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**STATE OF HAWAII**  
**WORKFORCE DEVELOPMENT COUNCIL**  
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**SECTOR STRATEGIES AND CAREER PATHWAYS COMMITTEE MEETING**  
**Friday, May 25, 2018**  
**9:00 A.M. – 10:00 A.M.**  
Princess Ruth Keelikolani Building  
830 Punchbowl Street, Conference Room 310  
Honolulu, Hawaii 96813

**MINUTES**

**ATTENDEES:**

Sunshine Topping, Committee Chair, Vice President of Human Resources, Hawaiian TelCom  
Sean Knox, Committee Vice Chair, President, Hawaii Employment Services  
Alicia Moy, President, Hawaii Gas Co.  
Bernadette Howard, CTE Director, University of Hawaii  
Dina Yoshimi, Hawaii Language Roadmap Initiative  
Jean Isip Schneider, Project Manager for Strada Grant, University of Hawaii  
Yvette Gibson, Human Resources Manager, Hawaii Pacific Health  
Alan Hayashi, Vice Chair, WDC

**STAFF:**

Allicyn Tasaka, Executive Director, Workforce Development Council  
Maria-Elena Diaz, Employment Analyst, Workforce Development Council

- I. Call to Order**.....*Committee Chair Sunshine Topping*  
The meeting was called to order at 9:07 a.m. by Chair Topping.
- II. Approval of Minutes**  
A. November 17, 2017 Minutes  
A motion to approve the November 17, 2017, minutes was made by Sean Knox.  
Bernadette Howard seconded the motion. The motion to approve the minutes was approved unanimously.

### **III. Recommendations for Approval**

Chair Topping indicated that committee budget is to support sector strategies and career pathways programs.

#### **A. 2018 Business Teacher Externship Program for \$18,750**

Alex Harris from Castle Foundation provided matching funds for the teacher externship program. WDC is also a partner and matched funds with Castle Foundation. Chair Topping said that one measure of success is that there were more businesses than teachers this year and that means we are getting employer engagement.

Executive Director Allicyn Tasaka thanked the committee for its approval to support this program. She also reported that the \$18,750 invoice for the externship program was received and encumbered. Bernadette Howard indicated that she could provide a list of businesses matched with teachers, and that most were in the health career pathway. She also said that about half of 25 of externships will go to neighbor island teachers. In addition, she shared that DOE will be providing professional development credit for externships in the future, in place of stipends. The goal is to move away from depending on external funds. In July 2018, Bernadette and team will meet with Deputy Superintendent to discuss expansion of externships. Funding is currently through secondary CTE programs, but compensation to teachers could also be offered in other ways. Last year's program went well, but they were better prepared for this year's externship.

#### **B. Hawaii Association for Career and Technical Education Conference, January 25, 2019, Hawaii Convention Center, \$15,000**

Vice Chair Sean Knox reported that the committee is looking to fund conference participation and a key note speaker. Allicyn stated that the conference is part culmination of the externship program, where teachers share their experiences. This makes the conference a good fit for support by the committee.

Bernadette shared that they expect a much larger group from last year and reported that the conference may be expanded to two days, to include additional programs. One day at the convention center would be for general population. She also shared that the Perkins funds will bring over participants from the neighbor islands, and pay for both DOE and community college participants. For the second day, other topics would be explored, like language roadmap and alignment issues (secondary to postsecondary), and potential for dual credit to accelerate student progress through the system. Allicyn mentioned the potential for a second national speaker, and Bernadette suggested maybe even a third, with an additional focus on non-traditional careers (that is, men or women choosing occupations dominated by members of the opposite genders). Chair Topping asked if Bernadette would be requesting additional funding if the conference expands to two days. Bernadette said, no, and that other groups would bring resources. They will work on bringing to the table special populations, and are starting with non-traditional careers. Potential national speakers would be in non-traditional careers, language roadmaps, or program alignment.

Bernadette hopes the committee will encourage other business people to attend and part of WDC funds will cover registration for those in workforce development.

WDC Vice Chair Alan Hayashi asked that organizers clarify which particular section(s) are for employers so that they can make arrangements in their busy schedules to attend; perhaps a half-day and a discounted registration.

Vice Chair Sean Knox moved to approve \$15,000 to support as a partner with Hawaii ACTE conference on January 25, 2019. Yvette Gibson seconded the motion. The motion was approved unanimous.

C. Other Possible Projects, not to exceed \$16,250

Chair Topping opened discussion on the availability of \$16,250 for the committee to expend. She asked if the funds are a must use immediately or lose the money, and if it would affect next year's grant amount. Allicyn reported that the remaining \$16,250 needs to be encumbered (contracted) by June 29, 2018, or be lost; whatever is encumbered needs to be spent by June 2019. She indicated that if any money is not spent, this should not affect next year's base funding level. WDC Vice Chair Alan Hayashi suggested that if there aren't any meaningful projects to fund, then money might be returned to general fund for other needs.

