

DAVID Y. IGE
GOVERNOR

JOSH GREEN
LIEUTENANT GOVERNOR



LESLIE WILKINS
CHAIRPERSON

ALLICYN C.H. TASAKA
EXECUTIVE DIRECTOR

STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813
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Workforce Development Council Meeting
Thursday, October 4, 2018
9:30 a.m. — 12:30 p.m.
Keelikolani Building (State Labor & Tax Building)
830 Punchbowl Street, Room 310, Honolulu, HI 96813

MINUTES

Member Attendees:

Leslie Wilkins, WDC Chairperson, and Chair, Maui County Workforce Development Board
Maureen Bates (Designee for Pankaj Bhanot, Director, DHS)
Jason Chang, Chair, Oahu Workforce Development Board
George Costa (Designee for Kauai Mayor Bernard Carvalho)
Yvette Gibson, Human Resources Manager, Talent Acquisition, Hawaii Pacific Health
Neil Gyotoku (Designee for Hawaii County Mayor Harry Kim)
Alan Hayashi, WDC Vice Chair, and Owner, Consult 808
Leonard Hoshijo, Director, DLIR
Bernadette Howard & Scott Murakami (Designees for David Lassner, President, UH)
Lois Iyomasa & Elaine Young (Designees for Leonard Hoshijo, Director, DLIR)
Lance Jyo (Designee for Christina Kishimoto, Superintendent, Department of Education)
Michael Kamiya, Sales Director, Kamiya Gold, Ltd.
Glen Kaneshige, President, Nordic PCL Construction, Inc.
Yang-Seon Kim (Designee for Luis Salaveria, Director, DBEDT)
Sean Knox, President, Hawaii Employment Services
Gladys Quinto Marrone, CEO, Building Industry Association of Hawaii
Charles Shima, Training Coordinator, Plumbers Union Local 675
Senator Jill Tokuda, Hawaii State Senate
Sunshine Topping, Vice President of Human Resources, Hawaiian Telcom
Winona Whitman, Employment & Training Director, Alu Like, Inc.
Karen Wong, Vice President of Administration, Lanakila Pacific

Members Absent:

Glenn Alcalde, Training Coordinator, Hawaii Carpenters Apprenticeship and Training Fund
Steven Lupkes, Chair, Kauai County Workforce Development Board
Evelyn Barfield, Human Resources Business Partner, Hunt Companies
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board
Jason Ito, Director of Administration & Planning, Kyo-Ya Management Company
Brian Lee, Executive Director, Hawaii Laborers-Employers Cooperation & Education Trust Fund
Ian Kitajima, Director of Corporate Development, Oceanit
Alicia Moy, President & CEO, Hawaii Gas Co.
Brian Nagami (Designee for Maui Mayor Alan Arakawa)

Representative Mark Nakashima, Hawaii State House of Representatives
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates
Shannon Okinaka, Executive Vice President & CFO, Hawaiian Airlines
Barry Taniguchi, Chairman & CFO, KTA Super Stores
Brian Tatsumura, Owner, Briant 808 LLC
Manuel Valbuena (Designee for Honolulu Mayor Kirk Caldwell)
Beth Whitehead, Executive Vice President, Chief Administrative Officer, American Savings Bank

Guests:

Stephen Schatz, Hawaii P-20
Phyllis Dayao, Research & Statistics Officer, DLIR
Doris Dvonch, Office of the Attorney General
Kaeo Bradford, Kauai Workforce Development Board
Dominic (Nic) Estrella, University of Hawaii Community Colleges
Ann Greenlee, US DOL / Veterans Program
Carol Kanayama, Workforce Development Division, DLIR
Brandon Kim, EDPSO, DLIR
Alison Lum, Oahu Workforce Development Board
George Massengale, Kapiolani Community College
Debbie Miyao, Adult Education, DOE
Jean Osumi, Hawaii P-20
Christine Park, Waipahu Community School for Adults
Mel Resonable, Hawaii Gas
Justin Sarce, Oahu Workforce Development Board
Suzanne Skjold, Hawaii Literacy
Lyn Uratani, Oahu Workforce Development Board

