

DAVID Y. IGE  
GOVERNOR

SHAN S. TSUTSUI  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON

ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL  
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**Workforce Development Council's Executive Committee**  
**Thursday, October 19, 2017**  
**1:00 p.m. – 3:15 p.m.**  
**Princess Ruth Keelikalani Building**  
**830 Punchbowl Street, Room 416 Conference Room**  
**Honolulu, Hawaii 96813**

### MINUTES

**Members Present:**

Leslie Wilkins, Chair Board  
Scott Murakami, Chair, Data Management & Technology Committee  
Glen Kaneshige, Co-Chair, Employer Engagement Committee  
Edward Richardson, Chair, Military & Veterans Affairs Committee  
Marian Tsuji, Vice Chair, Performance Measures & Accountability Committee

**Guests:**

Doris Dvnoch, Deputy Attorney General

**Staff:**

Kim Saito, Fiscal Officer  
Allicyn Tasaka, Executive Director

- I. Chair Leslie Wilkins officially called the meeting to order at 1:43 p.m.
  - A. At 1:00 p.m. quorum had not been achieved.
  - B. At 1:11 p.m. The Chair shared general announcements not needing quorum for voting purposes.
  
- II. Chair's Report and Updates
  - A. Discussion on an amendment to By-Laws approved September 14, 2017  
There was an oversight in the revised by-laws that was adopted at the September 14, 2017 board meeting in the quorum section. Article IV Section 7 where it reads that a "majority of all council members shall be necessary to make any action of the council valid." To conform with Hawaii Revised Statutes Chapter 202 that until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council

members shall be necessary to make any action of the Council valid.

Scott Murakami made a motion to recommend to the WDC Board to amend the revised by-laws to conform with current Hawaii Revised Statutes Chapter 202 to read: "Under HRS Section 92-15 and HRS Section 202-1, until such time that the council has 41 members, 16 council members shall constitute a quorum to do business, and the concurrence of at least 16 council members shall be necessary to make any action of the council valid." The motion was seconded by Marian Tsuji. The motion was approved with 5 ayes, no abstentions, and one voting no. (5 voting members were present.)

B. Status of local area Requests for Proposals for One-Stop Operators, service providers  
At 2:55 p.m., Chair Wilkins recused herself from the discussion on Maui County (she is Chair of the Maui County Workforce Development Board). She temporarily relinquished her Chair duties to Marian Tsuji.

Members requested reports from each of the WDBs on their status for review at the next Executive Committee meeting. They would like to continue discussion at next meeting with the final federal report of findings and concerns from the statewide on-site monitor.

Temporary Chair Tsuji ended discussion with no further action taken and Chair Wilkins reentered the room at 3:06 p.m.

C. Brief overview of Federal on-site monitoring report due October 31, 2017.  
At of the time of the meeting WDC had not received a formal report.

D. Brief explanation of minutes for meetings by Doris Dvonch, Deputy Attorney General  
Hawaii's Sunshine Law is the open meetings law that all State and County employees must ensure that minutes are open to the public for viewing. The minutes record the board's actions and can be scrutinized by the public if they do not attend the meeting. Under State law minutes must provide "a true reflection of the matters discussed at the meeting and the views of the participants." The Office of Information Practices (OIP) enforces the Sunshine Law and provides guidance on how to write minutes. They acknowledge that most boards are under limited resources so it does not require a transcript but should include the gist of what people said and who said it. It can be very general. It can be paraphrased as long as the public can get a sense of what was done and said.

Deputy Attorney General Dvonch continued to explain the Sunshine Law does allow board members to request including comments in the minutes. The board member must say that he/she wants a particular item included in the minutes during the meeting. For example, a board member can state at the meeting "let the record reflect that I would like this in the meeting minutes." But board members cannot demand after the meeting that certain items be included in the minutes. The OIP states: "The board member cannot wait until after the meeting and then insist that the minutes be amended to include additional information."

### III. Approval of Minutes

A. Scott Murakami made a motion to approve the minutes from the August 10, 2017 meeting. The motion was seconded by Glen Kaneshige. The motion was approved with 5 ayes,

no abstentions, and none voting no. (5 voting members were present.)

