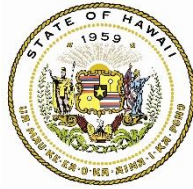


DAVID Y. IGE  
GOVERNOR

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 Meeting**  
**Thursday, February 20, 2020**  
**9:30 a.m. — 12:30 p.m.**  
**Keelikolani Building (State Labor & Tax Building)**  
**830 Punchbowl Street, Room 310, Honolulu, HI 96813**

### MINUTES

#### Member Attendees:

Leslie Wilkins, WDC Chairperson, and Chair, Maui County Workforce Development Board  
Jason Chang, Chair, Oahu Workforce Development Board  
Tammi Chun (Designee for David Lassner, President, UH)  
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board  
Dan Fort (Designee for Mayor Derek Kawakami, Kauai County Mayor)  
Alan Hayashi, WDC Vice Chair, and Owner, Consult 808  
Duane Hosaka (Designee for Mayor Harry Kim, Hawaii County Mayor)  
Bernadette Howard (Designee for David Lassner, President, UH)  
Yang-Seon Kim (Designee for Mike McCartney, Director, DBEDT)  
Sean Knox, President, Hawaii Employment Services  
Brian Lee, Director, Hawaii Laborers-Employers Cooperation & Education Trust Fund  
Scott Murakami, Director, Department of Labor and Industrial Relations  
Representative Mark Nakashima, Hawaii State House of Representatives  
Shannon Okinaka, Executive Vice President & CFO, Hawaiian Airlines  
Anne Perreira-Eustaquio (Designee for Scott Murakami, Director, DLIR)  
Maricar Pilotin-Freitas (Designee for Scott Murakami, Director, DLIR)  
John Poehnel, Chair, Kauai County Workforce Development Board  
Linda Puppolo (Designee for Mayor Michael Victorino, Maui County Mayor)  
Helen Sanpei (Designee for Christina Kishimoto, Superintendent, Department of Education)  
Sunshine Topping, Sr. VP Human Resources and Organizational Effectiveness, Hawaii Pacific Health  
Winona Whitman, Employment & Training Director, Alu Like, Inc.  
Karen Wong, Vice President of Administration, Lanakila Pacific

#### Members Absent:

Pankaj Bhanot, Director, Department of Human Services  
Mayor Kirk Caldwell, City and County of Honolulu  
Senator Stanley Chang, Hawaii State Senate  
Yvette Gibson, HR Manager, Talent Acquisition, Hawaii Pacific Health

Governor David Ige  
Jason Ito, Director of Administration & Planning, Kyo-Ya Management Company  
Michael Kamiya, Sales Director, Kamiya Gold, Ltd.  
Glen Kaneshige, President, Nordic PCL Construction, Inc.  
Ian Kitajima, Director of Corporate Development, Oceanit  
Gladys Quinto Marrone, CEO, Building Industry Association of Hawaii  
Alicia Moy, President & CEO, Hawaii Gas Co.  
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates  
General Edward Richardson, Owner, Edward V. Richardson, LLC  
Charles Shima, Training Coordinator, Plumbers Union Local 675  
Brian Tatsumura, Owner, Briant 808 LLC

**Guests:**

April Acquavella, Hawaii Carpenters Apprenticeship  
Pat Anbe, Waipahu Community School for Adults  
Karen Arakawa, Maui County American Job Center of Hawaii  
Jeri Arucan, Department of Labor and Industrial Relations, Research & Statistics  
Kaui Burgess, Kamehameha Schools  
Iva Cain, Division of Vocational Rehabilitation  
Desiree Espinda, Workforce Development Division  
Ann Greenlee, VET / USDOL  
Bridget Komine, VETS / USDOL  
Coreen Lee, Hawaii Gas  
Alison Lum, Oahu Workforce Development Board  
Tina Matsuo, Waipahu Community School for Adults  
Dan Miyamoto, Hawaii Department of Education  
Debbie Miyao, Hawaii Department of Education  
Cary Miyashiro, Hawaii USA Federal Credit Union  
Michael Moser, Leeward Community College  
Evan Nakatsuka, Lanakila Pacific  
Chad Okinaka, Waipahu Community School for Adults  
Liane Okumura, Olomana Loomis ISC  
Erick Pascua, Oahu American Job Center Hawaii  
Adam Rosenberg, Office of the Attorney General  
Martha Ross, WDC Consultant  
Kaala Souza, Olomana Loomis ISC  
Alan Tang, Olomana Loomis ISC  
Dina Yoshimi, HI Language Roadmap UHM