Staff:

Allicyn Tasaka, Executive Director
Maria-Elena Diaz, Employment Analyst
Wayne Liou, Employment Analyst
Kathy Miyahira, Accountant
Michelle Miyashiro, Office Manager
Jayson Muraki, Workforce Information & Data Coordinator
Jeanne Ohta, Special Projects Specialist
Lina Rivera, Accountant
Kayla Rosenfeld, Statewide Rapid Response Coordinator
Mark (Duke) Olds, Employment Services Specialist

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 9:37 a.m. and declared that quorum was achieved with 16 voting members present. Chair Wilkins welcomed new members Brian Lee, Director of the Hawaii Laborers-Employers Cooperation and Education Trust Fund, and Karen Wong, Vice President of Administration at Lanakila Pacific. Winona Whitman, Statewide

Director of Employment & Training at Alu Like, has been re-appointed for another term. New designees for the Director of the Department of Human Services include Maureen Bates, Administrator of Division of Vocational Rehabilitation, and Catherine Scardino, Program Manager for Temporary Assistance for Needy Families (TANF).

Chair Wilkins also thanked former DLIR Director Dwight Takamine, who retired from ILWU, for his time of service on the board.

Chair Wilkins offered congratulations to Michael Kamiya who was selected by the Legislature to represent Hawaii in the field of agriculture at an upcoming event in New Zealand.

II. Approval of Minutes for the June 14, 2018 Board Meeting

Sunshine Topping motioned to adopt the minutes of the June 14, 2018 Board meeting. Sean Knox seconded the motion. There were no questions. The motion was adopted as circulated with 16 votes in favor, no abstentions, and none voting no.

III. “Partnering to Improve Hawaii’s Education-to-Workforce Pipeline” Presentation by Stephen Schatz, Executive Director, Hawaii P-20, University of Hawaii

Executive Director Schatz presented “Partnering to Improve Hawaii’s Education-to-Workforce Pipeline”, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2018/10/DXP-Overview-for-WDC-20181004.pdf>

Hawaii P-20 is a partnership organization consisting of three main entities: Executive Office of Early Learning, K-12 Public School system, and the University of Hawaii system. They create programs and policies that are aimed at success throughout the education pipeline from pre-kindergarten to and through college and into the workforce.

Alison Lum, Oahu Workforce Development Board (WDB) asked if the system is tracking students who enter non-UH system colleges. The data comes from the National Student Clearinghouse which includes colleges nationwide.

Member Sunshine Topping asked if there is a federal clearinghouse for data to see how many people are expatriating to the mainland. Jean Osumi, also from Hawaii P-20, explained there are federal sources that are connected with Unemployment Insurance. Hawaii is in a pilot program with six other states to track DOE students who graduate from college and their location after graduation. They are working with the WDC and the National Governors Association regarding the on-demand gig economy to explore additional workforce information.

Senator Jill Tokuda, who previously sat on the P-20 Council, asked what other data sets are available. Is there data available that shows how many students across the spectrum (economically disadvantaged, ELL, native Hawaiians, etc.) had access to early learning programs? Is there data available that shows how many students participated in a dual college credit program? Is there data that shows time to degree? Is there data that shows how many students are in a student loan program? Executive Director Schatz said there is data to track matriculation rates on dual credit programs – about 80% of those who participate in dual credit

end up matriculating to college (UH, 4-year programs, 2-year programs). The focus of the data is still being fine-tuned. They are able to tag students who have had early education, but since the study follows the student as they matriculate through the pipeline, data is not yet available.

Vice Chair Alan Hayashi suggested creating a cohort group and tracking them over the course of 20 years to create robust data. Osumi said they are working with the data that was available when they first started building the system. There are times when some drop off the radar for unemployment insurance data and are unable to be tracked, i.e. if they are self-employed or are working for the federal government.

