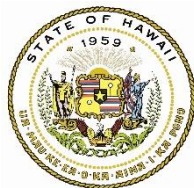


DAVID Y. IGE
GOVERNOR

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
Thursday, July 23, 2020
1:00 p.m. – 3:30 p.m.
Online via Zoom

Due to the COVID-19 pandemic, protecting the health and welfare of the community is a priority. The meeting was held remotely, with Board members and staff participating via online meeting venue.

MINUTES

Members Present:

Leslie Wilkins, Chair Board
Alan Hayashi, Vice Chair
Yvette Gibson, Vice Chair, Sector Strategies & Career Pathways Committee
Jason Ito, Chair, Data Management & Technology Committee
Glen Kaneshige, Chair, Employer Engagement Committee
Ian Kitajima, Chair Youth Services Committee
Sean Knox, Chair, Performance Measures & Accountability Committee
Shannon Okinaka, Chair, Finance Committee
Edward Richardson, Chair, Military & Veterans Affairs Committee
Sunshine Topping, Chair, Sector Strategies & Career Pathways Committee

Staff Present:

Allicyn Tasaka, Executive Director
Michelle Miyashiro, Office Manager
David Morihara, Statewide Rapid Response Coordinator
Jayson Muraki, Workforce Information & Data Coordinator
Jeanne Ohta, Special Projects Specialist
Mark Olds, Employment Analyst
James Kaala Souza, Employment Analyst
Edward Uechi, Employment Analyst

Guests Present:

Adam Rosenberg, Deputy Attorney General
Erick Pascua, American Job Center Hawaii
Keala Peters, Chamber of Commerce Hawaii
Alan Tang, Olomana Loomis

I. Call to Order

Chair Leslie Wilkins called the meeting to order at 1:02 p.m.

Chair Wilkins reported the following updates:

- A. Although Sunshine Topping's term expired on June 30, 2020, she will be carried over until the Governor appoints a replacement. Sunshine Topping will co-chair the Sector Strategies and Career Pathways Committee with Yvette Gibson.
- B. Governor Ige has designated Kym Sparlin, Director of Intergovernmental Relations and Policy, as his designee to the WDC Board. JoAnn Inamasu is the new Director of the Maui Office of Economic Development and will replace Kay Fukumoto as Mayor Victorino's representative on the WDC Board. Nalani Brun is the Director of the Kauai Office of Economic Development and will replace Robbie Melton as Mayor Kawakami's representative on the WDC Board.
- C. Chair Wilkins welcomed new WDC staff members Kaala Souza and David Morihara, who both started on May 1.
- D. Under Governor's order, Scott Murakami is on leave until further notice. All questions should be directed to the Governor's office. The Governor has appointed Anne Perreira-Eustaquio as Acting Director and she is also continuing her duties as Deputy Director.
- E. Chair Wilkins will exercise the Chair's prerogative to move the Finance Committee report up on the agenda.

II. Approval of Minutes**A. February 19, 2020**

A motion was made by Alan Hayashi to approve the minutes of the Executive Committee meeting on February 19, 2020. The motion was seconded by Edward Richardson. There was no further discussion or amendments. The motion was approved.

III. Finance Committee Report

- A. Committee Chair Shannon Okinaka presented the Finance Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/WDC-Finance-Comm-Report-2020-07-20.pdf>

- B. Committee Chair Shannon Okinaka presented the Finance Committee’s recommendations to expend federal funds by June 30, 2021, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-Activities-to-Expend-Federal-Funds-by-6.30.2021.pdf>

Finance Committee Chair Shannon Okinaka made the motion to approve the recommendations for the allocation of the returned funds. There was no further discussion, amendments or abstentions. The motion was approved.

IV. Summary and status of the “Workforce Resiliency Initiative” to develop a more learned, trained, and resilient workforce presented by Kaala Souza, Employment Analyst with the Workforce Development Council

Kaala Souza presented “Workforce Resiliency Initiative”, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/200723-WDC-Workforce-Resiliency-Initiative.pdf>

A motion was made by Alan Hayashi to approve and accept the Workforce Resiliency Initiative. The motion was seconded by Jason Ito. There was no further discussion, comments, questions or abstentions. The motion was approved.

V. Overview of “Hawaii is Hiring” collaboration highlighting a one-stop portal for jobseekers and new graduates that simplifies access to Hawaii’s many existing employment, training and education resources, including HireNet, Indeed, UH Career Explorer, UH Community Colleges and others, presented by Keala Peters, Vice President, Education and Workforce Development and Executive Director, Sector Partnerships with the Chamber of Commerce of Hawaii.

Keala Peters presented an overview of “Hawaii is Hiring”, which can be found at this link: https://labor.hawaii.gov/wdc/files/2020/07/HawaiiIsHiring_WDC-07.23.20.pdf

VI. Update on statewide rapid response and business services impacted by COVID-19 presented by David Morihara, Statewide Rapid Response Coordinator and Workforce Innovation and Opportunity Specialist with the Workforce Development Council.

David Morihara presented an overview on statewide rapid response, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Hawaii-Rapid-Response-New-Normal.pdf>, and on business engagement and services, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Rev-Business-Services-Summary-7.17.2020.pdf>

VII. Executive Director’s Report

Executive Director Allicyn Tasaka presented the Executive Director’s report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Executive-Director-Report-for-Exec-Cmte-7.23.2020.pdf>

VIII. Executive Session

Vice Chair Alan Hayashi motioned to move into Executive Session to discuss personnel matters regarding the annual evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2). Edward Richardson seconded the motion. There were no questions. The motion was adopted. The meeting entered Executive Session at 3:13 p.m.

Vice Chair Alan Hayashi motioned to move out of Executive Session. Edward Richardson seconded the motion. There were no questions. The motion was adopted. The meeting exited Executive Session at 3:28 p.m.

The committee will review the review of the Executive Director’s performance in an Executive Session on August 6 or August 7, 2020, prior to the August 13 board meeting, based on availability of board members.

IX. Reports and Possible Recommendations from Board Committees

- A. Data Management & Technology.....Jason Ito
Committee Chair Ito reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-Data-Management-and-Technology-Committee-Update-7.17.2020.pdf>
- B. Employer Engagement.....Glen Kaneshige
Committee Chair Kaneshige reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-Employer-Engagement-Committee-Report-07.15.20.pdf>
- C. Military & Veterans Affairs.....Edward Richardson
Committee Chair Edward Richardson reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-Military-Veterans-Affairs-Committee-Report-7.17.2020.pdf>
- D. Performance Measures & Accountability.....Sean Knox
Committee Chair Knox reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-WDC-PERFORMANCE-MEASURES-REPORT-for-7.23.2020.pdf>

- E. Sector Strategies & Career Pathways.....Sunshine Topping
Committee Chair Topping submitted a committee report, which can be found at this
link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-Committee-Update-Sector-Strategies-7.17.2020.pdf>
- F. Youth Services.....Ian Kitajima
Committee Chair Kitajima submitted a committee report, which can be found at this
link: <https://labor.hawaii.gov/wdc/files/2020/07/Final-Youth-Services-Committee-Report-7.17.2020.pdf>

X. 2020 Meeting Schedule

The quarterly WDC board meetings are set for August 13, 2020 and November 12, 2020 from 9:30 a.m. – 12:30 p.m. on Zoom.

XI. Adjournment

The meeting was adjourned at 3:48 p.m.