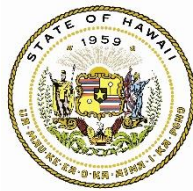


DAVID Y. IGE
GOVERNOR

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
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

Workforce Development Council's Executive Committee
Thursday, November 29, 2018
1:00 p.m. – 3:30 p.m.
Princess Ruth Keelikolani Building
830 Punchbowl Street, Conference Room 416
Honolulu, Hawaii 96813

MINUTES

Members Present:

Leslie Wilkins, Chair, Workforce Development Council (WDC) Board
Alan Hayashi, Vice Chair, WDC Board; Interim Chair, Military & Veterans Affairs Committee
Scott Murakami, Chair, Data Management and Technology Committee
Glen Kaneshige, Chair, Employer Engagement Committee
Sean Knox, Chair, Performance Measures and Accountability Committee

Members Absent:

Shannon Okinaka, Chair, Finance Committee
Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee
Ian Kitajima, Youth Services Committee

Guests:

Doris Dvonch, Deputy Attorney General
Kim Payton, Ph.D., Turning Point
Alan Tang, Chairman & CEO, Olomana Loomis

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 1:12 p.m.

Chair Wilkins reported the following updates:

- A. Christen Lee is the new Civil Rights/EEO Officer for the Department of Labor and is housed within the Director's office. She replaces Aj Khandaker and will be doing affirmative action and ADA on-site monitoring for WIOA. She will work closely with WDC. Our staff will conduct an orientation for her tomorrow (Nov 30).
- B. Yvette Gibson will represent WDC on the UH Career and Technical Advisory Board. She replaces Sean Knox and will join Sunshine and myself on the Advisory Board.

Scott Murakami will represent WDC at the National Governors Association's Good Jobs for All Americans conference with Director Leonard Hoshijo. The Governor was not able to attend and asked that the Director and Scott attend.

II. Approval of Minutes for October 2, 2018

Chair Wilkins noted that the minutes are shorter than usual because the digital recorder was not recording when we were in official meeting and in Executive Session. Doris Dvonch kindly prepared the minutes with assistive comments from the members. In the future, when the Executive Director or WDC staff is not in the meeting, she will assign a member to take notes as a back-up in case the recorder fails again, especially when we are in Executive Session when staff is not in attendance

A. A motion was made by Alan Hayashi to approve the minutes of the regular meeting held on October 2, 2018. The motion was seconded by Glen Kaneshige and was approved with five (5) ayes, no abstentions, and none voting no. (5 voting members were present.)

B. A motion was made by Sean Knox to approve the minutes of the Executive Session held on October 2, 2018. The motion was seconded by Alan Hayashi and was approved with five (5) ayes, no abstentions, and none voting no. (5 voting members were present.)

III. Consultants Updates

- A. Status report on draft of Statewide Business Services Framework draft plan by Dr. Kim Payton, dba Turning Point

Dr. Payton presented his draft of a Statewide Business Services Framework Plan, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/02/WDC-Executive-Committee-Presentation.pdf>

- B. Status report on employer outreach and branding strategy by Olomana Loomis by Alan Tang, Chairman & CEO

Alan Tang presented an update on Outreach and Branding Services, which can be found at this link:

https://labor.hawaii.gov/wdc/files/2019/02/olomanaloomis_wdc_wioapartners_2018-11-28.pdf

IV. HireNet re-allocation of shared costs presentation and possible recommendations for consideration for action by Scott Murakami, Chair, Data Management & Technology Committee
Scott Murakami presented the Data Management & Technology Committee recommendations, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/02/Data-Management-Committee-Presentation-and-Recommendations.pdf>

Doris Dvonch will research whether or not Wagner-Peyser and the Workforce Development Division (WDD) is responsible for the labor exchange services to be compliant with federal requirements. If so, contract administration may be returned to WDD.

A motion was made by Sean Knox to affirm the recommendation of the WDC Data Management Committee on Issue 1 – Technical issues address by community partners, and Issue 3 – How the costs are allocated, with a contingency to also affirm recommendation on Issue 2 – Geographic Solutions contract, if the Attorney General’s legal research affirms the research of the Data Management Committee Chair. Alan Hayashi seconded the motion. During discussion, Alan Hayashi questioned recommending Issue 3 as the outcome is dependent on WDD’s acceptance of the allocation of cost. Sean Knox amended the motion to affirm only Issue 1 with a contingency on Issue 2 and 3, based on legal research. Alan Hayashi amended his second of the motion and was approved with five (5) ayes, no abstentions, and none voting no. (5 voting members were present.)

V. Executive Director’s Report

Allicyn Tasaka’s update to the committee included:

1. All county Workforce Development Boards (WDBs) have agreed to the State’s negotiated performance measures with USDOL and have submitted letters of agreement.
2. All WDBs have submitted the PY18 budget plans and are being reviewed by staff.
3. Two of the four WDBs have signed the PY18 contracts and they are Oahu and Hawaii Island. We are waiting for Maui and Kauai.
4. WDC requested technical assistance from the USDOL ETA and we have received approvals from Region 6 and National USDOL. They have contracted Maher & Maher consultants to provide facilitation services to Hawaii. They are discussing the scope of services with Maher & Maher and will cover the initial costs.

Consultant services include:

- Consultants will meet with primarily local board members and staff, partners in AJCs, WDC board and staff, and others as necessary.
- They will facilitate discussion towards understanding and collaboration to assist local boards and partners to negotiate MOUs and IFAs.
- They will provide a deeper discussion on the set up to operate a fully comprehensive and functioning AJC and the benefits of partnering, collaboration and shared costs.
- They most likely will visit and hold discussions in each county, with emphasis on Kauai and Maui. They understand that there are new Mayors and administrations and staff that will be transitioning on those islands.
- Consultants will develop individualized action plans for each WDB that will move them towards successful WDBs and AJCs.

5. WDC will be applying to partner with the Corporation of National and Community Service (CNCS) to have four VISTA workers for each county to assist with capacity building. CNCS would cover the cost for the first year and WDC can renegotiate for additional years, if interested. Note: Oahu WDB is not interested in having a VISTA worker so they will serve in the WDC office.

VI. Update Reports from Board Committees

A. Data Management & Technology

No report.

B. Employer Engagement

Chair Glen Kaneshige reported that the presentations by Dr. Kim Payton and Olomana Loomis are the committee's update and effort to ensure that WDC has a business services framework plan and employer outreach and workforce branding strategies and plans.

C. Finance

Chair Shannon Okinaka is out of town. She has provided the committee with a written report.

D. Military & Veterans Affairs

No report.

E. Performance Measures & Accountability

No report.

F. Sector Strategies & Career Pathways

No report.

G. Youth Services

No report by Ian Kitajima but his committee has been meeting monthly and grown to over 10 members.

VII. Next Meeting

The next meeting to be scheduled at the call of the Chair. Efforts will be made to set a meeting schedule for 2019.

The proposed dates for the WDC board meetings in 2019 to continue on the second Thursday of the month on a quarterly basis at 9:30 a.m. to 12:30 p.m. is as follows: March 7; June 13; September 12; and December 12.

VIII. The meeting was adjourned at 3:35 p.m.