It was also asked if there is any data on the return on investment for students. Osumi believes that's why this type of database is created. It links education to workforce. They are looking at short and long-term benefits but no overall conclusion yet.

IV. Demonstration of the Single Sign-On Registration System
Presentation by Scott Murakami, Director of Workforce Development, UH Community Colleges

Scott Murakami, assisted by Brandon Kim, presented the Single Sign-On Registration System. Funded by a U.S. Department of Labor grant in 2016, this system allows for an effective unification of client management systems of the core partners. It combines 3 different systems: HireNet, the system used by DOE and Adult Education program, and the system used by the Department of Vocational Rehabilitation. It will address the issue of how to refer people to the different services they are entitled to.

After the client fills out the online form, a referral will go out to the appropriate agency to alert them of a client who may be entitled to their services. The website can be viewed on a desktop and a smartphone. Currently, the system can only track the referral. It potentially could track the response rates of the partners to the clients to measure efficiency, but it falls on the agency to respond in a timely manner.

Lum asked how the local boards and the American Job Center can access the information such as how many referrals go out to which partner, frequency, etc. There is data log tracking on the back end so different partner agencies will know if their client was also referred to another agency.

The site will be fully compliant. All licenses related to the site is covered under the grant. They have purchased 7,000 user licenses, enough to cover all clients. Costs are covered until 2019 and the Single Sign-On Registration team will discuss future costs with all partners.

V. Update on statewide natural disasters, fires and recovery efforts
Presentation by Kayla Rosenfeld, Statewide Rapid Response Coordinator

WDC has contracted third-party staffing agency Hawaii Employment Services to help facilitate the emergency Disaster Dislocated Worker grant. Their offices in Lihue and Hilo will be providing payroll services to the dislocated workers and will match the dislocated workers with approved businesses of record.

WDC held community meetings in Hanalei on September 25, 2018 and will hold another one on October 11, 2018. On September 27, 2018 there were three community meetings on Hawaii Island: Volcano, Pahoia, and Hilo. There were businesses and people who registered at these community meetings. Rosenfeld is currently vetting the employers, job sites and job descriptions to ensure it fits the requirements of the grant.

VI. Executive Session

Sean Knox motioned to move into Executive Session to discuss personnel matters regarding the annual evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2). Sunshine Topping seconded the motion. There were no questions. The motion was adopted with 17 votes in favor, no abstentions, and none voting no. The meeting entered Executive Session at 11:14 a.m.

Vice Chair Alan Hayashi motioned to move out of Executive Session. Jason Chang seconded the motion. There were no questions. The motion was adopted with 17 votes in favor, no abstentions, and none voting no. The meeting exited Executive Session at 11:26 a.m.

The Executive Committee conducted the annual performance evaluation for Executive Director Allicyn Tasaka using the evaluation tool developed by the Performance Measures and Accountability Committee. She received a 4.5 out of 5 rating. The Executive Committee informed the board that her compensation would increase by 5%.

VII. Updates Relating to Board Governance for June to October 2018

A. Workforce Development Council (WDC) Board Members by Chair Leslie Wilkins

Chair Wilkins represented the WDC at the National Governors Association (NGA) Summer meeting in Missoula, Montana. One point of interest is looking at the creative industries and their economic contributions and jobs entailed. Hawaii is a very cultural community with a large artisan population. Maintaining authenticity within cultural appropriation is another key point. NGA is looking to make resources available for the creative industries.

The NGA is convening a research project looking at the on-demand gig economy. Hawaii was selected to take part in this pilot research project. More information will be given in the Executive Director's Report.

An article on the WDC about the recent natural disasters was included in the NGA monthly newsletter. Chair Wilkins has since received many emails from across the nation expressing support and best wishes for Hawaii. In particular, the Bahamas has reached out to start a discussion and share resiliency strategies to be better prepared.

