

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/>

YOUTH SERVICES COMMITTEE MEETING
Thursday, May 17, 2018
2:00 p.m. – 4:00 p.m.
Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 416
Honolulu, Hawaii 96813

MINUTES

ATTENDEES:

Ian Kitajima, Committee Chair, Director of Corporate Development, Oceanit
Winona Whitman, Committee Vice-Chair, Employment & Training Director, Alu Like, Inc.

GUEST:

Melissa Wilson, Strategic Project Manager, Kamehameha Schools

STAFF:

Jeanne Ohta, Special Projects Specialist, Workforce Development Council
Maria-Elena Diaz, Employment Analyst, Workforce Development Council
Jan Kusakabe, Office Manager, Workforce Development Council

I. Call to Order *Committee Chair Ian Kitajima*

The meeting was called to order at 2:08 p.m. by Committee Chair Kitajima.

II. Approval of Minutes

A. September 6, 2017 Minutes

A motion to approve the September 6, 2017 minutes was made by Winona Whitman. The motion was seconded by Chair Kitajima. The motion to approve the minutes was approved unanimously.

Chair Kitajima raised the question about whether members can call in to participate in committee meetings when they can't be physically present. Jeanne Ohta, Workforce Development Council Staff, responded that to accommodate those who would like to call in for the meeting, they must

be in a public space where other people may join in the phone call and the location must be posted on the agenda to satisfy the Sunshine Law requirements.

III. What Youth Services Committee is tasked with under the Workforce Innovation and Opportunities Act

Chair Kitajima asked for an overview of the purpose of the Youth Services Committee. Jeanne Ohta explained that the Youth Services Committee members may define the focus and actions of this committee. She suggested that they begin by reviewing the 14 program elements for youth services, and provided the committee with a document with a description of the elements. Jeanne explained that at least 75% of funds must be spent on out-of-school youth, and 25% can be spent on in-school youth. “Youth” is defined as 16-24 year olds, and there are income requirements to meet. Because program elements for youth are very different compared to those for adults and dislocated workers, usually, the providers for youth and adult are different organizations.

A question was asked about who provides youth services. Jeanne shared that on Oahu, WorkHawaii provides youth services through the American Job Center (AJC), and they provide many other programs in addition to WIOA programs; Goodwill Industries provides youth services in Hawaii county; in Kauai, there is no provider for youth services, and in Maui, the UH Maui Community College has the contract but is currently on its third case manager in 2 years. Jeanne explained one concern is the lack of depth of service providers for youth, and the goal is to provide all 14 of the elements. She also discussed how youth services might be provided by one or multiple organizations. WDC contracts with counties, and in turn they contract with service providers. In response to a question, Jeanne indicated that there is not a comprehensive list of direct and indirect service providers. Chair Kitajima suggested that the committee might put together a list of direct and indirect youth service providers.

The committee expressed an interest in considering innovative ways to deliver services. Jeanne pointed out that there are regulations under which WIOA operates, and encouraged the committee to focus on the things they can change and where they might get the biggest bang for the bucks. She noted that an urgent concern is the lack of service providers for 2 years in Kauai, and the instability of the youth service provider in Maui.

An unanswered question is why is it so difficult to find youth service providers. Vice Chair Winona Whitman asked what are the incentives to be a service provider? Chair Kitajima discussed the practical differences between an existing organization providing services, compared to someone starting an organization to provide services. The Committee expressed a desire to explore this question, and why organizations are not applying in Kauai. Jeanne pointed out that the local board should be finding this out. Jeanne clarified that youth programs should be in American Job Centers.

Chair Kitajima shared that Stacy Clayton started an online document with a listing of youth programs, which is a good first attempt to bring this information together in one place.

PY17 Funding to Counties for Youth Services:

Hawaii: \$417,000
Kauai: \$115,000
Maui: \$197,000
Oahu: \$1,079,000

One challenge facing service providers is that programs must front costs and are then reimbursed. Youth service providers need to do outreach to find out-of-school youth to satisfy 75% requirement. WDC distributes funds to the 4 counties, and counties distribute funds to service providers as services are provided. This suggests that service providers need to be experienced, and may have other revenue sources to insure financial stability of their organizations.

The Committee discussed what funds can cover. Youth services funds can pay for “paid” internships, college tuition, books, required uniforms, and other supportive services; the goal is to provide wrap-around services. After they turn 18, youths may be able to co-enroll in Adult programs, and then Individual Training Accounts can pay for training or education. Payment for program overhead costs are up to the county. 20% of funds need to be spent on work experience.

