



WORKFORCE DEVELOPMENT
COUNCIL

PERFORMANCE MEASURES & ACCOUNTABILITY COMMITTEE MEETING

Thursday, March 9, 2017

8:30 a.m. – 9:30 a.m.

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

MINUTES

Member Attendees:

Carl Hinson, Performance Measures & Accountability Committee Chair, and Director of Workforce Development, Hawaii Pacific Health
Marian Tsuji, President & CEO, Lanakila Pacific
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board
Connie Mitchell, Executive Director, Institute for Human Services
Leonard Hoshijo, (Designee for Linda Chu Takayama, Director, State Department of Labor and Industrial Relations)
Yang-Seon Kim, (Designee for Luis Salaveria, Director, State Department of Business, Economic Development and Tourism)
Winona Whitman, Employment & Training Director, Alu Like, Inc.

Guest:

Doris Dvonch, Workforce Development Council (WDC) Deputy Attorney General

Staff:

Allicyn Tasaka, Executive Director
Linda Sakamoto, Program Specialist

I. Call to Order Chair, Carl Hinson

- A. Committee Chair Carl Hinson called the meeting to order at 8:32 a.m. A quorum of members was present.
- B. Deputy Attorney General Doris Dvonch stated David DeLuz, Jr. could not telephonically participate as a committee member while in transit from the airport to today's meeting.

II. Approval of Minutes of February 23, 2017 Meeting

Motion: Leonard Hoshijo moved to approve the minutes of the February 23, 2017 meeting. Marian Tsuji seconded the motion. The motion was passed with 6 ayes, no abstentions, and none voting no. (6 voting members were present).

III. Old Business

Under the guidance of Deputy Attorney General Dvorch, Committee Chair Hinson informed members that he would like to re-visit the approval of conditional approvals for all four local plans which was voted and passed at the February 23, 2017 meeting. The Chair recommends taking a re-vote of conditional approvals for local plans from Kauai, Maui and Oahu Workforce Development Boards, and a separate vote for the Hawaii County local plan. Members agreed to re-voting. David DeLuz, Jr. recused himself from voting on the Hawaii County local plan as he is the current Chair of the Hawaii County Workforce Development Board.

Motion: Marian Tsuji moved that this Committee recommend to the WDC board to issue conditional approval letters to Kauai, Maui and Oahu Workforce Development Boards. Connie Mitchell seconded the motion. A friendly amendment was offered to include a final deadline of May 31, 2017 for the local plans to be revised and approved. Marian Tsuji and Connie Mitchell agreed to the friendly amendment. The amended motion was passed with 7 ayes and none voting no. (7 voting members were present)

Motion: Marian Tsuji moved that this Committee recommend to the WDC board to issue a conditional approval letter to Hawaii County Workforce Development Board with a final deadline of May 31, 2017 for the local plan to be revised and approved. Connie Mitchell seconded the motion. The motion was passed with 6 ayes, 1 recusal and none voting no. (7 voting members were present)

IV. Review and Discuss a Potential Annual Performance Evaluation Tool for the WDC Executive Director

Discussion All

1. Chair Hinson was unable to extract anything from the Executive Director's position description to use in the annual performance evaluation tool so he modified an industry template. There are two draft evaluation tools to evaluate leadership competencies of the Executive Director: (1) 360 feedback from stakeholders; and (2) WDC Executive Committee or designated evaluators.
2. The draft evaluation tools will go to the Executive Committee, not the full Council.
3. The Executive Committee will add outcomes and goals for next year. Current year goals were probably established by WDC Chair Leslie Wilkens.
4. To clarify a comment from the previous meeting, evaluation criteria in Hawaii's State Plan applies to the local level, not the WDC Executive Director.

V. Executive Director's Updates Regarding Revisions of the Kauai, Maui, Oahu and Hawaii County Local Plans

Executive Director Allicyn Tasaka reported that with the exception of Kauai WDB, all counties have submitted revised local plans in response to the Round 1 request for revisions. The 12 individual reviewers are currently examining the second submission of revisions to plans.

Committee members expressed concern about the failure to meet deadlines and whether there were consequences for those failures. Executive Director Tasaka replied that penalties

could be severe and would be developed in consultation with federal advisors. Penalties may include decertification of the local board, decreased or eliminated funding.

Based on the concern that a single county should not affect the status of the entire state, it was suggested that since the Mayor of the county is responsible for the funds, he should be informed about the situation. Executive Director Tasaka was given the authority to contact the Mayor's representative or if needed, the Mayor of Kauai. Committee members were also concerned about the provision of services and that a break in service should be avoided.

After the discussion, Chair Hinson summarized that if the WDC board approves the recommendation for a May 31, 2017 deadline, it would be a great opportunity to let the counties know of this deadline for submitting final plans. The committee agreed that May 31st is the deadline for *final submittal of revisions* so that the Local Plans can be approved.

The Committee discussed the status of the plan revisions; and suggested that Kauai WDB be told to submit what they have currently to keep the process flowing while they continue to finish the sections they are wrestling with.

Committee members discussed the alternatives available for the state such as not having local boards and having a single state entity as Alaska has opted for. Also discussed were various ways that a lack of performance on the part of a county could affect funding for other counties and the state as a whole.

Noting the discussion, Chair Hinson recommended that Kauai WDB be given until next Friday, March 17, 2017 to submit what they have plus an additional week to get the rest of the revisions in and asked that the minutes reflect the discussion, the concerns and the deadlines.

The Committee also asked that the minutes of the meeting be forwarded to the Executive Committee.

V. New Business

A. Schedule the Next Performance Measures and Accountability Committee's Next Meeting

The next meeting is scheduled for Wednesday, April 5, 2017 at 1:00 p.m.

VI. Announcements

No announcements were made.

VII. Adjournment Chair Carl Hinson

Committee adjourned at 9:14 a.m.