B. Finance Committee Report by Chair Shannon Okinaka

Committee Chair Shannon Okinaka was unable to attend the meeting. The financial report was included in the board packet for review.

C. Mahalo to Jill Tokuda

Chair Wilkins used the Chair's prerogative to amend the agenda to thank Senator Jill Tokuda for her service on the WDC Board. Senator Tokuda wishes everyone the best and will discuss with Senate President Ronald Kouchi who he plans to appoint as his new designee to WDC. She is suggesting someone in a leadership position that can encompass all jurisdictions with weight and clout to be aggressive on the labor front.

D. Executive Director's Report on WDC Activities from June to October 2018.

New WDC staff. Allicyn Tasaka introduced the new Office Manager, Michelle Miyashiro, who started on August 1, 2018. Miyashiro was previously the Executive Assistant and Director of Operations at the Japanese Cultural Center of Hawaii. Executive Director Tasaka also introduced Mark "Duke" Olds, Employment Services Specialist. Olds has over 20 years of experience in Workforce, was the Veteran's representative in the American Job Center, and worked in the Workforce Development Division.

NGA On-demand gig workforce pilot program. Wayne Liou, Employment Analyst and Economist, is the lead staff member for this project. Liou explained that there are a lot of questions surrounding the "on-demand or gig economy" because they are not in the traditional workforce and not necessarily on unemployment insurance. They are difficult to track so the government is not sure what kind of policies are needed to support them. This consortium was put together to look at this issue. The team consists Yang-Seon Kim from the Department of Business, Economic Development and Tourism, Scott Murakami from the University of Hawaii Community Colleges, Jean Osumi from Hawaii P-20/DXP, and from the Department of Labor and Industrial Relations Phyllis Dayao, Research and Statistics Office, and Liou and Tasaka.

Staff Responsibilities. The WDC office has undergone an internal reorganization of responsibilities so there is a staff assigned to each county and committee. Duke Olds is the staff liaison for Kauai and the Military & Veterans Affairs Committee; Maria-Elena Diaz is the staff liaison for Maui and the Sector Strategies & Career Pathways Committee and the Youth Services Committee; Kayla Rosenfeld is the staff liaison for Oahu and the Employer Engagement Committee; Jeanne Ohta is the staff liaison for Oahu and Hawaii counties and the Employer Engagement Committee; Jayson Muraki is the staff liaison for the Data Management & Technology Committee; Wayne Liou is the staff liaison for the Performance Measures & Accountability Committee. Kathy Miyahira and Lina Rivera are the accountants who submit our financial reports and work with the Finance Committee.

Future Focus. With the infrastructure in place, WDC will dig deeper into how to improve the workforce system. How can the delivery of services to clients be a good experience for them? How to better track and report participants? The approved negotiated performance measures will be a benchmark as the staff strategizes on how to build more collaboration amongst State agencies and Counties. Tasaka will be serving another year as an alternate on the Board of the National Association of Statewide Workforce Agencies to represent Hawaii on a national level.

VIII. Reports Related to the Workforce Innovation and Opportunity Act (WIOA)

A. Program highlights from each County's Workforce Development Board for June to October 2018

Chair Wilkins announced that legal counsel has advised that any written information to be distributed at board meetings must be submitted to WDC before the deadline given to be in compliance with the state law. Supplemental information to be distributed on-site without prior notice will not be accepted.

1. Hawaii County Workforce Development Board report by Neil Gyotoku

County Chair David DeLuz, Jr. was unable to attend. Neil Gyotoku reported for Hawaii County and thanked Kayla Rosenfeld for her rapid response work in helping the disaster victims, especially the lava victims in Puna. The American Job Center continues to move in the right direction thanks to Jeanne Ohta and Executive Director Tasaka. It's been an uphill battle and there are some vacancies that need to be filled but progress is being made. There will be a job fair on October 25 at the Edith Kana'oa Stadium. There were 90 employers and more than 350 job seekers last year. Work is being done on their local plan. There are five vacancies on the Board and eleven names were submitted to Mayor Harry Kim for consideration.