Chair Topping indicated that she would like to support the Chamber of Commerce's sector partnership activities, but hasn't been receiving any emails from them and didn't know what was going on with the group. She mentioned that the committee gave each county \$15,000 to support this effort. According to Jean Isip Schneider, the Chamber wanted to work with healthcare partnership on Oahu but couldn't make it work for now, and they wanted to work with Workforce Wellness Committee but hasn't made progress. But Jean assured the committee that the funds will be expended. Other partnerships are just getting off the ground. Allicyn reported that the county Workforce Development Boards on the neighbor islands are meeting and expending their funds.

Jean reported that there are currently nine sector partnerships across the state. They have been awarded money from Castle Foundation and are considering establishing a statewide council to provide guidance and strategy for sector partnerships. Existing partnerships support current industries. A council would help grow additional industries. On June 8, 2018, there will be a meeting of core leaders (UH President Lassner; Terry George, Castle Foundation; Rich Whacker, Art Ushijima, and Jim Lolly) to develop the executive council. Jean suggested that supporting this effort is one possibility for expending the balance of funds. She said that UH and the Chamber are partnering in this effort to develop an executive council.

Chair Topping expressed that this was a slightly different direction, and she would hate to see resources and time lost. She wasn't aware of the mechanism for letting people know money is available, but hoped to spend the money in a valuable way to support initiatives and prevent inertia.

Bernadette shared that 25 teachers in externships will get a NEPRIS license that connects teachers to industry with a portable credential. Perkins funds are available, but they could use committee money for the licenses. There have been over 200 users in the last year. The cost is about \$150 per license per year, for unlimited use. Chair Topping stated that she would like the money to be spent as part of a strategy for deployment of NEPRIS.

Jean asked if there is an application. Allicyn said that people could submit a proposal in which they detailed how the funds would be used and include a budget and timeline. Vice Chair Knox raised the question about whether they would need to reconvene to decide on grant funding proposals. Bernadette asked if they could vote by email. Allicyn told the committee that they could have a discussion here and then go back to affirm it. Allicyn said that ideally Chair Topping could report grant awards at the next Executive Committee meeting on June 7, 2018, and then make recommendations to the full Council at the meeting on June 14, 2018.

Alan asked if Chair Topping could be empowered to make the grant decisions. She expressed a desire to develop mechanisms for informing people about the money, and for applying for the money. Allicyn assured her this could be accomplished for the next round of grant money.

Alan Hayashi made a motion to empower Chair Sunshine Topping to review funding proposals and recommend the proposal to be encumbered, subject to the approval of the Executive Committee, to present to the Workforce Development Council. Vice Chair Sean Knox seconded the motion. The motion was approved.

Allicyn stated that for the next round of funding, the committee would develop a process for informing people and provide an application for grant money. For now, Bernadette and Jean can submit a write-up of what the grant money will be used for and submit to Allicyn next week.

Vice Chair Knox shared his experience at the National Advanced CTE conference in Washington, D.C. He shared that Bernadette will serve as new national president for Advanced CTE Association. He gained a better understanding of CTE. Bernadette reported that Perkins funding increased by \$334,000 for Hawaii to \$5.8 million; first

increase in 10 years. They will determine how to use the money strategically with input from a variety of people.

**IV. Updates on Career Pathways System and Career and Technical Education, Bernadette Howard, State Director, Career and Technical Education, University of Hawaii**

Bernadette reported that it has taken three years to get a statewide career pathway model in place, but now there is movement and a lot happening. One highlight is the alignment of services between Department of Human Services with Geneva Watts of the SNAP program and Windward Community College's Mike Mosher (Non-credit Coordinator) through HINET, which has an online presence. SNAP participants can go to community colleges and receive services. Six out of seven campuses will be offering services by July 1, 2018. If food stamp recipients are registered in CTE programs at least half-time, they can get \$350 for food, transportation and childcare assistance, tuition, books, fees, uniforms, and tools. They've served about 400 students in the last year and a half. Despite policies that obstructed this alignment, Geneva and Mike's persistence led to waivers that allowed this alignment to emerge.

USDA reimburses 50% of money that is spent on students. There is an agreement to give it back to the community colleges to fund more students. Regular federal guidelines don't apply to the money being reimbursed. By giving reimbursed funds to students, they can get half of that amount reimbursed. Chair Topping asked how students find out about the resources available through HINET. Bernadette replied that they were coordinating with American Job Centers, community colleges, and other agencies. This alignment process underscores a broader issue for career pathways: when we hit a roadblock, who is responsible for changing the policy? Mike and Geneva found ways to do it, like through agreements. Their efforts provide a good model for how to make alignments happen. This success will be presented to the UH Board of Regents. Chair Topping suggested that Bernadette present this to the WDC. Bernadette would like Mike and Geneva to do the presentation.

