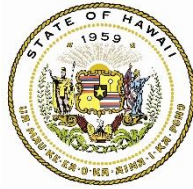


DAVID Y. IGE  
GOVERNOR

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, September 12, 2019**  
**9:30 a.m. — 12:30 p.m.**  
**Princess Ruth Keelikolani Building**  
**830 Punchbowl Street, Room 310, Honolulu, HI 96813**

### MINUTES

#### Member Attendees:

Leslie Wilkins, WDC Chairperson, and Chair, Maui County Workforce Development Board  
Maureen Bates (Designee for Pankaj Bhanot, Director, DHS)  
Senator Stanley Chang, Hawaii State Senate  
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board  
Yvette Gibson, HR Manager, Talent Acquisition, Hawaii Pacific Health  
Jason Chang, Chair, Oahu Workforce Development Board  
Kay Fukumoto (Designee for Mayor Michael Victorino, Maui County Mayor)  
Neil Gyotoku (Designee for Mayor Harry Kim)  
Alan Hayashi, WDC Vice Chair, and Owner, Consult 808  
Leonard Hoshijo (Designee for Scott Murakami, Director, DLIR)  
Bernadette Howard (Designee for David Lassner, President, UH)  
Jason Ito, Director of Administration & Planning, Kyo-Ya Management Company  
Yang-Seon Kim (Designee for Mike McCartney, Director, DBEDT)  
Sean Knox, President, Hawaii Employment Services  
Brian Lee, Executive Director, Hawaii Laborers-Employers Cooperation & Education Trust Fund  
Gladys Quinto Marrone, CEO, Building Industry Association of Hawaii  
Michael Moser (Designee for David Lassner, President, UH)  
Scott Murakami, Director, DLIR  
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates  
Shannon Okinaka, Executive Vice President & CFO, Hawaiian Airlines  
General Edward Richardson, Owner, Edward V. Richardson, LLC  
Helen Sanpei (Designee for Christina Kishimoto, Superintendent, Department of Education)  
Charles Shima, Training Coordinator, Plumbers Union Local 675  
Brian Tatsumura, Owner, Briant 808 LLC  
Sunshine Topping, Formerly with Hawaiian TelCom  
Manuel "Manny" Valbuena (Designee for Mayor Kirk Caldwell, City and County of Honolulu)  
Winona Whitman, Employment & Training Director, Alu Like, Inc.  
Karen Wong, Vice President of Administration, Lanakila Pacific  
Elaine Young (Wagner-Peyser Designee for Scott Murakami, Director, DLIR)

#### Members Absent:

Michael Kamiya, Sales Director, Kamiya Gold, Ltd.

Glen Kaneshige, President, Nordic PCL Construction, Inc.  
Mayor Derek Kawakami  
Ian Kitajima, Director of Corporate Development, Oceanit  
Alicia Moy, President & CEO, Hawaii Gas Co.  
Representative Mark Nakashima, Hawaii State House of Representatives  
Kaleo Perez, Acting Chair, Kauai Workforce Development Board  
Barry Taniguchi, Chairman & CFO, KTA Super Stores  
Beth Whitehead, Executive Vice President, CAO, American Savings Bank

**Guests:**

Keith DeMello, Ulupono Initiative  
Doris Dvonch, Office of the Attorney General  
Elena Farden, Native Hawaiian Education Council  
Ann Greenlee, VET / USDOL  
Carol Kanayama, Workforce Development Division, DLIR  
Janet Kaya, DLIR Research & Statistics Office  
Bridget Komine, VETS / USDOL  
Alison Lum, Oahu Workforce Development Board  
Gordon Lum, Waipahu Community School for Adults  
Tina Matsuo, Waipahu Community School for Adults  
George Massengale  
Cary Miyashiro, Hawaii USA Federal Credit Union  
Mark Nakamura, McKinley Community School for Adults  
Liane Okumura, Olomana Loomis  
Christine Park, Waipahu Community School for Adults  
Erick Pascua, American Job Center Hawaii  
Maricar Pilotin-Freitas, Workforce Development Division, DLIR  
Alan Tang, Olomana Loomis  
Erika Vincent, Native Hawaiian Education Council  
Dina Yoshimi, HI Language Roadmap UHM