**Staff:**

Allicyn Tasaka, Executive Director  
Kathy Miyahira, Accountant  
Michelle Miyashiro, Office Manager  
Jayson Muraki, Workforce Information & Data Coordinator  
Jeanne Ohta, Special Projects Specialist  
Mark Olds, Employment Service Specialist

Lina Rivera, Accountant  
Edward Uechi, Employment Analyst

**I. Call to Order**

**A. Chair's Updates by Chair Leslie Wilkins**

Chair Wilkins called the meeting to order at 9:31 a.m. and declared that quorum was achieved with 16 voting members present. Chair Wilkins congratulated Jason Chang for his promotion to President of Queen's Medical Center and Chief Operating Officer of the Queen's Health Systems and the Medical Center. Chair Wilkins congratulated Sunshine Topping on her new position of Senior Vice President of Human Resources and Organizational Effectiveness at Hawaii Pacific Health. Chair Wilkins also congratulated Gladys Quinto Marrone on becoming Executive Director of Nareit Hawaii. Chair Wilkins welcomed Representative Mark Nakashima from the Hawaii State House of Representatives and thanked him for his continued support of workforce development. Chair Wilkins welcomed John Poehnelt as Chair of the Kauai County Workforce Development Board. Chair Wilkins announced that UH President David Lassner has designated Dr. Erika Lacro, Vice President of Community Colleges as his designee for the WDC Board along with Bernadette Howard. Chair Wilkins also welcomed Linda Puppolo, Executive Director of the Maui County Workforce Development Board, who is representing Mayor Mike Victorino in place of Kay Fukumoto. Chair Wilkins congratulated Hawaii County Chair David DeLuz, Jr. for Big Island Toyota and DeLuz Automotive Chevrolet being recognized as one of 49 dealers nominated nationwide for the Dealer of the Year award.

Chair Wilkins, Vice Chair Alan Hayashi and Executive Director Allicyn Tasaka met with the Governor on January 9, 2020 to update him on the work of the Workforce Development Council. The Governor's Chief of Staff Linda Chu Takayama, former DLIR Director, also attended the meeting. Kym Sparlin has been appointed as the Governor's Designee on the WDC board. Chair Wilkins attended the National Skills Alliance and the National Governors Association meeting in Washington, D.C. on behalf of WDC.

**B. Brief overview of Department of Labor and Industrial Relations (DLIR) by Scott Murakami, Director, DLIR**

Director Murakami shared that Deputy Director Anne Perreira-Eustaquio has successfully gone through her Senate confirmation hearing. The Deputy Director has more than 30 years of experience with the Unemployment Insurance Division.

DLIR's minimum wage bill has been tied to the overall change package with the Governor and Legislature's support. The bill will be decided on February 21, 2020. There was a Paid Family Leave bill that would provide \$300,000 for DLIR to hire three full-time positions to administer the social insurance model. Although DLIR supports paid family leave, it could not support the measure as it has been estimated to cost \$4 - \$7 million to administer the program just for the Executive Branch of the State government.

## **II. Chair's Prerogative to move agenda items out of order**

### **A. Oahu Workforce Development Board (OWDB) Report by Jason Chang**

The OWDB had their first full board meeting of the year on January 9, 2020 and adopted the comprehensive certification of the American Job Center Hawaii (AJCH) at Dillingham. In the 4<sup>th</sup> quarter of 2019, 2,600 customers visited the AJCH at Dillingham. Individuals experiencing homelessness made up the largest target population. There were several customized job fairs held at the AJCH during this same period, staff participated in community job fairs organized by partners, and provided customized outreach presentations for Adult Friends for Youth.

### **B. Performance Measures and Accountability Committee Report by Sean Knox**

The committee's budget was approved by the Finance Committee. Included in that budget is a plan for the Performance Measures and Accountability Committee to tour all of the American Job Centers, for Committee Chair Knox and WDC Vice Chair Alan Hayashi to attend the NAWB conference in Washington, D.C. in March 2020, training for eligible training providers to enhance performance reporting, and issue an RFP for a consultant to evaluate available service providers for Title I services in Hawaii. The committee will also develop a policy on service providers unable to meet performance goals and will provide updates to the DLIR Director if collaboration with the counties is necessary.

