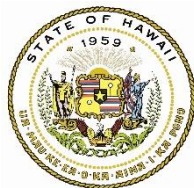


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GOVERNOR

JOSH GREEN
LIEUTENANT GOVERNOR



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STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
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PERFORMANCE MEASURES & ACCOUNTABILITY COMMITTEE MEETING

Tuesday, September 17, 2019

10:00 a.m. - 11:00 a.m.

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

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

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

Bernadette Howard, Director, Office of Career and Technical Education, UH

David DeLuz, Chair, Hawaii County Workforce Development Board (via telephone)

Staff

Allicyn Tasaka, Executive Director, Workforce Development Council (WDC)

Jeanne Ohta, Special Projects Specialist, WDC

Jayson Muraki, Workforce Information & Data Coordinator, WDC

I. Call to OrderChair Sean Knox

The meeting was called to order at 10:07 a.m. by Committee Chair Sean Knox. A quorum of six (6) members was present.

II. Approval of Minutes

A motion to approve the June 25, 2019 meeting minutes was made by Brian Lee. Bernadette Howard seconded the motion. The motion to approve the minutes was approved unanimously.

Equal Opportunity Employer/Program

If you need an auxiliary aid/service or other accommodation due to a disability, please contact the WDC at (808) 586-8866 (for TTY/TTD Dial 711 then ask for (808) 586-8866) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.

III. County Reports

A. Fiscal and Participant Reports of Counties

1. Links to county reports:

- (a) Hawaii: <https://labor.hawaii.gov/wdc/files/2019/09/Hawaii-WDB-report-September-2019.pdf>
- (b) Kauai: <https://labor.hawaii.gov/wdc/files/2019/09/Kauai-WDB-report-September-2019.pdf>
- (c) Maui: <https://labor.hawaii.gov/wdc/files/2019/09/Maui-WDB-report-September-2019.pdf>
- (d) Oahu: <https://labor.hawaii.gov/wdc/files/2019/09/Oahu-WDB-report-September-2019.pdf>

B. Performance Measures Reports

1. Links to Local Areas Performance Reports:

- (a) Adult: <https://labor.hawaii.gov/wdc/files/2019/09/PY18-All-Perf-Local-Areas-AP.pdf>
- (b) DW: <https://labor.hawaii.gov/wdc/files/2019/09/PY18-All-Perf-Local-Areas-DWP.pdf>
- (c) Youth: <https://labor.hawaii.gov/wdc/files/2019/09/PY18-All-Perf-Local-Areas-YP.pdf>

C. County Reports from the Quarterly WDC Meeting

The Committee reviewed the various reports for Program Year (PY) 2017 and 2018. The Committee noted the significant amount of PY17 funds that were underspent by the counties and are being returned to the WDC.

It was pointed out that it is unusual for Hawaii County to return funds from their Adult and Dislocated Worker programs. The unspent funds were the result of a new service provider not following through on their contract to provide services. During that time, the county was unable to spend the funds since they were obligated to that contract. The county provided services to participants while the contract issues were addressed. The contract was eventually invalidated; allowing the county access to those funds.

The Committee discussed possible causes of the unspent funds and the lack of performance in certain counties. The following issues were discussed:

- The lengthy processes for counties' Request for Proposals (RFP), signing of Memoranda of Agreements (Understandings), signing of contracts
- The development of the RFPs
- The lack of staff capacity of the local board staff
- The skill level of local staff, the lack of minimum qualifications for executive directors of the local boards; the lack of continuity due to the turnover of political appointments

The Committee's basic question: "How will PY18 be different from PY17? What corrective action should be taken to attain a different result?" (Both financial and performance)

The Committee brainstormed possible solutions or next steps:

- Contract with a consultant to evaluate the state and city systems for procurement and development of RFPs and provide recommendations to make the system more efficient;
- Develop a bank or library of open source documents (e.g. RFPs, policies and procedures) as a resource for the counties;
- The Committee could meet with DLIR Director Scott Murakami and ask him to encourage the mayors to develop a system to hire executive directors with the necessary skill level to manage the local workforce system; and to recommend that local boards become involved in the hiring of the executive director for the area; and
- The Committee set a policy that not meeting performance measures for 2 years would make a service provider ineligible to continue or to require an RFP; have consequences for not meeting performance goals.

The Finance Committee requested that each committee propose a budget for statewide projects by October 15, 2019. The Committee's recommendations will be based on today's discussion. In addition to using funds for the solutions listed above, the Committee also proposed:

- Committee visits to the American Job Centers on the Neighbor Islands
- Assistance for local board staff (e.g. writing RFPs and MOUs)
- Local board training: local area administrative staff understand WIOA, board responsibilities, how the board can assist their staff achieve the program goals; what does the state expect of the boards; what are the board responsibilities?
- Send Board Chairs and Committee Chairs and Vice Chairs to the annual National Association of Workforce Development Board meeting
- Provide training to Eligible Training Providers on performance reporting and how to use open source codes for data collection

V. Schedule Next Meeting

Schedule the next meeting before October 15, 2019 for budget proposal approval. The Committee decided to meet on Tuesday, October 9, 2019, at 2:00 p.m.

VI. AdjournmentChair Sean Knox

Committee Chair Sean Knox adjourned the meeting at 11:15 a.m.