2. Kauai County Workforce Development Board report by George Costa

The Kauai Workforce Development Board has been working on the American Job Center for over a year, but there are no funds to pay for it. Mayor Bernard Carvalho will be leaving office soon and would like to find a resolution to funding the AJC. The County committed to pay for a Workforce Development Coordinator in 2011 through County general funds, but now there is the addition of the AJC. George Costa has been acting as the One-Stop Operator, as well as the Director for Economic Development and the Agriculture Specialist. He believes that the AJC is an unfunded federal mandate and their partners don't have funds to pay a share. He is asking for answers/suggestions on how to fund it. If the County is ultimately responsible to fund and staff it, he would like a letter stating so.

3. Maui County Workforce Development Board report by Chair Leslie Wilkins

Chair Wilkins provided an update to the written report in the board folder as Brian Nagami was unable to attend. The local plan and budget has been submitted. They received more signers to the MOUs, but some are still in negotiation and discussion. Workforce Development Division office recently moved and the American Job Center is now officially at the Maui County Work and Business Center in the Maui Mall. The location is better as there is more parking, is on the bus route, and has been recently renovated and reconfigured. There will be a change in administration so there may be changes coming.

4. Oahu Workforce Development Board report by Jason Chang

Jason Chang reported they are working on their local plan and they now have a full board after the Mayor appointed three additional board members.

B. WIOA Core Partner Updates for June to October 2018

1. Adult Education and Career Pathways (DOE & UH) by Bernadette Howard

The amended Carl D. Perkins Act law was reauthorized this summer by Congress. It is a federal

grant that goes to every state and Hawaii has been a recipient for more than 50 years. The Perkins grant received an extra \$70 million nationwide – Hawaii’s share comes to about \$300,000. It is in alignment with WIOA so many of the pieces are already in place. There is a lot more emphasis on special populations – three new categories include homeless, children aged out of foster care, and active military dependents. There is a team of representatives from UH, WDC, DOE, and Community Colleges to attend a meeting in Baltimore in December to learn more about the grant.

Adult Education has no report.

2. Vocational Rehabilitation (Department of Human Services) report by Maureen Bates

October is Disability Awareness month. The Department of Vocational Rehabilitation (DVR) will be taking part in the Kauai Job Fair on October 10, the Job Fair on Hawaii Island on October 25, and the reverse job fair on October 30 on Oahu. DVR has over 1,300 students they are serving in collaboration with UH and the DOE. The students enter into the employers setting and learn about career paths.

3. Wagner-Peyser Act (DLIR – Workforce Development Division) by Carol Kanayama

There were 43 new apprenticeship programs created. National Apprenticeship Week is the week of November 12 and WDD hopes to receive a Governor’s proclamation to celebrate. The upcoming reverse job fair on October 30 is a collaborative effort between DVR, DLIR, Department of Health, UH Center on Disability Studies, and the Governor’s office. Students and youth with disabilities will have their own table at the State Capitol and employers will approach the students to learn more.

There is a Disability Employment Initiative (DEI) grant allowing for Windmills Training. UH, DVR, UH Center on Disability Studies, and the City and County of Honolulu are a part of this program. It’s a two-day training program with a national expert (known as the father of ADA) targeted to employers on how to feel comfortable with considering, recruiting, hiring, and retaining persons with disabilities. The date has not been set yet and they will consider subsidizing travel from neighbor islands. It is currently \$600 per attendee. There are DEI coordinators in each county for anyone with questions. Alison Lum added that there is a DEI staff member at the American Job Center who will go out to the business and explain about accommodations, cost, federal funds available, etc. for those who are unable to attend the Windmills Training.

C. Board Committee Reports on Activities of Committees for June to October 2018

1. Data Management & Technology Committee by Chair Scott Murakami

The grant that funds the Single Sign-On Registration system (Federal Re-employment System Integration Dislocated Worker grant) was allowed an extension thanks to Jayson Muraki. Hawaii is the only state that received approval for an extension.

