



WORKFORCE DEVELOPMENT
COUNCIL

PERFORMANCE MEASURES & ACCOUNTABILITY COMMITTEE MEETING

Wednesday, April 5, 2017

1:00 p.m.–2:30 p.m.

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

HAWAII COUNTY

Office of Housing and Community Development
51 Wailuku Drive, Conference Room A
(808) 961-8379

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 (by phone
from Hawaii County)
Connie Mitchell, Executive Director, Institute for Human Services
Winona Whitman, Employment & Training Director, Alu Like, Inc.
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)

Guest:

Doris Dvonch, WDC Deputy Attorney General

Staff:

Allicyn Tasaka, Executive Director
Jeanne Ohta, Assistant to the Executive Director

I. Call to Order Chair, Carl Hinson

The meeting was called to order at 1:05 p.m. by Committee Chair Carl Hinson. A
quorum of members was present. Chair Hinson thanked all of the committee members
for their efforts and for attending the meeting.

II. Approval of Minutes

Motion: Connie Mitchell motioned to approve the minutes of the March 9, 2017 meeting as distributed. Marian Tsuji seconded the motion. The motion to approve the minutes as distributed was approved unanimously (7 ayes, 0 noes).

III. Review and discuss the final annual performance evaluation tool for the Workforce Development Council's (WDC) Executive Director's annual performance evaluation which may be adopted and forwarded to the Executive Committee for its use in the Executive Director's annual performance evaluation..... Chair, Carl Hinson

Motion: David DeLuz, Jr. motioned to forward the tool to the Executive Committee and recommend use of the tool. Connie Mitchell seconded the motion. During the discussion, the committee discussed the inclusion of "how" goals were achieved rather than if they were only achieved. Goal accomplishment is in the last section of the tool. The tool measures competency and accomplishment. The Executive Committee will look at goals. The motion was approved unanimously (7 ayes, 0 noes).

IV. Executive Director's updates regarding the revisions of the Kauai, Maui, Oahu, and Hawaii County local plans..... Allicyn Tasaka

All four counties have submitted revisions. The documents were provided to the committee. The reviewers still need clarifications from the counties. The plan is for the staff to meet with each of the local boards to help them understand the questions and to discuss the revisions to achieve sufficient responses for approval. The local plans are living documents that describe how the local area will meet and address the needs of their communities. The committee also discussed the potential consequences of local boards not meeting the deadlines for the local plans.

V. WDC's staff's update on the Eligible Training Provider List (ETPL) and federal performance measures agreed upon by WIOA core partners.....

.....Jeanne Ohta

The ETPL is up and running. Any lag in approving providers is due to local board staff waiting for the local board to vote for the approval of each ETP. Since most boards meet quarterly, it is recommended that local staff request the authority to approve the providers. Also, local boards need to issue a policy requiring the providers to provide courses for in-demand jobs in in-demand industries in the local area. They should not be placing their entire course catalogue on the list. Local boards need to edit the list of courses that are currently offered for their local area. The ETP system has been updated for the new Registered Apprenticeship program requirement. The new system was tested by board member Richard Vieira's group of apprenticeships.

The core partners decided on two measures of employer effectiveness:

1. Repeat business percentage: the number of establishments that received a service or are continuing to receive a service during the reporting period and who utilized a service anytime within the previous three years divided by the number of unique establishments who have received a service previously in the last three years.
2. Retention with the same employer: percentage of program participants with the same employer 2nd quarter after exit.

VI. Schedule the Performance and Accountability Committee's Next Meeting

The next meeting of the committee will be June 8, 2017 from 9:30 a.m. to 11:00 a.m. At that meeting, the committee will decide on the recommendation to the full board the approval of the local plans. The meeting should be scheduled before the June 28, 2017 meeting of the full council.

VII. Adjournment Chair Carl Hinson
Committee Chair Carl Hinson adjourned the meeting at 1:52 p.m.