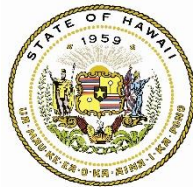


DOUGLAS S. CHIN
LIEUTENANT GOVERNOR



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
Thursday, February 8, 2018
2:00 p.m. – 4:00 p.m.
Princess Ruth Keelikalani, 830 Punchbowl Street, Room 416
Honolulu, Hawaii 96813

MINUTES

Members Present:

Leslie Wilkins, Chair Board
Alan Hayashi, Vice Chair
Scott Murakami, Chair, Data Management & Technology Committee
Glen Kaneshige, Co-Chair, Employer Engagement Committee
Shannon Okinaka, Chair, Finance Committee
Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee
Edward Richardson, Chair, Military & Veterans Affairs Committee

Members Absent:

Marian Tsuji, Vice Chair, Performance Measures & Accountability Committee
Ian Kitajima, Chair, Youth Services Committee

Guest:

Adam Rosenberg, Deputy Attorney General

Staff:

Allicyn Tasaka, Executive Director

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 2:01 p.m.

II. Chair's Report and Updates

Chair Wilkins reported the following updates:

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- The Governor has appointed Leonard Hoshijo as Director of Labor. He goes before the Senate Committee on Labor for confirmation on February 9, 2018.
- Good news. The Governor has appointed Jason Ito of Kyo-Ya, Michael Kamiya of Kamiya Gold (papayas) and Yvette Gibson of Hawaii Pacific Health to the WDC board. They will also go through the Senate confirmation process this legislative session.
- Kim Saito is now happily retired. Her last day was January 31, 2017. WDC has hired Kathy Miyahira as an Accountant IV and she will start on February 16, 2018. She will be transferring from the Department of Transportation and will be housed in the fiscal service division on the 3rd floor. Another position was filled on February 5, 2018 by Elaine “Jiji” Masangkay as a Program Budget Analyst on a temporary 89-day hire to do program and budget duties. This will help ease the load of primarily Jeanne Ohta who has taken on many of the responsibilities while Linda Sakamoto remains on extended leave. Jiji will be in the WDC office until May 5, 2018. It will be determined later if WDC will request another 89-day hire period.
- WDC staff conducted WDC/WIOA overview presentations to Oahu WDB and to House Finance Labor analysts. The Executive Director met with Rep. Mark Nakashima to update him on the meeting with the finance analysts and update him on projected expenditures of the general funds. He will keep an eye out for any adjustments to the general funds for WDC.
- The WDC response to federal monitor findings is still being worked on and awaiting additional documents from Kauai needed to finalize the report. WDC issued a “conditional approval of board certification” to Kauai WDB with directive to have an eligible board nominee to fill a vacancy in the workforce training area no later than August 31, 2018. The Federal Project Officer has been notified about the delay and they would like the final response by February 16, 2018.
- WDC staff will be going to Kauai to give a board orientation on March 29, 2018.
- For the WDC board meeting on March 8, 2018 we will have a presentation on Aloha United Way’s ALICE report by Norm Baker, Chief Operating Officer. ALICE stands for Asset Limited, Income Constrained, Employed. And, DOE-Adult Education will give an update on the Competency-Based program. That’s the program that John Vannatta reported his concerns at his last board meeting in December.

A. Status of Hawaii County, Kauai, Maui and Oahu Workforce Development Board’s status on One-Stop Operators, American Job Center sites, service providers, Memorandum of Understanding and infrastructure costs.

Hawaii County

The One-Stop Operator is Hawaii County's Office of Housing and they have moved into the new American Job Center (AJC) site in downtown Hilo. They are working out a contract for adult and dislocated worker services with Hilo Community College. In the interim, the One-Stop Operator is also the service provider. They are negotiating with WDD to get Wagner-Peyser staff into the AJC. The MOUs have not been signed by the core partners so infrastructure costs have not been determined.

Oahu

The Oahu WDB and One-Stop Operator have been meeting with WDD and they hope to have many of the Wagner-Peyser staff from the Waipahu office moved to Dillingham soon. WDD submitted amendments to the MOU relating to liability and Honolulu Corporation Counsel is reviewing the amendments. If agreed, Oahu would change all of the MOUs to reflect the amendments. They have another meeting planned next week with WDD to start discussing infrastructure costs.

Maui

Core partners are meeting regularly. The current location in Wailuku is an interim AJC with partners and an established network referral system. The Maui WDB is working with the county on finding a location. Under consideration is a site where a non-profit organization is giving up its lease and returning the property to the county.

