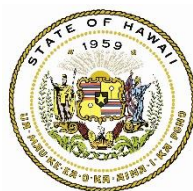


DAVID Y. IGE
GOVERNOR

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, September 4, 2019
1:00 p.m. – 3:30 p.m.
Princess Ruth Keelikolani Building
830 Punchbowl Street, Conference Room 417
Honolulu, Hawaii 96813

MINUTES

Members Present:

Leslie Wilkins, Chair
Alan Hayashi, Vice Chair
Glen Kaneshige, Chair, Employer Engagement Committee
Sean Knox, Chair, Performance Measures & Accountability Committee
Scott Murakami, Chair, Data Management & Technology Committee
Edward Richardson, Chair, Military & Veterans Affairs Committee
Sunshine Topping Chair, Sector Strategies & Career Pathways Committee

Members Absent:

Ian Kitajima, Chair, Youth Services Committee
Shannon Okinaka, Chair, Finance Committee

Guest Present:

Doris Dvonch, Deputy Attorney General

Staff Present:

Allicyn Tasaka, Executive Director

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 1:11 p.m. and announced quorum with seven (7) members.

Chair Wilkins reported the following updates:

- A. Chair Wilkins attended the National Governors Association (NGA) State Workforce Board Chairs meeting in Colorado Springs. The NGA is working towards a nationally recognized

credentials for military spouses, particularly nurses, teachers, and commercial drivers. They would also like to ensure that apprenticeships are accepted and create industry-led certifications

II. Approval of Minutes

A motion was made by Sean Knox to approve the minutes of the Executive Committee meeting on June 5, 2019. The motion was seconded by Alan Hayashi and was approved with seven (7) ayes, no abstentions, and none voting no. (7 voting members were present.)

A motion was made by Alan Hayashi to approve the minutes of the Executive Committee meeting Executive Session on June 5, 2019 and June 13, 2019. The motion was seconded by Sean Knox and was approved with seven (7) ayes, no abstentions, and none voting no. (7 voting members were present.)

III. Update on priorities for the Department of Labor and Industrial Relations (DLIR), observations of statewide Workforce Development Boards and American Job Centers by Scott Murakami, Director, DLIR

Director Murakami has been visiting American Job Centers (AJCs) across the state on his monthly neighbor island visits. The AJCs are currently doing well, but the Director would like to discuss a plan in case the economy takes a downturn or a natural disaster. Many of the AJCs may be at capacity and may not be able to handle more staff and visitors. A contingency plan is recommended.

DLIR is currently undergoing a reorganization. One aspect is to have the right number of positions in each division. Office of Community Services has seen an eight-fold increase in funding due to the number of grants-in-aid and CIPs they oversee, while Workforce Development Division (WDD) has positions held open in case the economy worsens. Another aspect is addressing issues the community is facing while aligning with Governor Ige's initiatives. The Employment Training Fund is being moved from WDD to Workforce Innovation in the Director's office, so the employer tax will go specifically to addressing the under-employment issue. The reorganization also includes shifting the focus of the Research and Statistics division from data collection, aggregation and reporting to analytics.

The HireNet RFP process was completed in a timely manner so there should not be a break in service when the current HireNet contract concludes on June 30, 2020 and the next provider starts on July 1, 2020. The Director is unable to continue as the Chair of the Data Management & Technology Committee and would like the Board to find a replacement.

Maui and the Department of Human Services may be able to use the single sign-on service soon. This would help to avoid relocation of the TANF and SNAP services. The single sign-on service may also act as a connection to Unemployment Insurance (UI) claimants.

TANF will receive a conditional waiver from co-locating to the AJCs until June 30, 2021. DLIR is looking at creating a UI data match for WIOA participants. This will prevent UI data from leaving DLIR, keeping information secure.

The Director would like to create an organization of culture (Labor Day hot dog celebration, challenge coins, communication, flexible schedule) and focus on three areas: optimization, modernization, and

collaboration.

IV. Status Reports

- A. Selection of consultant to facilitate and assist drafting the WIOA Hawaii Unified State Plan.
A motion was made by Edward Richardson to approve the proposal received by Martha Ross. The motion was seconded by Glen Kaneshige and was approved with seven (7) ayes, no abstentions, and none voting no. (7 voting members were present.)
- B. Selection of consultant to facilitate board strategic planning session and draft plan.
A motion was made by Sunshine Topping to approve the proposal received by Olomana Loomis. The motion was seconded by Edward Richardson and was approved with seven (7) ayes, no abstentions, and none voting no. (7 voting members were present.)

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/2019/12/PPT-Executive-Director%E2%80%99s-Report-for-Executive-Cmte-9.4.19.pdf>

VI. Reports and Possible Recommendations from Board Committees

- A. Data Management & Technology.....Scott Murakami
Director Murakami would like to be removed from the Data Management & Technology Committee. Sheryl Nojima is the current Vice-Chair. Any suggestions would be appreciated.
- B. Employer Engagement.....Glen Kaneshige
A Pilot Project program with FCH Enterprises (Zippy's) came about after working with Olomana Loomis on the Employer Outreach & Business Engagement Plan. Representatives from Zippy's will be meeting with AJC representatives and members of the Pilot Project subcommittee.
- C. Finance.....Leslie Wilkins for Shannon Okinaka
This year, unobligated WDC general funds were used to purchase furnishings for public areas of DLIR at the end of the fiscal year. To avoid having a large amount of unexpended funds at the end of the year, the Finance Committee is asking each Committee to submit a proposed budget for programs over the next fiscal year. A joint Finance Committee and Performance Measures & Accountability Committee will be held to review proposals. The Executive Director will send an email out to the Chairs with a deadline to submit the budgets.
- D. Military & Veterans Affairs.....Edward Richardson
The Committee meets every other month and the last meeting was on July 17. Judge Edward Kubo presented information on the Hawaii Veteran's Treatment Court to the Committee. The next meeting is scheduled for September 18 and the Hawaii Building and Trades Union Council will present on the Helmets to Hardhats program. The Transition Summit for all services will be on November 7 and 8. Home Depot is offering to train transitioning service members providing we can provide a site. Nothing has worked out so far.
- E. Performance Measures & Accountability.....Sean Knox

The Committee meets after scheduled board meetings so they can review the Finance reports and the County reports. Their areas of concern – Maui Adult program, Kauai Youth program – are known and are being addressed.

- F. Sector Strategies & Career Pathways.....Sunshine Topping
Warren Kawano from Hawaii ACTE presented to the Committee about their initiatives and challenges. After last year’s successful conference, they will be holding a two-day conference in January 2020. Hawaii ACTE is asking for WDC’s sponsorship again this year. The Committee is recommending a \$20,000 sponsorship - which includes 30 paid registrations and parking validations, and two workforce breakout sessions - and an additional \$10,000 to pay for neighbor island teacher and workforce members’ travel for a total of \$30,000.

A motion was made by Sunshine Topping to approve the \$30,000 sponsorship of the Hawaii ACTE conference in January 2020. The motion was approved with seven (7) ayes, no abstentions, and none voting no. (7 voting members were present.)

- G. Youth Services.....Ian Kitajima
No report.

VII. 2019 Meeting Schedule

- A. Next quarterly meeting on Wednesday, December 4, 2019 at 1:00 p.m. – 3:30 p.m.

VIII. Adjournment

The meeting was adjourned at 3:47 p.m.