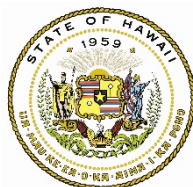


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GOVERNOR

JOSH GREEN
LIEUTENANT GOVERNOR



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WORKFORCE DEVELOPMENT COUNCIL
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PERFORMANCE MEASURES & ACCOUNTABILITY COMMITTEE MEETING

Tuesday, January 29, 2019

10:00 a.m. – 11:00 a.m.

Princess Ruth Keelikolani Building, 830 Punchbowl Street,
Workforce Development Council Room 417
Honolulu, Hawaii 96813

HAWAII COUNTY
Office of Housing and Community Development
1990 Kinoole Street, Hilo
(808) 961-8379

MINUTES

Member Attendees

Sean Knox, Performance Measures & Accountability Committee Chair, and CEO and President, Hawaii Employment Services

Brian Lee, Performance Measures & Accountability Committee Vice Chair, and Director, Hawaii Laborers & Employers Cooperation and Education Trust Fund

Christen Lee, Equal Employment Opportunity Officer, State Department of Labor and Industrial Relations

Suzanne Skjold, Executive Director, Hawaii Literacy

Dina Yoshimi, Director, Hawaii Language Roadmap Initiative

David DeLuz, Jr., Chair, Hawaii County Workforce Development Board (by phone from Hawaii County)

Staff

Wayne Liou, Employment Analyst, Workforce Development Council (WDC)

Guest

Kathleen Algire-Fedarczyk, Interagency Coordinator, Hawaii Legal Aid Interagency Roundtable

I. Call to OrderChair Sean Knox

The meeting was called to order at 10:02 a.m. by Committee Chair Sean Knox. A quorum of six (6) members was present.

Brian Lee, new Vice Chair for the Performance Measures & Accountability Committee, introduced himself to the members.

II. Approval of Minutes

A motion to approve the August 21, 2018 meeting minutes was made by Dina Yoshimi. Suzanne Skjold seconded the motion. The motion to approve the August 21, 2018 minutes was approved unanimously.

A motion to approve the November 13, 2018 meeting minutes was made by Brian Lee. Dina Yoshimi seconded the motion. The motion to approve the November 13, 2018 meeting minutes was approved unanimously.

III. Review and Discussion of Data and Finance Reports

A. Performance Measure Definition

Wayne Liou briefly went over various definitions related to the performance measure outcomes, as defined in the U.S. Department of Labor's Training and Employment Guidance Letters 10-16 Change 1. Liou emphasized a few definitions, noting "exits" is based on when participant no longer receives services and can only be determined 90 days have elapsed since last service, and noting that measurable skills gain is based on participants and not exiters.

Dina Yoshimi asked for clarification on the definition of "one educational functional level" under the measurable skills gain definition. Liou was unsure and offered to look at resources for a clearer definition and e-mail any materials to the Committee.

Liou also pointed out that for the performance measure of effectiveness in serving employers, the Workforce Innovation and Opportunity Act of 2014 (WIOA) provided three options that states could choose two of, and Hawaii chose to use Approach 1 and Approach 2.

B. WIOA Annual Statewide Performance Report Narrative

Liou explained that the WIOA Annual Statewide Performance Report Narrative (Report) is an annual report to the U.S. Department of Labor and highlighted some sections in the Report: the PY17 results; WDC's program activities, with a focus on developing the American Job Center infrastructure and Rapid Response policies and procedures; and the best practices and success stories.

With regards to PY17 results that fell short of the targets, Liou mentioned that initial PY18 data are on pace to be higher than the PY18 targets. Chair Knox emphasized that the difference between the target and the actual amount is a percentage point spread, and not a percentage spread, so the table is somewhat misleading.

Chair Knox asked how the best practices gets disseminated across the different counties' American Job Centers and the local boards – whether the counties communicate directly with each other, or whether the best practices get reported to the WDC, which then reports to the counties. Liou suggested that a county reporting to WDC and then reporting to the rest of the counties is the easiest method and acknowledged that counties regularly consult with the Oahu American Job Center and local board.

David DeLuz, Jr., suggested that direct communication is a good opportunity and that a roundtable among the counties should be facilitated.

Suzanne Skjold asked whether the Report had been distributed to the Council. Liou responded that he did not think it had been, as the date on the Report was after the most recent full Council meeting.

C. County Fiscal and Participant Reports

The Committee reviewed the County Fiscal and Participant Report. Chair Knox pointed out Maui County's lack of adult participants and wondered about what authority the Committee has and what Allicyn Tasaka, WDC Executive Director, has done to address this situation. Liou noted internal discussions about whether it would be better to have a bad program or no program. Liou suggested that the various sanctions the WDC might be able to enact will possibly have undesirable consequences. DeLuz, Jr., brought up that the conversation had occurred during an Executive Committee meeting and expressed concern about support from the Workforce Development Division (WDD), and whether the Department of Labor and Industrial Relations is facilitating collaboration between WDC and WDD.

Brian Lee and Skjold asked if it would be appropriate for the Committee to ask Maui County to produce a report on why the participant count is zero. Chair Knox also asked what the counties' expectations are with respect to participants.

Yoshimi asked if there is background information on participants, such as demographic data, and Liou confirmed that this was available on HireNet. Christen Lee asked if the counties have an avenue for resolving technical issues related to getting participant data, and Liou confirmed that Jayson Muraki is responsive. Skjold asked about whether counties have knowledge about the local universe of potential clients, with Liou confirming that was part of his responsibilities. Skjold followed up by asking whether such information had been distributed to the counties; Liou responded that it had not, with the American Job Centers and local boards focusing on developing the infrastructure and policies and procedures, and local boards meeting only quarterly limiting the opportunity for such presentations.

Chair Knox asked if it was possible to look at the counties' annual budget proposals. Liou offered to ask Allicyn Tasaka if this was acceptable. Yoshimi suggested using these expectations and participant counts as a starting point for evaluating on best practices.

IV. Committee Mission Statement and Goals

A. Review Committee Mission Statement

Liou asked for feedback on the Committee's mission statement. Several edits were recommended: combining the last bullet (coordination of program services) with the first bullet (monitoring statewide accountability and performance) and edit the fifth bullet (ensure program effectiveness) to clarify that the Committee has limited ability to "ensure" program effectiveness by replacing "ensure" with "review".

Yoshimi asked Christen Lee if EEO and Civil Rights compliance is within the purview of the Committee, or if that's already a Federal responsibility. Christen Lee confirmed that the Committee is not responsible for monitoring EEO and Civil Rights compliance.

B. Recruitment for Committee Members

Chair Knox suggested that the committee was reasonable in size but noted that some members regularly have difficulty attending the meetings and that having representatives from each county would be beneficial, particularly with respect to the performance measures from the counties. Chair Knox offered to reach out to Leslie Wilkins, WDC Chair, and Allicyn Tasaka. Yoshimi suggested someone from Enlace Hispano on Maui.

V. Schedule the Performance and Accountability Committee's next Meeting

Chair Knox scheduled the next meeting for April 16, 2019, at 10:00 a.m.

VI. Adjournment.....Chair Sean Knox

Committee Chair Knox adjourned the meeting at 10:57 a.m.