#### IV. Review of status of Kauai Workforce Development Board's compliance with the Workforce Innovation and Opportunity Act (WIOA)

At the Executive Committee meeting held August 10, 2017, the Committee asked the staff to develop a draft contingency plan to address Kauai's non-compliance issues. Agreed upon plan at that time was to reach out to the Mayor of Kauai to inform him of the deficiencies and the concerns, as well as continue to offer technical assistance. Chair Wilkins asked her comments to be on the record to commend the staff for many outreach efforts to provide technical assistance and support to the Kauai team. Also on the record, Chair Wilkins added that she and Vice Chair Alan Hayashi had direct conversations with Mayor Carvalho about their concerns and conveyed a sense of urgency of the need to move toward compliance with certifying their board, issuing a Request For Proposal (RFP) for a One-Stop Operator and another RFP for a youth service provider since this had languished and a youth provider had not been in place for over a year. Chair Wilkins mailed a letter to Mayor Carvalho dated August 10, 2017 addressing concerns of non-compliance and informed him that a federal team would be conducting an on-site review in Kauai scheduled August 25, 2017. Thus far no response has been received by Mayor Carvalho and no progress toward compliance has been made.

An option under consideration is to send a letter to the Mayor of Kauai listing the deficiencies and requesting compliance with timelines, and action plan, otherwise intervention actions will be identified.

There was discussion on options such as being a two-area state (Oahu and consolidate Neighbor Islands) administered by WDC. Scott Murakami said he would like to wait and review the federal report on findings and concerns before taking action. Marian Tsuji stated WDC must be very strong about what needs to be done for compliance and when the deadlines are otherwise the State Board is not doing its job. Edward Richardson and Scott thought that the Governor should be informed and asked to have him talk with the Mayor, thus escalating it to another level.

Edward Richardson made a motion for Chair Wilkins to meet with the Governor to brief him on Kauai's deficiencies and non-compliance record and allow the Governor to decide his choice of communication with Kauai officials and other options as necessary. Chair Wilkins will also update the Governor on the status of the progress towards compliance with Oahu, Maui and Hawaii County. The motion was seconded by Marian Tsuji. The motion was approved with 4 ayes, 1 abstention, and none voting no. (5 voting members were present.)

V. Brief overview and discussion on administering Statewide Rapid Response program Consistent with requirements in the WIOA regulations, WDC must assume the responsibility as the state's Dislocated Worker Unit or State Rapid Response Team. This is currently being done by the Workforce Development Division (WDD). The Team meets with employers and their employees once the Director's office receives a notice that a business will be downsizing, closing or areas that experience disasters. Chair Wilkins and Vice Chair Alan Hayashi have met with Linda Chu Takayama, Director of the State Department of Labor and Industrial Relations (DLIR) and she has expressed her preference to keep the current rapid response system in place while the State and Counties continue to build capacity and infrastructure to effectively take on

the rapid response activities. WDC staff is recommending subcontracting WDD for one year to continue the rapid response activities as a transition year to allow WDC and the local areas time to prepare for these responsibilities. The Executive Committee members have been informed and staff will proceed with issuing a Memorandum of Agreement with WDD for rapid response activities.

