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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/>

DATA MANAGEMENT & TECHNOLOGY COMMITTEE MEETING

Monday, January 29, 2018

10:00 A.M. – 11:30 A.M.

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

MINUTES

ATTENDEES:

Scott Murakami, Chair, Data Management & Technology Committee
Sheryl Nojima, Vice-Chair, Data Management & Technology Committee
Alan Hayashi, Vice-Chair, Workforce Development Council
Susan Foard, Department of Human Services, Division of Vocational Rehabilitation
Rusnell Pascual-Kestner, Department of Human Services, Division of Vocational Rehabilitation
Debbie Miyao, Department of Education, Adult Education
Lester Tanji, Department of Education, Adult Education
Gordon Lum, Department of Education, Adult Education
Christine Park, Department of Education, Adult Education
Raden Nagamine, Department of Education, Adult Education
Brian Nagami, Executive Director, Maui Workforce Development Board
Jean Osumi, Hawaii Data eXchange Partnership
Todd Ikenaga, Hawaii Data eXchange Partnership
Joni Heatherly, Department of Labor & Industrial Relations, Wagner-Peyser
Jeri Arucan, Department of Labor & Industrial Relations, Research and Statistics
Melanie Ogata, Department of Labor & Industrial Relations, Research and Statistics
Bennett Yap, Department of Labor & Industrial Relations, EDPSO
Brandon Kim, Department of Labor & Industrial Relations, EDPSO
Hing Tai Lee, Department of Labor & Industrial Relations, EDPSO
Ryan Buillard, Department of Labor & Industrial Relations, EDPSO

STAFF:

Allicyn Tasaka, Executive Director, Workforce Development Council
Jayson Muraki, Workforce Development Council

I. Call to Order.....Committee Chair, Scott Murakami

The meeting was called to order at 10:06 a.m. by Committee Chair Scott Murakami.

II. Approval of Minutes

- A. June 16, 2017 Committee Meeting
- B. July 18-19, 2017 Workforce Connect Meeting

A motion to approve the June 16, 2017 committee meeting minutes and the July 18-19, 2017 Workforce Connect meeting minutes was made by Sheryl Nojima. Jean Osumi seconded the motion. The motion to approve the minutes was approved unanimously.

III. Update on the status of the Request for Proposal (RFP) for the single sign-on registration in the statewide participant management information system and next steps.

- A. What's Next: Discussion and review of the RFP by the Department of Labor & Industrial Relations (DLIR) technical staff and the State Chief Information Officer (CIO) office.
- B. Recruit for Project Manager on the DLIR Workforce Development Council side.

Scott Murakami explained to the committee the recent developments made with the Single Sign-On Registration System project. Scott and the Workforce Development Council staff developed the required elements and specifications for the Single Sign-On Registration System using the Request for Proposal (RFP) format, since the procurement process for this project is unknown at this time. Scott mentioned the ETS-205 forms have been completed and are in the process of being transmitted to the Chief Information Officer's (CIO) office for review and approval. ETS-205 forms are required when there are IT spend requests of \$100,000 or more. Scott asked the committee members to inform and update their departmental IT staff about this project.

Scott announced to the committee that recruitment is under way to find a project manager for the Single Sign-On Registration System project.

IV. Review of the State and County Labor Market Information (LMI) Projections.

State and County LMI projections were provided to attendees. Scott explained to the committee that these projections will also be provided to the local workforce development boards. As a result, the Data Management & Technology Committee could become an informational resource for the local workforce development boards. The LMI projections are generated from EMSI, same data source as UHCC's Hawaii Industry Sectors website. However, the difference between the two LMI projections is that the EMSI projections are short-term (two years), whereas the Industry Sectors website provides more long-term projections. In addition, the EMSI reports contain additional data elements, including industry projections and labor market participation rates.

Susan Foard asked the committee who she should contact if she wanted State and County projections in the future. Scott responded that the formal request should be submitted to the Workforce Development Council, then the Data Committee will follow-up on the request.

Scott deferred to Jeri Arucan to explain to the committee about Hawaii Workforce Infonet and its projections, which uses a different data source from EMSI. Jeri explained to the committee that Hawaii Workforce Infonet provides short and long-term labor and industry projections but will be working to incorporate population and labor participation rates into their statistics as well. In addition, self-employed individuals are added into their statistics, which provides a difference between EMSI. For more information on Hawaii Workforce Infonet, please visit www.hiwi.org.

EMSI and Hawaii Workforce Infonet projections are both available to the local workforce development boards as a resource.

A motion by Bennett Yap to present both LMI projections to the Executive Committee for recommendation to be disseminated to the full Workforce Development Council was made. Susan Foard seconded the motion. The motion was approved unanimously.

V. New Business

Currently, there have been numerous small restaurant closures in the State. As a result, Alan Hayashi asked the committee if their purview includes researching this type of issue to see if there are specific trends causing the recent closures. Scott stated that a task force could be created to answer these types of questions. Jeri mentioned their office, Research & Statistics, follows-up with employers on these types of issues so they can follow-up.

VI. Schedule Next Meeting

The committee agreed to tentatively schedule the next meeting for July 11, 2018.

VII. AdjournmentCommittee Chair, Scott Murakami

Committee Chair Scott Murakami adjourned the meeting at 10:51 a.m.