WDC Vice Chair Alan Hayashi asked if there are metrics in place to ensure that abuse doesn't occur. In short, he said that participants need to do something to receive benefits, and that we should be cautious about potential abuse. Chair Topping responded that we need to be cautious too about not stopping an effective program if a single person abuses the system; especially if 99% get through and are helped, then let the one go. People need to go to school to get the benefits.

Bernadette said that they have two positions they have been trying to fill since spring: one for improving data based on CTE & workforce, and one for work-based learning for youth, adults, and those with special needs. Bernadette reported that they are updating the statewide funding map for 2018, which people perceive as a valuable tool. This project is in collaboration with the WDC.

She also indicated that much has been happening on the education side in aligning secondary to postsecondary to university. They had to take six pathways and break them down to be more consistent. Then they had to fit the 100 programs into the nine pathways. Each program had to be broken down into courses. Then they wrestled with how to get students through the academics. Students are guided to take the most specific science and math and other academic courses that supports the programs that they are in. The next step is to put the information into a form (graphs, charts) that everybody can understand. People are working on this project this summer. Bernadette expects that by December 2018, when the high schools register their students they will be in one of the nine career pathways—already happening at postsecondary level.

Bernadette found out that they need certification for employees when they finish. Perkins funds are not allowed for individuals; these monies are for everyone. But at the national conference, she learned that Perkins money can be used for end of program assessment, and this may allow for a certificate.

Bernadette also shared that they have been working for five years on integrating a language program into a career pathway. Dina Yoshimi from the Hawaii Language Roadmap Initiative, has been talking with employers and national CTE, and has been told that language is an addition. It's career first, with language as an additional opportunity to increase work prospects. People recognize that language is important at every level of career. In Japan, for example, everyone is bilingual at the top. The best thing to do is pick a career where language is central.

Interpreting and translating are huge needs, and interpreters are in short supply. There is currently a shortage in the courts, the county, and globally. The industry is a \$40 billion industry. The work can be done at home, and in Hawaii, and could be a new industry to grow. Hawaii has access to many languages that are part of new opening markets, and could build this high growth industry. Students with a certain level of fluency could become certified in a five-class certificate program at UH. Basic skills are taught, and specialties include legal, medical, and community interpreting. This program is already offered at all the community colleges and could become part of the Early College high school classes, which could bring in a communication career pathway. There are other jobs associated with translation skills such as analysts and intelligence, not just interpreter and translator. Students interested in language and who have an interest in another area could merge these interests. This would pull in LEP students. They could use their language, and this would push their English development. 80% of proficient bilinguals are first language speakers.

V. **Discussion on Building Partnerships between Educators and Private Sector Employers for Developing Employable Skills in Youth, Alan Hayashi. Vice Chair, WDC**

WDC Vice Chair Alan Hayashi brought up the issue of students acquiring soft skills and about embedding soft skills in curriculum at appropriate levels. The progression is because Helen Sanpei of McKinley Community School for Adults is now on the Board. At McKinley, they have soft skills in the curriculum. Employers need to figure out what

they want and how it can be most effectively taught, whether through On the Job Training (OJT) or members of the employers' community who can get out there--things like communication and networking. Networking is particularly important. Alan asked if the committee would be interested in working on this issue. Helen and Dan Miyamoto from DOE are willing to meet with the committee and/or with the Employer Engagement committee to structure a meaningful soft skills program in the schools. Alan said that employers need to chime in about which soft skills are important. Chair Topping suggested that the Employer Engagement committee survey their connections to see what their colleagues are looking for; for her, it has changed over time. Bernadette said that the Chamber of Commerce has an Education-Workforce subcommittee and last year they conducted a soft skills survey of what people wanted. They hired Kapiolani Community College to develop a soft skills program for incumbent workers. Chair Topping suggested that they share the results of their study, and Bernadette agreed. She also suggested what is considered important soft skills is generational, and Alan pointed out that it is also behavioral—for example, a felony conviction blocks many opportunities. Jean Isip Schneider suggested looking at KCC's global communication skills course, which is based on the Chamber of Commerce study data. They also collect feedback from managers and on employees. Jean added that across sector partners, most often mentioned soft skills: critical thinking, problem-solving, taking initiative and teamwork.

Alan asked about next steps. Chair Topping suggested sharing the Chamber study data. But Alan asked what is soft skills and when is it taught? Jean pointed out that soft skills are integrated into academic courses, and you may not have a soft skills course. Bernadette indicated that soft skills education is integrated into postsecondary curriculum, and being addressed for curriculum integration at secondary level. Alan said that it doesn't sound like he needs to carry this issue any further. Bernadette offered to work with Debbie Miyao, who oversees the principals at the community adult schools.

**VI. Next Meetings**

- A. Next meeting: July 13, 2018, 9:00 a.m. – 10:00 a.m.
- B. Meetings will be held monthly quarterly in October or November
- C. Dates to be determined by Chair

**VII. Adjournment**

Chair Topping adjourned the meeting at 10:05 a.m.