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STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL  
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**Workforce Innovation and Opportunity Act Core and Mandatory Partners Meeting**

**January 25, 2017**

**1:30 p.m. – 3:30 p.m.**

**Keelikolani Building**

**830 Punchbowl Street, Room 310**

**Honolulu, Hawaii 96813**

**MINUTES**

**CORE PARTNERS' ATTENDEES:**

Susan Foard, DHS – Vocational Rehabilitation  
Rusnell Pascual-Kestner, DHS – Vocational Rehabilitation  
Debbie Miyao, DOE – Adult Education  
John Vannatta, DOE – Adult Education  
Helen Sanpei, DOE – Adult Education  
Lester Tanji, DOE- Adult Education  
Christine Park, DOE – Adult Education  
Elaine Young, DLIR – Wagner-Peyser  
Carol Kanayama, DLIR – Wagner-Peyser  
Allicyn Tasaka, Adult, Dislocated Worker and Youth Programs

**MANDATORY PARTNERS' ATTENDEES:**

Anne Perriera-Eustaquio, DLIR – Unemployment Insurance  
Catherine Scardino, DHS - TANF  
Bridget Komine, US Dept. of Labor – Veterans' Employment & Training Service  
Bernadette Howard, UH – Career Technical Education  
Lois Hamaguchi, UH – Career Technical Education  
Winona Whitman, Alu Like, Inc.

**STATE WORKFORCE DEVELOPMENT COUNCIL ATTENDEES:**

Jeanne Ohta, Workforce Development Council  
Linda Sakamoto, Workforce Development Council  
Kim Saito, Workforce Development Council  
Jayson Muraki, Workforce Development Council  
Allicyn Tasaka, Workforce Development Council

I. The meeting was called to order at 1:35 p.m. by Allicyn Tasaka, Executive Director of the Workforce Development Council (WDC). This is the first meeting for the WIOA core and mandatory partners.

## II. New Business

A. Under WIOA regulations, the Core Partners must agree upon two out of three performance measures for employer engagement. The three choices for performance measures are:

**EMPLOYER PENETRATION:** Record number of establishments that received a service or are continuing to receive a service or other assistance during the reporting period. In Hawaii, there are nearly 40,000 establishments. This number would be the denominator for reporting purposes. For example, every McDonald franchise counts as one establishment. In order to have an employer penetration rate of 10%, we would have to record 4,000 employer services.

**REPEAT BUSINESS:** Record number of establishments that received a service or are continuing to receive a service or other assistance during the reporting period AND who utilized a service anytime within the previous 3 years.

**RETENTION WITH THE SAME EMPLOYER IN THE 2<sup>ND</sup> AND 4<sup>TH</sup> QUARTERS AFTER EXIT RATE:** Participant is employed by the same employer for 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit. This information is already collected by individual participant and is part of the PIRL. It will not require any additional data collection.

For reference, handouts were provided of the Quarterly Census of Employment Wages data of the number of establishments, statewide and by County.

Carol Kanayama of Wagner-Peyser shared her preferences as (1) repeat business and (2) employee retention.

Susan Foard of Vocational Rehabilitation (VR) requested more time to think over the choices, as VR results may negatively affect the retention with the same employer exit rate. A handout "Attachment 4 – Table A Effectiveness in Serving Employers Data Elements and Specifications" was distributed for review. It was agreed that WDC would email the Core Partners on Monday, January 30 with the recap of choices and that email responses would be acceptable for agreement.

**NOTE:** On January 30, 2017, email responses were as follows:

Debbie Miyao for Adult Education: Repeat Business and Retention

Susan Foard for Vocational Rehabilitation: Repeat Business and Retention

Carol Kanayama for Wagner-Peyser's preferences: Repeat Business and Retention

B. WDC provided an overview of the One-Stop Centers regarding Core Partner and Mandatory Partner workforce delivery of services, memorandum of understanding (MOU), and infrastructure funding.

John Vannatta state that consistency within the MOUs between the counties would be helpful. He also noted that funding determines the services they can provide.

Jeanne Ohta clarified that within the MOU funding contributions for infrastructure and system costs are separate from the list of services to be provided.

Carol Kanayama commented that they haven't heard anything about costs from the counties.

C. Rusnell Pascual-Kestner of Vocational Rehabilitation and Lester Tanji of Adult Education provided an update on their respective data systems and plans to integrate with the State's system to achieve a common intake for the core programs. There was discussion on data sharing agreements and MOU with unemployment insurance (UI).

VR is updating its system to meet PIRL requirements so that they can extract data and submit it to Geographic Solutions. They must acquire individualized data from UI because Jean Osumi at UH-DXP can only provide de-identified, aggregate data.

UI want to know how fees will be set for data requested by VR, Adult Education, Wagner-Peyser and WIOA Title I programs. The core partners must determine the content of their MOUs with UI and develop them to cover all four counties. Each agency must do its own programming.

D. There was agreement to meet monthly through June. The tentative meeting dates are February 22, March 22, April 19, May 31, June 14. Meetings will be from 1:30 p.m. to 3:30 p.m. Meeting location will be at the Keelikolani Building, Room 310 unless the room is not available; another venue will be announced.

NOTE: The May meeting has been moved to May 24 and the June 14 meeting will be held the McKinley Community School for Adults, 634 Pensacola Street, Conference Room 110.

### III. Announcements

Helen Sanpei of DOE, Adult Education distributed a flyer for a new two-part course to teach individuals the core employability skills needed to gain and retain employment starting in February. Part 1 – Core Employability Skills on February 13 – 23, 2017 at Farrington Campus of the McKinley Community School for Adults. Part 2 – Core Employability Skills – Healthcare Industry on February 28-May 11, 2017.

IV. The meeting was adjourned at 3:15 p.m.