \$10,000 in the proposed committee budget for travel expenses that will be incurred (this is not included in the \$25,000 RFQ). Co-Chair Kaneshige responded that there should not be a problem, but be mindful of issues of how the monies are spent.

Co-Chair Kaneshige mentioned Allicyn Tasaka cautioned against the use of web-based recruitment for a facilitator (Craig's List Monster, Indeed) as you get responses from around the world and some are scams. Tasaka also said she would not recommend using state funds to pay for travel for a facilitator from outside the US. Cross clarified that her goal is to hire in-state first, then in-country. Ohta reminded group that the \$10,000 will lapse if it's not encumbered by June 30, 2018.

Co-Chair Kaneshige and Cross suggested changing the scope of work to include budgeted timeline after the first deliverables, to include specific amount of travel.

Cross asked how funds can be allocated to: (1) employer engagement and (2) expand awareness of WDC. One way to do this is through HR postings. A good start was including a WDC description in the RFQ and being creative about expanding awareness of WDC.

Neil Gyotoku asked about scope of service. What is the purpose of stakeholder groups if

all decisions are made in Honolulu? Suggested that facilitator's contract language include specific activities, like visiting the American Job Centers (AJC). Cross said one role of the facilitator is to "herd cats."

Ohta said a facilitator could operate out of an AJC, but most AJCs are not big enough to support a stakeholder meeting. Ohta further suggested there is a misunderstanding about decision makers versus people actually doing the work (frontline). While the local boards have core partners who are decision makers on Oahu, each board has division managers, office managers, and staff in the local areas doing the work. That's who we want to engage. People from non-profits, partner agencies, WDB members, and AJC partners. We want their input; they are not making decisions. Cross says we can still include the travel language in the scope of service so the contractor is aware there will be some neighbor island travel – a minimum of five public meetings.

Judy Bishop asked, if the consultant is to be hired around May 15, what is the projected time frame for project completion. Cross responded that the project should be completed by December 31, 2018.

To meet the Executive Committee meeting date of June 7, 2018, deadline, Committee members discussed next steps and internal meeting schedules. Co-Chair Kaneshige will have a Doodle poll sent out to schedule meeting(s).

B. Statewide Outreach to Businesses and Employer Sub-Committee
Chair Paul Marx; Members Judy Bishop, Jason Chang, Lois Hamaguchi

Committee Chair Paul Marx was not able to attend the meeting or submit a report.

Committee members reported researching local companies to make them aware of the Request for Proposal (RFP) when it is issued. Some suggested companies included Pineapple Tweed, Hastings and Pleadwell, Becker Communications, Anthology Marketing, Bennet Group, Communications Pacific, and Stryker-Winer-Yokota.

Allicyn had earlier informed the sub-committee to not spend too much time trying to change HireNet as part of the RFP, but instead focus on qualifications, scope of services and the timeline for RFP.

At the last meeting, the committee said they wanted to increase the number of employers who use HireNet, but there's still a reputation for it being an unfriendly system. Is there a separate committee to deal with HireNet? This can be addressed by the Data Management and Technology Committee. Ohta emphasized that HireNet's perceived negative reputation is inaccurate and primarily promoted by three businesses over the past three years. They do not represent all businesses. In fact, Ohta received a call from an employer who said the HireNet system was easy to use, and effective. To her knowledge, there has not been a scientific survey on this.

The next step for the sub-committee is finalizing the RFP, scope of services, and timeline.

Co-Chair Kaneshige said they are struggling with “what are the workforce services that are available and employers don’t know about?” Ohta provided list.

Bishop asked if sub-committees 1 & 2 can hire the same PR firm? Group discussed the value of such a decision and combined budgets. Ohta reminded the group that facilitators don’t need an RFP; the consultant requires an RFP. One RFP is up to the committee of the whole.

The RFP can include a responsibility to conduct a survey; can they subcontract? Yes, it’s up to the committee to determine how the responsibilities will be met and how it’s detailed in the RFP response.

Hayashi said, the purpose of this committee is to engage employers, and to hear their issues. It’s not the State’s job to tell employers what they need. The conversation is, “What can the State do to be more efficient and effective?” Don’t get hung up on HireNet issues; the system simply needs to rise to the capacity of the effective job boards.

Who is surveying the business community? Neither sub-committee is assigned to such outreach. It’s more of a business problem. The facilitator will focus on pulling out information from the partners, stakeholders and business community to develop a Business Services Framework Plan. “The Product” is securing a facilitator for statewide input on the Business Services Framework Plan for each core partner. Those partners are: DOE-Adult Education; Department of Human Services-Vocational Rehabilitation; DLIR-Wagner-Peyser; and WDC for adult, dislocated worker, and youth programs.

Neighbor island participants said they don’t feel they’re being heard. Is there customer assessment of workforce services in the business community? Is there a good return in value?

Bishop suggested her committee needs to add the business survey to its responsibility. Hayashi suggested that committee members attend the sector partnership meetings occurring statewide, which is where the employers can be accessed and voice their concerns, issues and what areas they would like assistance from stakeholders.

IV. Next Meeting

A Doodle Poll will be sent out to determine the next meeting date(s).

V. Adjournment

Co-Chair Kaneshige adjourned the meeting at 11:10 a.m.