## VI. Board Committee Updates from Meetings between August 2017 to October 2017

### A. Data Management & Technology Committee

Committee Chair Scott Murakami reported the core partners reached consensus and ratified to move to a single sign on solution that would unite three management systems within the titles of the WIOA. That was important because it gave a common goal to shoot toward the federal reemployment integration grant. Since that meeting with the core partners, we took the individual title's application forms and identified what data elements were common and what were unique to the core partners. This is important because the common data elements tell us what data would be available to the WDC to build reports. The unique data allows us to start forming an algorithm around the data that people would be inputting. This would allow people who fill out the application to be electronically referred to the right program(s) to fit their employment needs. We were able to construct a basic flow on how the system would work and what the solution would look like that would be used in a Request for Proposal (RFP). This updated information was presented to the core partners who liked what they saw and agreed to move forward. We met with staff from the State Procurement Office to find out what type of instrument we would need to procure and they said it would be a RFP. We also discussed process and have been communicating with Bennet Yap, the DLIR's IT Specialist Supervisor who is working with the State CIO office to keep them apprised. We plan to run the RFP by the State CIO Office to get their approval and to determine if we should look at a GSA Schedule 70 procurement or proceed with the RFP. On October 13, 2017 Scott did a presentation to the Oahu WDB committee on data management now chaired by James Hardway. They were very happy with it. Scott let them know that once the RFP is completed, the committee will set up an evaluation recommendation team that will look at solutions that are proposed after the RFP is issued. The team should consist of individuals that are serving clients, core partners, and counties. The hard part will be the implementation and the collaborative consensus will help with implementation. Scott shared feedback: liked the direction this is heading, concern on employer side - not so much about the data entry portion but how the return on investment will be measured. We are looking to do additional training with Geographic Solutions on HireNet. Scott plans to do similar presentations like he did with Oahu WDB to the WDBs on the Neighbor Islands. We plan to work out a project timeline for procurement and the county meetings. Scheduled is a conference call with Ingrid Schonfield, FPO, USDOL Region 6 to update her on our progress.

### B. Employer Engagement Committee

Committee Co-Chair Glen Kaneshige reported the first meeting will be held on November 30, 2017. We have been recruiting new members from private businesses so there are now about ten members. Glen will be meeting with WDC staff to prepare for the meeting.

### C. Finance Committee

Chair Shannon Okinaka was not available. Kim Saito from WDC staff reported for Shannon that unexpended local area funds for program year 2016 which are still available up to June 30, 2018.

The counties had two years to use the funds. Honolulu and Hawaii counties used all their PY15 funds. Maui returned \$45,170 and Kauai returned \$18,859 totaling \$64,030 which reverts back to the WDC and can be used for statewide activities and projects. In discussion with Shannon and statewide needs, we are recommending that the funds be used for the American Job Centers for signage, branding and trainings for one-stop operators and Hirenet.

#### D. Military & Veterans Affairs Committee

Committee Chair Edward Richardson reported working with transition managers from the Army, Navy, and Coast Guard. US VETS for homeless is a program that helps veterans into emergency housing until stabilized and to temporary housing and eventually permanent housing. He said 30% of their income is used to pay for rent and US VETS covers remainder of the rent. The program is funded 40% by the Veterans Administration. He said more preventive efforts are needed to help veterans before they become homeless. The Committee agreed to work towards getting US VETS to participate in TAP, a military transition program to provide classes and briefings to make outgoing veterans aware where they can seek assistance before becoming homeless.

John Vannatta gave a presentation on the Hawaii Department of Education's process to hire teachers and credentials needed for those seeking employment in Hawaii from out of town. One area that is problematic when veterans or their spouses serving in Hawaii who have been working in other states as teachers come here and apply for job, they have to start at the lowest level even if they have 15 years of experience teaching. The Committee decided to look into this and see what solutions can be found.

The Committee is concerned with the shortage of experienced nurses, but not a shortage of inexperienced nurses and looking at ways to improve the process of hiring nurses with experience. As well as with emergency medical technicians (EMT), as many military personnel are certified and still have difficulty getting jobs. Another issue discussed was cyber safety and security. Lack of cyber security personnel to protect small companies and the State needs to do more so the Committee is looking into this area.

#### E. Performance Measures & Accountability Committee

Committee Vice Chair Marian Tsuji had no report as the committee has not met.

#### F. Sector Strategies & Career Pathways Committee

Committee Chair Sunshine Topping was not present. No report.

#### G. Youth Services Committee

Committee Chair Ian Kitajima was not present. No report.

#### VII. Schedule Next Meeting

The next meeting will be held on Thursday, December 7, 2017 at 1:00 p.m. – 3:00 p.m.

#### VIII. Adjournment

Chair Wilkins adjourned the meeting at 3:15 p.m.