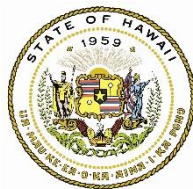


DAVID Y. IGE
GOVERNOR

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/>

PERFORMANCE MEASURES & ACCOUNTABILITY COMMITTEE MEETING
October 9, 2019
2:00 p.m. – 3:00 p.m.
Princess Ruth Keelikolani Building
830 Punchbowl Street, Workforce Development Council Room 417, Honolulu, HI 96813

HAWAII COUNTY
Office of Housing and Community Development
1990 Kinoole Street, Suite 102, Hilo, HI 96720

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

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

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

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

Staff

Allicyn Tasaka, Executive Director, WDC

Jeanne Ohta, Special Projects Specialist, WDC

I. Call to OrderChair Sean Knox

The meeting was called to order at 2:00 p.m. by Committee Chair Sean Knox. A quorum of five (5) members was present.

II. Approval of Minutes

A motion to approve the October 9, 2019 meeting minutes was made by Bernadette Howard. Brian Lee seconded the motion. The motion to approve the minutes was approved unanimously.

III. Review Proposed Projects and Budget

The committee reviewed the proposed projects and budget list from January 1, 2020 – June 30, 2020.

Project (1): Committee members tour each county's American Job Center (AJC) and interact with staff and partners and WDB Chairs/leadership as part of committee meeting. David DeLuz from Hawaii County requested the visit to the Oahu AJC be scheduled on the day of the quarterly WDC meeting to make best use of time. Travel to each of the counties should coincide with their board meetings. Local area stakeholders should be invited to these meetings.

Project (2): Develop a bank or library of open source documents as a resource for county WDB staff. No cost to the committee.

Project (3): Training and technical assistance to county WDB staff and local boards. WDC has offered these training sessions in the past (Maher & Maher, Federal Officers) and it has proven helpful, particularly to local areas with new administration. Each county will be offered the training with the option to customize the extent and direction.

Project (4): Provide training to Eligible Training Providers on performance reporting and how to use open source codes for data collection. The current RFP for the next participant management information system includes a module for this report so it won't be calculated manually. This project is a definite plan with specific results.

Project (5): Send Committee Chair and Vice Chair to annual National Association of Workforce Development Board (NAWB) meeting. The Vice Chair may not be able to make this trip so a designee from the committee and/or the WDC Board may attend in his place.

Project (6): Committee to set a policy that WDBs not meeting performance measures for 2 years would make a service provider ineligible to continue or to require an RFP be issued; have consequences for not meeting agreed upon performance goals. Connected to next project below.

Project (7): Contract consultant to conduct evaluation of organizations statewide and out of state with offices in Hawaii who would qualify to be service providers, then work with them to connect with state and local boards. Local areas have not received good responses to RFPs due to lack of providers and lack of interest due to requirements and/or low payouts. The consultant, contracted over a number of years, would help to identify challenging areas, then screen and be a part of the selection process. The committee will discuss the matter again when ready to start on the RFP.

Project (8): Committee to meet with DLIR Director at least twice during the year to update/express concerns and encourage collaboration between DLIR, county Mayors, and leaders to comply with WIOA and improve employment services statewide. It may be difficult to ask the Director to speak to the Mayors specifically on behalf of the WDC, and not DLIR in general. The committee will omit this project for this request and discuss further at a later date.

Omitting Project (8) above, the total amount of the request to the Finance Committee will be \$152,500. The committee will move forward with Projects (1-7).

A motion to approve the Performance Measures and Accountability Committee Proposed Projects and Budget for January 1, 2020 – June 30, 2020 was made by Brian Lee. David DeLuz seconded the motion. The motion to approve the minutes was approved unanimously.

IV. Follow Up Items

A. Questions for December Workforce Development Board Quarterly Reports

If the committee has specific questions for the Workforce Development Boards, they are asked to send them to Allicyn who will forward it to the counties.

B. Christen Lee will be visiting Maui on November 15 to monitor the Equal Opportunity and Non-Discrimination provisions under WIOA. She is working to schedule visits on Kauai and Oahu by end of the year. The EEO Officer for Hawaii County is retiring so the visit is pending until her replacement is determined. Reports on the counties will be included in the Non-Discrimination Plan, which is sent to the Federal Government. If the committee has questions, please submit them to Christen Lee.

V. Schedule Next Meeting

The next meeting is scheduled for January 7, 2020 at 10:00 a.m.

VI. AdjournmentChair Sean Knox

Committee Chair Knox adjourned the meeting at 2:59 p.m.