### **C. Updates by Representative Mark Nakashima**

This year's legislature will be focused on the cost of living and associated economic packages. There will be a multi-pronged approach to moderately raise the minimum wage while also looking at other factors raising the cost of living such as childcare. They are also looking at refundable food tax credits and an affordable housing package.

### **D. Finance Committee Report by Shannon Okinaka**

Around \$776,000 in Program Year 17 funds have come back to the State from the local areas. About \$230,000 has been used to cover HireNet Hawaii fees for the local areas. If unspent, the remainder will lapse on June 30, 2020. WDC does not expect a significant amount of PY18 funds to be returned to the State, unless there are unforeseen circumstances. Each local area has increased their number of participants. About \$316,000 of \$418,000 in general funds has been allotted to WDC and committee activities with about \$63,000 being expended by December 31, 2019. The remainder of the funds needs to be obligated by March 31, 2020 as they will lapse on June 30, 2020.

## **III. Approval of Minutes for the September 12, 2019 Meeting**

### **A. Regular Meeting held September 12, 2019**

Vie Chair Alan Hayashi motioned to adopt the minutes of the September 12, 2019 board meeting. Sunshine Topping seconded the motion. There was no further discussion or amendments. The motion was adopted as circulated with 18 votes in favor, no

abstentions, and none voting no.

**IV. Updates Relating to Board Governance from December 2019 – February 2020**

**A. Executive Committee Report and Recommendations by Chair Leslie Wilkins**

The Executive Committee met on February 19 and received a preview of the Unified State Plan and the Board Strategic Plan. The Committee approved both plans and recommends adoption by the Workforce Development Council.

**B. Executive Director’s Report on WDC Activities from December 2019 to February 2020 by Allicyn Tasaka**

Executive Director Tasaka presented the Executive Director’s report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/06/ED-REPORT-for-Board-Meeting-2.20.2020.pdf>

**V. Hawaii WIOA Unified State Plan**

Martha Ross, Consultant, provided an overview of the Hawaii WIOA Unified State Plan draft. Jeri Arucan (DLIR Research & Statistics Office), Jeanne Ohta (WDC), Dan Miyamoto (Department of Education, Adult Education), Maricar Pilotin-Freitas (Workforce Development Division), Iva-Starr Cain (Department of Human Services, Division of Vocational Rehabilitation), and Bernadette Howard (Career and Technical Education) presented their portions of the plan, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/06/Unified-State-Plan-draft-presentation-combined.pdf>

Sunshine Topping motioned to adopt the Hawaii WIOA Unified State Plan. Bernadette Howard seconded the motion. There was no further discussion or amendments. The motion was adopted as circulated with 16 votes in favor, no abstentions, and none voting no. The plan is adopted as presented and will move forward to Governor David Ige on February 26, 2020.

**VI. Board Strategic Plan**

Alan Tang, Liane Hu-Okumura, and Kaala Souza of Olomana Loomis ISC presented an update and brief overview of the Board Strategic Plan draft, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/06/WDC-Strategic-Plan-Update-2020-02-20.pdf>

**VII. Reports Related to the Workforce Innovation and Opportunity Act (WIOA)**

**A. Program Highlights from each County’s Workforce Development Board from December 2019 to February 2020**

**1. Hawaii County Workforce Development Board by David DeLuz, Jr.**

David DeLuz, Jr. thanked WDC and staff for traveling to Hawaii Island to offer basic WIOA fiscal training. There have been some pauses in the Hawaii County IFAs and MOUs. Thanks to Maui County’s assistance, there is movement forward. David

DeLuz, Jr. is requesting the Executive Committee to consider granting the returned PY17 funds back to the counties.

**2. Kauai Workforce Development Board by John Poehnelt**

John Poehnelt reported they have been successful in reducing the turnover on the board with five new members and potential candidates to fill the remaining seats. Executive Director Dan Fort has been instrumental in maintaining the continuity and stability of the board. The Oahu AJCH sent members of the WIOA Youth staff to train Kauai County's new Youth Service Provider. Priorities moving forward include executing the contract for the Youth Program by March 23, 2020, completing the IFA for the current MOU, implementing the PY19 Adult & Dislocated Worker Program contract, filling the final vacant seats on the board, and building committees.

