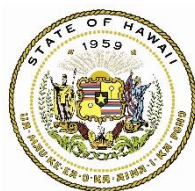


DAVID Y. IGE
GOVERNOR

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
Wednesday, June 5, 2019
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
Yvette Gibson, Vice Chair, Sector Strategies & Career Pathways Committee
Sean Knox, Chair, Performance Measures and Accountability Committee
Rick Richardson, Chair, Military & Veterans Affairs Committee
Glen Kaneshige, Chair, Employer Engagement Committee

Members Absent:

Shannon Okinaka, Chair, Finance Committee
Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee
Ian Kitajima, Chair, Youth Services Committee
Scott Murakami, Chair, Data Management & Technology Committee

Guests Present:

Doris Dvovich, Deputy Attorney General
Faustino Dagdag, Leeward Community College

Staff Present:

Allicyn Tasaka, Executive Director

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 1:04 p.m.

Chair Wilkins reported the following updates:

- A. Congratulations to Alan Hayashi and Rick Richardson who were reappointed by Governor David Ige to serve another term on the Workforce Development Council. They were confirmed by the full Senate this past legislative session. We welcome them back.
- B. Welcome to Yvette Gibson as Vice Chair of the Sector Strategies and Career Pathways committee who is here to report for Sunshine Topping.
- C. Welcome to Faustino Dagdag who will be giving us a presentation on the Statewide Business Services Plan.

II. Approval of Minutes for March 6, 2019

A motion was made by Sean Knox to approve the minutes of the regular meeting held on March 6, 2019. 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. Presentation

Report on the final draft of the Statewide Business Services Framework plan. Faustino Dagdag, Leeward Community College instructor and member of the Employer Engagement committee, presented the plan. Committee members would like to include the timeline that each county committed to accomplishing the goals. The plan as revised will be presented to the full board at the meeting on June 13, 2019.

The Statewide Business Services Framework plan can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/09/Hawaiis-Statewide-Business-Services-Framework-Plan-06.03.2019.pdf>

IV. The final report on outreach to employers and rebranding workforce strategies and plan which was submitted by Olomana Loomis was reviewed. The plan was vetted through the Employer Engagement committee and is being recommended to the Executive Committee for approval.

A motion was made by Glen Kaneshige to approve the employer outreach plan as presented by Olomana Loomis. The motion was seconded by Sean Knox and approved with six (6) ayes, no abstentions, and none voting no. (6 voting members were present.)

Approved employer outreach plan can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/04/Olomana-Loomis-Brand-Rollout-and-Employer-Outreach-Campaign-190306.pdf>

V. Executive Director's Report

Allicyn Tasaka's power point update to the committee can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/09/Executive-director%E2%80%99s-report-PPT-for-Exec-Mtg-6.5.pdf>

VI. Executive Session

Chair Wilkins asked for a motion to enter Executive Session for discussion and action regarding the annual performance evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2).

A motion was made by Alan Hayashi to enter Executive Session. The motion was seconded by Yvette Gibson and was approved with six (6) ayes, no abstentions, and none voting no. (6 voting members were present.) Executive Session was convened at 2:09 p.m.

A motion was made by Alan Hayashi to exit Executive Session. The motion was seconded by Sean Knox and was approved with six (6) ayes, no abstentions, and none voting no. (6 voting members were present.) Executive session ended at 2:32 p.m.

Chair Wilkins informed the Executive Director that the Executive Committee will reconvene on Thursday, September 12, 2019 at 8:30 a.m. to continue the discussion on performance evaluation and compensation.

VII. Update Reports and Possible Recommendations from Board Committees

A. Data Management & Technology Committee written report by Chair Scott Murakami and included in the folder.

The Request for Proposal (RFP) for the Participant Management Information System has been drafted. Currently, all parties are reviewing the drafted RFP before being finalized. Current plans have the RFP out for advertisement on July 15, 2019 with a due date of October 1, 2019. WDC and Electronic Data Processing Systems Office (EDPSO) staff recently visited the American Job Centers (AJC) across the State to demo and gather feedback concerning the Online Workforce Referral System. Staff received positive feedback on the system and incorporated some of the great ideas into the system. DLIR's EDPSO is close to completing the reporting functions of the system. Upon completion, rigorous testing of the system will be done to ensure accuracy of referrals and elimination of system bugs. Geographic Solutions, vendor for HireNet Hawaii, is hosting its 16th Annual Workforce Technology Conference in Monterey, California from June 19-21, 2019. The conference highlights Geographic Solutions' online software solutions developed for job seekers, employers, state and local workforce staff, labor market analysts and training providers across the country. Local workforce staff will be attending the conference to learn about the new version updates and connect with workforce peers across the