**Staff:**

Allicyn Tasaka, Executive Director  
Maria-Elena Diaz, Employment Analyst IV  
Keana Kaupiko, VISTA member  
Kathy Miyahira, Accountant IV  
Michelle Miyashiro, Office Manager  
Jayson Muraki, Workforce Information & Data Coordinator  
Jeanne Ohta, Special Projects Specialist  
Mark Olds, Employment Service Specialist V  
Lina Rivera, Accountant III  
Kayla Rosenfeld, WIOA Specialist & Rapid Response Coordinator

**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 26 voting members present. Chair Wilkins welcomed Senator Stanley Chang to the meeting. Chair Wilkins thanked Kaleo Perez, Acting Chair of the Kauai Workforce Development Board, for stepping in after the former Kauai Board Chair retired. Chair Wilkins welcomed Michael Moser to the Board as UH President David Lassner's designee. Chair Wilkins announced that

Brian Donohoe has been designated as a designee for Department of Human Services Director Pankaj Bhanot. Chair Wilkins announced that Youth Services Committee Chair Ian Kitajima sustained a leg injury and sent him well wishes for a quick recovery. Chair Wilkins welcomed WDC VISTA member Keana Kaupiko to the team and also bid farewell to WDC staff member Maria-Elena Diaz who will be going to work at Windward Community College as the Director of Continuing Education, position formerly held by Michael Moser.

Chair Wilkins represented WDC at the National Governors Association (NGA) State Workforce Board Chairs meeting in Colorado Springs in August. NGA would like to create nationally certified credentials for in-demand jobs, particularly for spouses of military service members who relocate often. Work-based learning and apprenticeships are also a focus of the NGA. WDC Executive Director Allcyn Tasaka made a presentation on the pilot research project of the gig economy. The full report is expected at the Summer 2020 meeting.

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

Director Murakami shared that his first year as Director has been focused on setting the right organizational culture and structure. To create the culture, the Director has been recognizing individuals who demonstrate the Aloha Spirit. WDC volunteer Doris Shiraishi was presented with the Director's Challenge Coin for her five years of volunteer service.

To create the structure, the Director shared the Department's priorities which aligns with Governor Ige's priorities for the state. Optimization: the department is looking at the core services provided to the community. Modernization: the department has about \$21 million in modernization projects. Collaboration: the administrator's meetings have been hosted by different divisions so that their employees have a chance to learn about other divisions and ask questions.

The Director's office has been beta-testing a 4-day, 10-hour work week schedule, which may roll out to the rest of the department next year. The administrators took part in a DLIR branding session to share ideas on how to move forward together. The Director has been visiting neighbor islands monthly to better understand each island's economic system. Next year's legislative package will include items regarding minimum wage and budget – including reorganizing the Office of Community Services and the Workforce Development Division (WDD). Christen Lee, EEO Officer, will be visiting neighbor islands to ensure EEO policies are up to date. Hawaii will host the USDOL Pacific Territories and Regional convening at the State Capitol the week of September 23. Public spaces in DLIR are getting improvements. State conditional waivers for operation of the Kona and Molokai offices where Wagner-Peyser services are provided outside of the American Job Centers. Room 112 in this building (Keelikolani Building) was the former One-Stop and Resource Center and will be returned to the Department of Taxation. Current staff in Room 112 will be moving into the WDD office.

**II. Approval of Minutes for the June 13, 2019 Meeting**

**A. Regular Meeting held June 13, 2019**

Sean Knox motioned to adopt the minutes of the June 13, 2019 Board meeting. Sunshine Topping seconded the motion.

- a. Maureen Bates requested a correction to the June 13, 2019 minutes.
  - i. *Page 6, Section 2:* Division of Vocational Rehabilitation is generating over \$15million per quarter and an investment of \$17 million per annum. The movers

of the motion accepted the amendment made by Ms. Bates. There was no further discussion or amendments. The amended motion was adopted with 25 votes in favor, no abstentions, and none voting no.