Melissa discussed college internships offered through Kamehameha Schools, and programs associated with preparing students for internships. She also discussed findings from focus groups about the experiences of businesses with internships. However, the program is specifically for students after graduation and entering college, youth generally over 18 years old.

Jeanne pointed out that money can be used for business services, and would count as part of the 20% of funds that need to be spent on work experience. Committee discussed importance of business services, which includes recruiting business partners and providing them the support to have a relatively easy internship experience.

Vice Chair Whitman stated that an issue with interns are their “soft skills,” and the Committee discussed the importance of preparing students for the internship experience. Melissa discussed the “badging” process used to indicate when students have acquired prevocational skills, which prepares them for internships. Jeanne referenced the Youth Services Program Elements hand-out and mentioned that programs that prepare students for work can be funded.

Jeanne also discussed how students’ needs will change as they make progress and the state needs to provide all program elements, but they might not all be available today and they might be provided by a variety of organizations.

The Committee discussed how to replicate or leverage the success of the Kamehameha Schools’ internship program, noting that businesses will desire a benefit from offering internships. Melissa discussed the types of businesses that participated, some of the characteristics that make their program successful, and some of the characteristics of their college internees and internships.

Jeanne brought up statutes related to working youth that service providers must know, and makes it more challenging to place younger youth.

IV. Discussion on prioritizing focus of youth services program elements

Inspired by Melissa’s discussion of success in her program, the Committee discussed possible focuses, including internships or apprenticeships, noting the importance of prevocational preparation of youth.

Jeanne described characteristics of youth that need to be helped by our program: out of school, low income, foster care, homeless, and drop-outs. The Committee discussed importance of coordinating services and noted the need for support for at-risk youth.

Jeanne shared that programs offered by the AJC includes resume writing. The Oahu AJC held a mini job fair at their center. The mini job fair was for youth with no work experience. They had been prepared with advice on dress and interviewing. Employers offered jobs at the fair. A total of more than 30 youth was hired. The Committee shared program experiences, and job-related experiences and ideas, and how to make them accessible for at-risk youth and younger youth.

For youth services, the importance of recruiting was emphasized, even while someone needs to be physically present. The desire to create partnerships across social service programs, where for example adults on TANF can access youth services for age-appropriate children, was discussed.

Discussion turned to the importance of a “champion” for program success, and the importance of evaluating programs from multiple perspectives (for example, statistical reports for Department of Labor, success stories for potential business and program clients).

Chair Kitajima suggested that the committee think seriously about which type of client they wish to focus on, and Jeanne reminded the committee that youth programs include 16-24-year-olds. In terms of internships, minors are legally challenging to include. The Committee discussed the possibility of focusing on work experiences and mentorships. People shared experiences in these areas. Cultural and organizational issues and challenges were discussed.

Then the discussion turned toward experiences with volunteerism. The Committee began brainstorming innovative ideas for delivering youth services. For example, a drop-in center with a variety of services, where professionals, who are volunteers, come in for a couple hours a week, “building robots” and/or mentoring youth, or take programs to where kids are at—like a park for example.

Chair Kitajima summarized emerging possible goals: thinking about who we wish to target, generating ideas that organizations could experiment with, skill-building, partnering with programs like TANF or Big Brother/Big Sister.

The Committee discussed the types of actions they can take if they have a list of priorities and innovative project ideas. Then they discussed their understood role as “influencers” whose role is to guide WDBs. The possibility of enacting ideas experimentally through other venues is discussed, as well as sharing these ideas with WDBs.

The Committee expressed an interest in learning from service providers and participants about their experiences before they prioritize challenges and opportunities. For the next meeting, they would like to conduct a 30-minute interview with a service provider, perhaps someone from WorkHawaii, and an interview with an out-of-school youth currently receiving WIOA services or someone who has completed the WIOA programs. They requested WDC contact AJC, WorkHawaii, or Alison Lum to arrange for a youth services program representative and participant to attend the next meeting.

V. Identifying experts and resources in the community to expand committee

(Topic not addressed at this meeting.)

VI. Next Meetings

- A. Next meeting will be in August. The Chair will check on best day and time for himself and a Doodle Poll will be sent out.
- B. Meetings will be held bimonthly in February, May, August, November

VII. Action Plan, Next Steps, and Timelines

One of the service providers in a 30-minute interview session, maybe WorkHawaii, and an out-of-school youth receiving services or who has graduated. Alison Lum was suggested as a contact to set this up.

VIII. Adjournment

Chair Kitajima adjourned the meeting at 4:00 p.m.