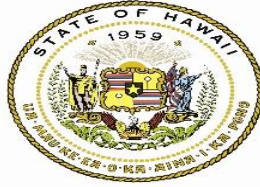


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STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
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**Hawaii Workforce Development Council
Workforce Innovation and Opportunity Act Core and Mandatory Partners Meeting
Wednesday, March 28, 2018
1:30 p.m. -3:30 p.m.
Princess Ruth Keelikolani Building, Room 310
830 Punchbowl Street, Room 310, Honolulu, Hawaii 96814**

MINUTES

CORE PARTNERS' ATTENDEES:

Helen Sanpei, Department of Education, McKinley Community School for Adults
Gordon Lum, Department of Education, Waipahu Community School for Adults
Michele Fukumoto, Department of Education, Waipahu Community School for Adults
Susan Foard, Department of Human Services, Division of Vocational Rehabilitation
Elaine Young, Department of Labor & Industrial Relations Wagner-Peyser
Carol Kanayama, Department of Labor & Industrial Relations, Wagner-Peyser

MANDATORY PARTNERS' ATTENDEES:

Artie Barba, Department of Labor & Industrial Relations, Unemployment Insurance
Ann Greenlee, USDOL, Veterans Employment and Training Service
Bernadette Howard, University of Hawaii, Career and Technical Education
Winona Whitman, Alu Like

GUESTS

Phyllis Dayao, Department of Labor & Industrial Relations, Research and Statistics
William Mihalke, University of Hawaii, Center on Disability Studies, Disability Employment Initiative
Lisa Eng, University of Hawaii, Center on Disability Studies

STAFF

Allicyn Tasaka, Executive Director, Workforce Development Council
Jeanne Ohta, Workforce Development Council
Jayson Muraki, Workforce Development Council
Doreen Miyaki, Workforce Development Council

I. **Call to Order** *Allicyn Tasaka, Executive Director*

The meeting was called to order at 1:40 p.m. by Executive Director Allicyn Tasaka.

II. Approval of Minutes

A motion to approve the January 31, 2018 minutes was made by Helen Sanpei. Susan Foard seconded the motion. The motion to approve the minutes was approved unanimously.

III. As an on-going process to learn more of the programs offered by core and mandatory partners, there will be a presentation on the programs and services provided at Alu Like, Inc. by Winona Whitman, Statewide Director, Employment and Training at Alu Like, Inc.

Alu Like Inc. is found in WIOA Subtitle D, under National Programs Section 166. Employment and Training (E&T) is the largest Alu Like program. Alu Like is the only Native Hawaiian grantee out of 178 Native American and Alaska Native grantees. Alu Like has offices on every island and offers statewide and Oahu-only programs. Employment and Training and Elderly services are statewide. Alu Like generally serves more youth than adults.

Winona Whitman provided attendees with two (2) E&T Training Program brochures (Comprehensive Services for Adults and Supplemental Youth Services). Winona mentioned other Alu Like programs include: Native Hawaiian Career and Tech Education, Kamehameha Schools Scholarships, Elderly Services, Library Services, High-Risk Youth Program.

Alu Like Funding Update for July 2017 - February 2018

- Supported 533 statewide participants
- \$2,238 average training costs
- 154 of 230 clients that exited from the program placed in subsidized employment (about 67%).

Alu Like is still using Workforce Investment Act (WIA) databases to generate reports because the federal USDOL system is not fully converted from WIA to WIOA. Alu Like created its own customized database to capture additional data and to generate more detailed reports. Attendees discussed the use of data that is not current and how it impacts funding. Winona stated the customized database allows Alu Like to run additional reports such as returns on investment. Discussion continued about the value and process of return on investment formulas.

Youth services are similar to the Adult Program. Winona stated the difference is that youth programs focus on literacy and education, job readiness and employment preparation. Training materials have been placed in five (5) different workbooks, which Alu Like plans to post on-line. The organization is most pleased with results on Molokai. The island population supports group sessions, while other counties need to utilize an online platform.

Alu Like Funding Update for April 2017 - February 2018:

- Served 784 youth participants
- \$2,370 average training costs

Alu Like administers different grants for adults and youths. Adult programs do not focus on dislocated workers because there is no specific funding. Alu Like also conducts ongoing surveys of

applicants seeking services. Winona mentioned Alu Like plans to incorporate entrepreneurship programs and training into its provided services such as Dream Builder, Women's Business Creator.

Winona finished her presentation on Alu Like and answered various questions from the committee members.

Question was asked if Alu Like is affiliated with Office of Hawaiian Affairs (OHA)? Winona stated there is no current funding from OHA. Most funding comes from Kamehameha Schools.

Question was asked if Alu Like still offers Individual Development Account (IDA)? Winona answered that Alu Like no longer supports them. The IDA is part of a 2:1 match savings program (matched up to \$2,000) which is being operated by Hawaiian Community Assets. The purpose of this account is to assist individuals and families in establishing a savings account, where they will save toward a goal such as home ownership, furthering their education, or debt reduction. Those seeking to participate in this program must meet with a representative from Hawaiian Community Assets and attend at least one two-hour financial counseling session.