Kauai

Mayor designated Office of Economic Development as the One-Stop Operator. Adult and dislocated worker services are uninterrupted as WDD remains on contract to deliver this service. They issued an RFP for youth services and will make a determination within 2 weeks. When they issued the RFI there were 4 organizations interested so it looks like they have a good pool to select from. The MOU and shared costs are pending. They are concentrating on responding to the federal findings and getting their board in order.

B. Information on new federal guidance to modify and update the Workforce Innovation and Opportunity Act (WIOA) Hawaii Unified State Plan due March 15, 2018.

On January 24, all states received a federal directive (Training and Employment Guidance Letter or TEGL is in your folder) requiring a 2-year modification to the WIOA Hawaii Unified State Plan for 2018 and 2019. The revisions are due by March 15, 2018. WDC met with core and mandatory partners on January 31, 2017 and agreed upon a timeline. The timeline allows the partners to update their areas by February 21, 2018. The plan must go out for public comment and it was decided 7 days would be sufficient from February 22 to 28, 2018. The partners wanted time to respond to public comments and their deadline is March 5, 2018. The modifications will be highlighted and sent to WDC board members, along with partners and stakeholders for public comment. The Executive Committee will have an opportunity to review and make a

recommendation to the WDC board meeting on March 8, 2018. To make that happen, committee members agreed to meet on Friday, March 2, 2018 at 1:00 p.m.

III. Approval of Minutes

A. A motion was made by Sunshine Topping to approve the minutes of the meeting held on December 7, 2017. The motion was seconded by Alan Hayashi. The motion was approved with 7 ayes, no abstentions, and none voting no. (7 voting members were present.)

B. Approval of Executive Session Minutes

A motion was made by Alan Hayashi to approve the minutes of the Executive Session meeting held on December 7, 2017. The motion was seconded by Sunshine Topping. The motion was approved with 7 ayes, no abstentions, and none voting no. (7 voting members were present.)

IV. Review and discussion on the status of statewide Rapid Response activities relating to memorandum of Agreement with Workforce Development Division and options for continued rapid response activities.

The Memorandum of Agreement (MOA) submitted to Workforce Development Division (WDD) on November 24, 2017. Response from WDD with amendments for consideration was received December 27, 2017. Part of the amendments stated they will not address layoff aversion activities. They will concentrate on rapid response, after the fact when notices of companies are closing or projecting a reduction in force. They have the capacity to do rapid response on Kauai and Maui, where they have offices and staff.

The Chair and Vice Chair presented a hybrid model for rapid response services with the long-term plan to build capacity so the local workforce development boards can eventually do their own rapid response activities in their community. The hybrid rapid response proposal would allow WDC to allocate funds to WDD for rapid response activities to Maui and Kauai counties, and to the Oahu Workforce Development Board for rapid response activities to Oahu and Hawaii counties along with statewide layoff aversion services to Oahu, Maui, Kauai and Hawaii counties.

A robust discussion among members to understand the rapid response activities and what layoff aversion entails. Members asked how and should layoff aversion activities to work with businesses can or should be done at the local AJCs. Members questioned the capacity of State agencies and local WDBs to setting up a system for mitigating reduction in force among companies. Members suggested it may be possible to separate rapid response activities from layoff aversion programs.

A motion was made by Scott Murakami to recommend to the WDC Board to decouple rapid response services from layoff aversion activities and allocate funds for only rapid response

services for Maui and Kauai counties to Workforce Development Division in the amount of \$50,000, Oahu Workforce Development Board in the amount of \$25,000, and Hawaii County Workforce Development Board in the amount of \$25,000. The motion was seconded by Sunshine Topping. The motion was approved with 7 ayes, no abstentions, and none voting no. (7 voting members were present.)

The Chair's intent is to establish a Permitted Interactive Group (PIG) for the purpose of researching and developing a statewide layoff aversion business plan for recommendation to the WDC Board.

V. Proposal for 2018 Career and Technical Education (CTE) Secondary Teachers Externship program for consideration and action as presented by Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee.

Committee Chair Sunshine Topping explained the Summer Business Externship for Educators:

- For CTE secondary teachers teaching grades 7 to 12;
- 25 selected teachers will get in-depth, real world business experience for a total of 30 to 80 hours between June to August;
- September to November the teachers update and implement lesson plans in the classroom
- February 2019 Teachers will participate and share their experiences at the 2019 Hawaii ACTE conference;
- Teachers will receive a stipend of \$1,500; and
- The program is presented by the Castle Foundation in partnership with HSTA, UH-CTE, DOE, Hawaii Children's Foundation and The Learning Coalition.