EDPSO has an ADA compliance checker in place for the Single Sign-On website to make sure it’s hitting all the necessary compliance issues.

The committee did a presentation on Labor Market Information for the Kauai County Workforce Development Board. There is another presentation scheduled for Maui on Tuesday, October 9, 2018.

Hirenet: There was concern in the past that we have not received adequate training from Hirenet. Training was provided last year and more sessions in the future is possible with the data reintegration grant. There were previous comments by employers about the complications in inputting data. Hirenet addressed these issues by spidering – Hirenet will grab job postings from other websites. Scott Murakami will be at the Oahu WDB meeting to brief them on the Single Sign-On system and Hirenet. If anyone has any issues with Hirenet, please report it to Murakami and be as specific as possible.

2. Sector Strategies & Career Pathways Committee by Chair Sunshine Topping

The WDC is a partner of the upcoming Hawaii Association of Career and Technical Education conference on January 25, 2019. Chair Wilkins will give opening remarks and WDC will be allowed time for a breakout session during the conference to focus on a workforce development initiative. As the participants in the conference are educators, the committee will be presenting the features of Hirenet that can be utilized in the classroom and to build curriculum by educators. Participants will be given the opportunity to examine features of the HireNet system and gain an appreciation on how Hirenet can facilitate career development in the classroom. The session will be led by staffer Maria-Elena Diaz.

Jean Isip Schneider of UH presented to the committee what the sector partnership groups are doing and the different initiatives that are being funded through the UH. The committee is exploring continued funding support to the counties for sector partnerships. Schneider discussed the creation of a Sector Partnership Council and if WDC would be interested in leading it or participating in some manner. No commitment was made as more information and clarification is needed by Schneider to the committee. Executive Director Tasaka, Diaz, Bernadette Howard and Faustino Dagdag have been asked to meet with Schneider to discuss further. George Costa and Chair Wilkins are concerned about adding another layer of administration to what should be streamlined. Topping said there would not be an added layer and they will be using what already exists. It's in the developmental stage now and must be fine-tuned.

3. Employer Engagement Committee by Chair Glen Kaneshige

The Business Services Framework subcommittee issued an RFP to seek a qualified facilitator to conduct stakeholder group meetings towards the development and writing of a statewide business services framework plan. Dr. Kim Payton of Turning Point was selected from a total of four responses. The Outreach and Branding subcommittee issued an RFP to retain a consultant to develop an employer outreach plan that will include rebranding of identity for the WDC and the Hawaii workforce services delivery system. Olomana Loomis ISC was selected from a total of eight responses. They will be updating the committee, Executive Committee and the board at future meetings.

4. Military and Veterans Affairs Committee by Interim Chair Alan Hayashi

The focus of the committee over the past few meetings has been on veterans and their transition out of service. The committee is looking at how to help veterans transfer the training they

received during their service to civilian life and the workforce (e.g. driving large trucks during their service can transfer to a CDL in civilian life). Another focus is the military spouse. Many come to Hawaii with credentials that do not easily transfer into the Hawaii system (e.g. teachers with the Department of Education). Cynthia Covell from the DOE presented on teaching opportunities to the committee.

5. Performance Measures & Accountability Committee by Chair Sean Knox

Sean Knox thanked Executive Director Tasaka and Liou for their help with the committee. With the exception of David DeLuz, Jr., many of the members are new to the committee and are still learning the WDC hierarchy, inflow and outflow of funds, performance measures, and more. The next committee meetings will focus on defining the committee's roles and responsibilities and establishing priorities.

IX. Announcements

- A. Meetings will be held quarterly on the second Thursday of the month at 9:30 a.m.
- B. The last scheduled meeting for 2018 is Thursday, December 13, 2018 at 9:30 a.m.

X. Adjournment

Chair Wilkins adjourned the meeting at 12:47 p.m.