Question was asked where do Alu Like's referrals come from? Winona mentioned referrals mostly come from the community, high schools, community colleges, and through families.

Question was asked if Alu Like serves more In-School (ISY) or Out-of-School Youth (OSY)? Winona responded that Alu Like serves more Out-of-School youth.

Question was asked if Alu Like serves foster youth? Winona stated a large population of foster youth come through the program from community referrals.

Question was asked if Alu Like has reached capacity for providing services? Winona responded that caseloads are not at capacity; however, she is finding servicing adults and youth on Kauai to be the biggest challenge and she is unsure why.

Question was asked on what are the big changes she has seen over the years? Winona stated technology and how it affects Alu Like's program. Information is now at everyone's fingertips, but also before technology, Alu Like served more clients and were out in the field more often.

Question was asked on how to reduce and avoid duplication of services? Committee members want to help share resources and referrals to help alleviate this issue. Winona responded that she cannot see Alu Like staff spending numerous amount of time at the American Job Center (AJC). Winona stated that she needs to look into this more to see how this fits into Alu Like's framework. An attendee mentioned Windward Community College, which offers a Nurse Aid apprenticeship program with Hawaiian culture emphasis and the apprentice program pays for the tuition.

Question was asked on who helps Alu Like to develop the jobs? Winona stated that agencies either contact their office or staff goes out into community.

Allicyn asked William Milhalke if he would be open to give a presentation about the University of Hawaii's Center for Disabilities and the Disability Employment Initiative at the next committee meeting. William agreed to Allicyn's offer. The next meeting is scheduled on May 30, 2018 at

1:30 p.m.

IV. **Review of updated modification to the Hawaii Unified State Plan***Jeanne Ohta, Special Projects Specialist, Workforce Development Council*

Jeanne Ohta thanked the Core Partners for providing their suggested modifications to the Unified State Plan at the March 8, 2018 WDC Board meeting. Since then, WDC received other suggested modifications, but none were significant. All suggested modifications have been updated.

Allicyn said the only information that needs to be reviewed is Connect to Careers (C2C) because it was a last-minute submission that was voted and approved at the WDC board meeting held March 8, 2018. Bernadette Howard said she heard from Marlene Zeug, who had questions on the DOE side. Bernadette said on the workforce side it seems natural to combine the two programs. Bernadette and Marlene have a follow up meeting scheduled on April 12, 2018 to discuss implications of coming together. C2C is a state project like the Statewide Career Pathways Group and not a Department of Education (DOE) project. Jeanne Ohta explained the C2C Program components have been incorporated into the plan.

Bernadette explained that those who work on both sides of the C2C initiative see the goals, committee makeup, mission, and vision as virtually identical. They have two sets of meetings going on – which is duplicative. Duplicity is the first thing University of Hawaii is trying to remedy, along with bringing the two groups together becoming a shared responsibility. This is difficult to achieve because it involves a lot of trust. If someone says they are going to do something, we must be able to rely on each other. A different way of looking at things, which falls in line with WIOA – systemic change. C2C never got the full 2015 grant it was planning for. C2C was awarded a six-month planning grant called, “new skills for youth” along with 20 other states. Only five states were funded with the full JP Morgan Chase Grant; however, Hawaii was not one of them. The focus of the C2C was primarily Kindergarten-12th grade. Bernadette stated they have expanded it to Kindergarten-16. Bernadette explained to committee members that WIOA, ESSA and Perkins require covering the full range of ages and the partners agreed. The next step is how to bring everyone together and there is no funding for that either.

Committee member asked about performance measures negotiations. Allicyn responded that the Workforce Development Council (WDC) and the USDOL go through negotiations. After the negotiation is mutually agreed upon, then the WDC is allowed to input them into the Unified State Plan. Current negotiations are planned for May. Negotiations are just between the WDC and the USDOL; however, county members are welcome to observe. The counties will have an opportunity to negotiate with WDC after the State Board has completed negotiations with USDOL. sit in the discussions, and they are not allowed to participate.

V. **Discussion on Memorandum of Understanding and Infrastructure Shared Costs among Partners in the American Job Centers (AJC) – What is needed to make it happen?**

Oahu AJC - Already established at Dillingham. No affiliate at this time.

MOU signed: WP, UI, CTE

Pending: Adult Ed, DHS, Alu Like

Oahu WDB and WDD are in the process of shutting down Waipahu Office as it relates to the services funded by Title I (Adult, Dislocated Worker, Youth programs) and Title III Wagner-Peyser.

Allicyn asked which partners have signed the MOU and are present in the AJC? She also asked how many people are there, and if the partners have begun conversations about shared costs.

WP is in the AJC with 2 staff, plus 2 vets DVOPS. WP has started conversations regarding shared costs.