country that utilize similar systems. Conference attendees include Joni Heatherly (WDD), Bennett Yap (EDPSO), Erick Pascua (AJC Dillingham Manager), Sandra Goodale (AJC Hilo Manager), Stephanie Rickard (WDD – Maui) & Jayson Muraki (WDC).

B. Employer Engagement Committee report by Chair Glen Kaneshige

Faustino Dagdag gave a similar presentation as at this meeting to the Employer Engagement Committee and after discussion, the Committee voted to approve the plan. The Committee would like to recommend to the Executive Committee that the plan be approved. Kaneshige thanked the Executive Committee for taking action earlier in this meeting. Dagdag is scheduled to give a presentation at the board meeting on September 12, 2019.

The final report of the outreach to employers and rebranding of workforce strategies submitted by Olomana Loomis includes a survey by SMS Research of Hawaii's employers to assess current awareness, understanding and perceptions of the American Job Centers. It concluded that awareness by employers was low and this is an opportunity to outreach and brand the center to make a positive first impression and build relationships. It is a 3-year plan starting with a pilot program, training front line staff and building a strong foundation of services as the job centers. Year 2 is rolling out the workforce brand, engaging employers and building a mass communications plan. The third year is expanding the outreach and refining the customer experience and enhancing employer participation. The Employer Engagement Committee voted and approved the final report by Olomana Loomis. They recommended approval by the Executive Committee. Kaneshige thanked the Executive Committee again for taking earlier action in the meeting to approve the plan.

C. Finance Committee report by Chair Shannon Okinaka

A written report and the financials through March 2019 were included in the folder. The Committee reviewed the financial report. Chair Wilkins mentioned the low participation rate for Maui's adult program and the Maui Workforce Development Board is concerned and is working with the service provider to increase participation.

D. Military & Veterans Affairs Committee report by Chair Rick Richardson

The Committee meets every other month with up to 20 members. The last meeting was held at the Oahu American Job Center and they were briefed by the center's staff and focused on the veteran's representatives and how they are receiving priority of service. The Committee continues to meet with the Department of Education to discuss hiring military spouses with education credentials from other states. There will be a transition summit in October. Last year there were over 260 companies participating at Schofield.

E. Performance Measures & Accountability Committee report by Chair Sean Knox

The committee meets quarterly and have been focusing on the local area plans, participation and expenditure reports. It was decided the Committee will be more proactive and find out what the story is behind the numbers and gaps for the performance measures. To facilitate this, the

Committee will be asking questions to be included in the local area reports to the WDC. The Committee meetings will be shifted to after the board meetings so the county reports can be reviewed and compare it to the performance data, then develop a plan to address deficiencies.

F. Sector Strategies & Career Pathways Committee report by Vice Chair Yvette Gibson

The Committee had a follow up presentation by P-20 to get an update on the conference held in April. The WDC supported the two-day conference with \$35,000. It was successful and brought together educators and workforce partners to work on career and technical education pathways and programs.

G. Youth Services Committee report by Chair Ian Kitajima

A written report was in the folder. Committee members have identified three priority areas among the 14 youth program elements and began brain-storming possible goals: guidance and counseling; entrepreneurial skills training; and activities to prepare youth for transition to postsecondary education and training.

VI. 2019 Meeting Schedule

The proposed dates for the Executive Committee meetings in 2019 is as follows: September 4; and December 4. The meetings will be from 1:00 p.m. – 3:30 p.m.

VII. Announcements

Chair Wilkins announced the following:

The Maui Economic Development Board developed a career awareness program for 75 middle and high school students that included job shadowing at a hospital, senior care facility and Kaiser over a three-day period. Forty career professionals participated. Students were certified in HEPA and in CPR. A new training program for 65 teachers in computer science starts soon and it's co-sponsored with Code.Org. And an internship program will be launched with 45 high school STEM students representing every island, including Molokai, with each student receiving \$1,000 stipend.

VIII. The meeting was adjourned at 3:24 p.m.