**3. Maui Workforce Development Board by Chair Leslie Wilkins**

An RFP for the Adult & Dislocated Worker contract was issued with two bids received. Goodwill Industries was chosen for this contract. Monitoring of the Youth program, whose vendor is the University of Hawaii Maui College, found errors and omissions in required paperwork. These findings are being corrected. Executive Director Linda Puppolo and Karen Arakawa are working to have the Maui County AJCH certified by June 30, 2020. They will also be working on the local plan to align with the State plan. The American Job Center will be moving to the new County facility in the business park.

**B. WIOA Core Partner Updates for December 2019 to February 2020**

**1. Adult Education and Career Pathways (Dept. of Education and University of Hawaii) by Helen Sanpei, Tammi Chun for Erika Lacro, and Bernadette Howard**

Helen Sanpei thanked Dan Fort and the Kauai Workforce Development Board for the positive changes being made to their Board. Adult Education submitted three bills, Senate Bill 2259, House Bill 1915, and House Bill 2092. The Senate Ways and Means committee approved Senate Bill 2259. The Workforce Readiness Diploma Credential Program addresses the need for students who want to join the workforce but do not have a high school diploma. Helen Sanpei asks for support if testimony is needed.

Tammi Chun reported that UH is working on a new strategic plan for 2021. There is a project within the strategic plan that has a workforce focus so members of the Council may be called upon. Career Explorer, a tool developed by the Community Colleges, uses EMSI data to look at careers, wages, and education. Senate Bill 2056 asks the University to collaborate with the Department of Education and the Department of Business, Economic Development and Tourism to develop functions for Career Explorer. Priorities for cross-campus collaboration regarding workforce include high demand occupations and convening meetings across campuses and non-credit programs as they apply in teaching pathways and healthcare.

Bernadette Howard reported they are working on a credential plan (vs. a degree) using Perkins funds.

**2. Vocational Rehabilitation (Dept. of Human Services) by Iva-Starr Cain for Maureen Bates**

No additional report.

**3. Wagner-Peyser Act (Dept. of Labor and Industrial Relations – Workforce Development Division) by Maricar Pilotin-Freitas**

The Workforce Development Division staff on Molokai retired at the end of December 2019. A staff member from the Maui office is being deployed to Molokai twice a month to ensure services are continued. Unemployment Insurance also goes to Molokai once a month. Maricar Pilotin-Freitas reminded employers to take advantage of the Employment and Training Fund program.

**C. Board Committee Reports on Activities of Committees for December 2019 to February 2020**

**1. Data Management & Technology Committee by Interim Committee Chair Jason Ito**

There is a written report provided, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/06/Data-Management-Technology-Committee-02.19.2020.pdf>

**2. Employer Engagement Committee by Committee Chair Glen Kaneshige**

There is a written report provided, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/06/EMPLOYER-ENGAGEMENT-COMMITTEE-UPDATE-2.19.2020.pdf>

**3. Military and Veterans Affairs Committee Report by Vice Chair Alan Hayashi for Committee Chair General Edward Richardson**

Lendlease reached an agreement with the Department of Education to open up approximately 700 units of military housing for educators. The Military and Veterans Affairs Committee report can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/06/MVAC-Update-2.19.2020.pdf>

**4. Sector Strategies & Career Pathways Committee by Committee Chair Sunshine Topping**

There is a written report, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/06/Sector-Strategies-and-Career-Pathways-Committee-Update-02.19.20.pdf>

**5. Youth Services Committee by Committee Vice Chair Winona Whitman for Committee Chair Ian Kitajima**

The Youth Services Committee has about 16 members and meets at the Oahu AJCH.

There are three initiatives the committee is working on: trauma-informed assessment,

entrepreneurship and career pathways. The committee will link the initiatives in an integration concept to enhance and yield synergism. The Youth Services Committee report can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/06/Youth-Committee-Update-2.19.2020.pdf>

**VIII. Announcements**

- A. 2020 Meetings will be held quarterly on the second Thursday of the month at 9:30 a.m. – 12:30 p.m.
- B. Next Scheduled Meeting: May 14

**IX. Adjournment**

Chair Wilkins adjourned the meeting at 12:55 p.m.