UI is currently cross training staff. Artie Barba does not know if UI has started conversations about shared costs.

CTE presence in the AJC is pending. CTE has not started conversations about shared costs.

Adult ED is still working out details of having a presence at the AJC. They've started conversations about shared costs, but haven't settled on anything yet.

DHS has started conversations about shared costs. Susan Foard says there is still much confusion over the process of setting up in the AJC.

Infrastructure costs/Infrastructure Agreement (IFA) are separate discussions. Each partner is expected to pay their fair share of shared costs. Funding and in-kind support, to be discussed with local boards.

Individual partners will have fixed and variable costs based on square footage, FTE, and/or participants served. Combinations of costs for budgeting is acceptable. Jeanne Ohta said, concerns about infrastructure and shared costs are overshadowing the purpose of WIOA – collaboration and working together, the shared vision for the AJC, how agencies can support each other, programs and services offered at the AJC, how do partnering staff want to serve our customers, what do partners need to bring to the table. We're losing the reason that we're partnering.

Kauai AJC – Located in County Building. No affiliate at this time.

Signed: *DHS will sign and agree to shared costs. (4 hours/week plus computers)

WP signed MOU, but did not agree to IFA shared costs. WP already paying rent at the AJC.

Susan Foard sent Allicyn Tasaka a correction following the previous meeting. Maureen Bates did **not sign the Kauai Memorandum of Understanding (MOU). The MOU was sent to the Attorney General's office for a response.*

Pending: UI, Alu Like

Adult Ed – there are plans to place one person starting May 9, every second and fourth Wednesday for two hours each day.

CTE – Authorized person won't sign until he understands what the embedded costs mean.

Allicyn Tasaka reminded attendees that the goal of the AJCs is to become a comprehensive site and to eliminate duplication of services. There must be a comprehensive AJC in each county.

Maui AJC – Temporary office sharing space with WDD; not in County/State building. No affiliate at this time.

County did not distribute MOUs. Still under review by Corporation Counsel.
Maui WDB says issued RFPs, but did not receive any bid proposals.

WDD pays rent on Maui for the AJC and plans to move office. Looking for location but must find appropriate space. DAGS is looking.

William Mihalke asked if Maui Community College (MCC) has been considered as a AJC location. He was informed that MCC is already the provider for youth programs.

Hawaii County AJC – Moved from 1900 Kinoole to 427 Kilauea. No affiliate at this time.

Signed MOU: WP, UI

Pending: CTE, DHS, Adult Ed, Alu Like

Conversations about Shared Costs: WP is still located at 1900 Kinoole and has not started the conversation about shared costs because WDD is already paying the rent at the present site. Elaine Young said the 427 Kilauea facility is not ready for WP services and it has no servers so it cannot support the HireNet infrastructure. WP will need to import the equipment. Some of the WIA and WIOA equipment has been placed, but are still unable to meet the demands for WIOA services. WDD is picking up the overload.

Allicyn Tasaka said that WDC has provided information to the core partners and WDBs (MOU workbook in February 2017) and counties are meant to negotiate directly with the partners. She asked if it would be helpful to hire a neutral facilitator to help with negotiations, one county at a time? Partners were lukewarm to this idea. There was a suggestion that all counties meet at the same time so everyone knows all the issues. Partners did not embrace this suggestion either. They say a Facilitator may be a good idea, but need partner buy-in. Allicyn asked each partner individually if they would participate with a professional facilitator and WDB and three out of the four partners agreed. Wagner Peyser (WDD) said no.

An attendee suggested that the Governor should say that all core partners should be represented in the process.

William Mihalke referred to Jeanne Ohta's earlier comment about partners spinning their wheels because of too much focus on IFA and shared costs. It's a good point; partners need to move forward. Jeanne Ohta replied, the more people operating out of the AJC, the lower shared costs. She also said shared costs may need to be a separate conversation from infrastructure costs. AJC operators can invite other partners, like community groups, to operate out of the AJC. The arrangement only needs local workforce board approval. The bottom line is providing services to the local community.

Allicyn Tasaka reported other states that co-located and partnered under WIA are having a much easier time transitioning to WIOA. In fact, the new law is the result of many states not implementing WIA well over the years. Those who did WIA well are benefitting. The others are struggling to meet the demands. WIOA incentive is co-location and partnering.

Allicyn Tasaka said, at this point in the process, Counties should have already spoken with potential AJC partners the shared the vision of the AJC.

Next Step: What do Core Partners need to get to the next step? What help do you need from WDC?

The following are responses by partners:

WDBs design a layout flowchart of each AJC.

How AJC would operate: staffing, square footage, IFA.

More grant monies.

Cost breakdowns and value factor.

Facilitator (PMP-certified) who focuses on partnerships first, then financial commitments.

VI. **Next Meetings for 2018**

A. May 30, July 25, September 26, November 28

VII. **Adjournment**

Allicyn Tasaka adjourned the meeting at 4:01 p.m.