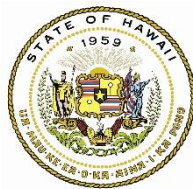


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GOVERNOR

JOSH GREEN  
LIEUTENANT GOVERNOR



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## PERFORMANCE MEASURES & ACCOUNTABILITY COMMITTEE MEETING

April 16, 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 Kinooole Street  
(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

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)

#### **I. Call to Order .....Chair Sean Knox**

The meeting was called to order at 10:10 a.m. by Committee Chair Sean Knox. A quorum of five (5) members was present.

#### **II. Approval of Minutes**

A motion to approve the January 29, 2019 meeting minutes was made by Suzanne Skjold. Brian Lee seconded the motion. The motion to approve the minutes was approved unanimously.

#### **III. Review of Finance Documents**

##### **A. Fiscal and Participant Reports of Counties**

The Committee reviewed the Fiscal and Participant Reports. Chair Knox noted some improvements from the previous meeting's Fiscal and Participant Reports and offered comparing the participant counts to the PY18 projected participant accounts in the counties' local area budget plans, leading to an explanation from Liou of the Local Area Budget Plan Summary.

## **B. Local Area Budget Plans Summary**

Liou explained that the document was a summary of each counties' PY18 budget. Liou noted that the budget total for each program was determined by a federally set calculation, and thus each county did not have control over this number; counties make decisions on how much to distribute to service providers and the one-stop operator, among other expenditures. The participants column is how many participants they anticipate serving. Dina Yoshimi asked about the differences in cost per participant. Liou suggested that the driving force is the projected participants number, which can be affected by the amount of the service provider budget and previous years' number of participants. Yoshimi was concerned about a situation with the Alexander & Baldwin shutdown, where some of the dislocated workers were dealing with language barriers and wondered how that might play into participant counts.

David DeLuz, Jr., was wondering if there was a way to measure efficiency, in addition to the Fiscal and Participant Reports. Liou noted that he should be providing performance measure at future meetings.

Liou then explained the Youth Program's additional expenditure breakdown: the percentage of expenditures spent on In-School Youth versus Out-of-School Youth and the minimum Work Experience percentage.

Suzanne Skjold asked about the Kauai and Maui youth service providers. Liou responded that service providers had been signed recently.

DeLuz, Jr., asked about HireNet costs. Liou explained that WDC was covering the counties' HireNet costs for PY18, a bulletin was sent to the counties about it. A budget modification might be necessary for some of the counties. Liou further explained that the contractual services usually breaks down into three elements: service provider, the State (for HireNet), and the one-stop-operator. DeLuz, Jr., also asked about the HireNet contract going to the Workforce Development Division (WDD), and Liou confirmed that plan was going through as initiated by the WDC Data Management and Technology Committee. DeLuz, Jr., also asked if HireNet costs would still be charged to the counties; Liou pointed out that Title I clients would still be using HireNet, it's just that a formula for costs has not been determined yet but will be shared and the Committee will make it a transparent process.

Yoshimi asked about service provider costs for administration, Liou noted that there is no service provider for administration, it's local board staff.

Chair Knox asked about totals, Liou pointed to the Fiscal and Participant Reports totals.

Skjold asked about county-level annual narratives or reports and emphasized not wanting to create too much additional work for the local boards and service providers. Liou suggested that asking counties whether they already had written material does not hurt. Chair Knox wondered about the service providers providing a report to the Committee, with Liou noting

that the counties report at the full council meetings, and it might be advantageous to attach specific questions the Committee would like addressed to the county reports. Chair Knox was concerned about the timeliness of the Committee meetings being one to two months after the full council meetings. Liou offered “re-setting” the quarterly meeting “clock”; DeLuz, Jr., suggested meeting a couple of weeks after the full council meeting. Chair Knox also considered having representatives from the counties participate in the Committee meeting in case of questions from the Committee about county reports.

#### **IV. Committee Mission Statement and Goals**

##### **B. Setting Goals and Next Steps**

Chair Knox was assigned to ask Allicyn about including additional Committee-specific questions to the counties’ reports at the full council meeting, Liou was assigned to ask WDC’s Maui liaison about language barrier issues. Liou asked for clarification if this was a Maui specific issue or one that should be asked of all counties.

Skjold asked whether the question was to have the service providers have translators/interpreters or to provide English Language classes as a service. Yoshimi responded that she felt it was both.

##### **A. Approval of Committee Mission Statement and Roles & Responsibilities**

Brian Lee asked if the review of the Executive Director was the purview of the Committee. DeLuz, Jr., explained that the evaluation template was developed by the Committee, which the Executive Committee reviewed and approved. The Executive Committee is the board’s personnel committee and is the one who performs the review based on the Committee’s review template.

Chair Knox motioned to approve the Committee Mission Statement and Roles & Responsibilities; Skjold seconded. The motion to approve the Committee Mission Statement and Roles & Responsibilities was approved unanimously.

##### **C. Recruitment for Committee Members**

Chair Knox noted that there were attempts to coordinate recruitment for Maui and Kauai, but there had been limited follow through. Skjold said she might know someone on Kauai. Yoshimi suggested that Maui Economic Opportunity should have someone interested. DeLuz, Jr., suggested having the county chairs, in the interim, serve on the Committee; this will also serve as a learning experience.

#### **V. Schedule the Performance and Accountability Committee’s next Meeting**

Chair Knox scheduled the next meeting for June 25, 2019, at 10:00 a.m.

#### **VI. Adjournment .....Chair Sean Knox**

Committee Chair Knox adjourned the meeting at 10:50 a.m.