Request to WDC:

1. Provide 50% matching funds of \$18,750.
2. Invite WDC members to participate as business hosts and/or identify potential business hosts statewide.

Challenges:

State funding to pay teachers through HSTA's foundation is problematic.

WDC would have to research further options available to legally fund the program in the current form it is set up to receive funds.

Option to research: To request an exemption from the State Procurement Office.

A motion was made by Sunshine Topping for WDC to support as a partner with the Summer Business Externship for Educators program in the amount not to exceed \$18,750 by December 31, 2018, if a legal method of funding to the program can be determined. The motion was seconded by Alan Hayashi. The motion was approved with 7 ayes, no abstentions, and none voting no. (7 voting members were present.)

VI. Recommendation by Data Management & Technology committee to review State and County Labor Market Information projections to counties and Board as presented by Committee Chair Scott Murakami.

Committee Chair Scott Murakami shared copies of labor market projections for State and each county to be updated every 6 months and made available to the WDC members and counties as a resource. It will provide counties to identify what is going on in their labor market from a macro perspective. Scott met with the department's Research and Statistics divisions to make sure they were comfortable with the LMI projection reports. The reports will be distributed and Scott will cover the reports at the next WDC board meeting.

VII. Board Committee Updates from Meetings between December 2017 and February 2018

A. Data Management & Technology

Committee Chair Scott Murakami reported completion of the draft of an RFP for a single sign-on system to allow job seekers to enter information that will be routed to the appropriate core partner for follow up. In addition, a T-205 form outlining the common intake system was submitted to the department's technology division and will work with the State's Office of Enterprise Technology Services (ETS) to determine if a system can be developed within the State system platform called Sales Force.

B. Employer Engagement

Committee Chair Glen Kaneshige reported the committee members toured the Oahu AJC at Dillingham on January 18, 2018. They debriefed afterwards and decided to meet within 3 weeks to develop project priorities, timeline and budget.

C. Finance

Committee Chair Shannon Okinaka reviewed the budget as of November 30, 2018. She commented there are still unexpended funds in general funds and in the federal technology grant.

Shannon presented revisions to the general funds allocation to include \$50,000 to the Sector Strategies and Career Pathways committee, which will allow earlier discussed partnership and support of the secondary teachers' externship program. Amounts for statewide trainings and personnel services/fringe benefits were adjusted to retain the total amount of \$450,000.

A motion was made by Shannon Okinaka to revise the general funds budget to include \$50,000 to the Sector Strategies and Career Pathways committee and adjust allocations for statewide trainings and personnel services/fringe benefits to retain the total amount of \$450,000. The motion was seconded by Scott Murakami. The motion was approved with 7 ayes, no abstentions, and none voting no. (7 voting members were present.)

D. Military & Veterans Affairs

Committee Chair Edward Richardson reported that Ann Greenlee is now the Vice Chair of the

committee. The group is now researching issues to address accessibility and attainment of jobs for military transitioning into civilian life and staying in Hawaii. The areas include jobs in the fields of nursing, teaching, and EMT licensing, among others.

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 Chair Sunshine Topping shared good news that the US Department of Education is developing public materials for its website and Hawaii will be profiled to highlight the Hawaii Career Pathway model. UH CTE is reviewing the information for accuracy. It will be up on the federal website: CTE.ED.gov; See Learning Center.

G. Youth Services

Committee Chair Ian Kitajima was not present. No report.

VIII. Next Meetings

- A. Friday, March 2, 2018 at 1:00 p.m.
- B. Thursday, June 7, 2018 at 1:00 p.m.

IX. Announcements

Chair Wilkins announced the Hawaii's regional STEM conference will be held April 10 – 11, 2018 at the Hawaii Convention Center. They are expecting 1,200 students from across the state with 200 industry professionals and 150 teachers.

Scott Murakami announced that he was asked to do a presentation on the labor market reports and the single sign-on for Title II Adult Education group next week.

In addition, Scott asked how guidance can be offered to assist Division of Vocational Rehabilitation and the order of selection they are currently under resulting in a lack of funds to service the least non-significantly disabled. Chair Wilkins expressed that more discussion is necessary on this issue to determine what the committee would like to recommend to the WDC Board.

X. Adjournment

Chair Wilkins adjourned the meeting at 3:55 p.m.