**B. Executive Session held June 13, 2019**

Alan Hayashi motioned to adopt the minutes of the June 13, 2019 executive session. Bernadette Howard seconded the motion. There was no further discussion or amendments. The motion was adopted with 25 votes in favor, no abstentions, and none voting no.

**III. Chair's Prerogative**

The following reports were taken out of order on the agenda to accommodate the presenters' schedules.

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

OWDB Executive Director Alison Lum just returned from the California Workforce Association Meeting of the Minds conference in Monterey. She also attended the P-20 Partnership Education meeting in Long Beach. All WIOA Title I programs are meeting or exceeding performance measures for PY19. The Oahu AJC has conducted 5 customized recruitment fairs in the past quarter. Senator Mazie Hirono visited the Oahu AJC on August 30 and met with some members who have benefitted from services through the AJC.

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

The next committee meeting will be on September 17. Janice Wakatsuki from Oahu WDB has joined the committee and the committee would like to also include members from Kauai County and Maui County. Fiscal and participation reports were reviewed at the last meeting and key items are being addressed by the AJC staff and at the state and county levels. Committee Chair Sean Knox and Committee Vice Chair Brian Lee will be attending the next Finance Committee meeting to discuss the counties' unexpended funds and low participation rates.

The Performance Measures and Accountability Committee report can be found at this link:  
<https://labor.hawaii.gov/wdc/files/2020/01/Performance-Measures-Committee-Report-0919.pdf>

**C. Military and Veterans Affairs Committee Report by Chair General Edward Richardson**

Committee Chair Richardson thanked the Oahu AJC for their hospitality in hosting the Military and Veterans Affairs Committee meetings. Judge Ed Kubo presented on the Veterans Court at the last meeting. The next meeting will have a speaker from the Hawaii Builders and Construction Trades Council. There will be a transition summit at Schofield Barracks on November 8 & 9, 2019 for transitioning service members. About 250 large companies will be meeting with about 2,000 soldiers.

The Military and Veterans Affairs Committee report can be found at this link:  
<https://labor.hawaii.gov/wdc/files/2020/01/Generals-WDC-Mtg-9.12.19-MVAC-Activity-Highlights.pdf>

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

About \$800,000 of PY17 funds was returned to the state. The staff and committee has discussed possible uses of these funds – board strategic plan, unified state plan, and ways to train and support service providers. DLIR reallocated about \$300,000 general funds to general needs of the department. Each committee has been asked to prepare a budget request to ensure funds are used in a timely manner.

#### **IV. Presentation**

##### **A. Update on Hawaii State Plan for Carl D. Perkins Career and Technical Education Act by Bernadette Howard, State Director, Office of Career and Technical Education.**

Bernadette Howard presented the Perkins V Plan Development, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/01/wdc-presentation-sept-12-2019RCS.pdf>

#### **V. Updates Relating to Board Governance from July to September 2019**

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

The Executive Committee met on September 4 and reviewed proposals in response to two requests for quotes to facilitate the Board Strategic Planning and the WIOA Unified State Plan. The Board Strategic Planning session will be facilitated by Olomana Loomis on October 8, 2019. Martha Ross has been chosen to facilitate the WIOA Unified State Plan in collaboration with core and mandatory partners.

The Executive Committee approved and recommends the Sector Strategies and Career Pathways Committee's request to provide \$30,000 in support to the Hawaii Association of Career and Technical Education conference on January 30 & 31, 2020 at the Hawaii Convention Center. WDC will be listed as a partner and a portion of the funds will be \$20,000 will list WDC awarded as scholarships to neighbor island attendees. As a partner, WDC will be allowed 30 paid conference registrations with parking and two 1-hour break-out sessions relating to the workforce. There was no further discussion or questions. The recommendation was ratified with 25 votes in favor, no abstentions, and none voting no.

##### **B. Executive Director's Report on WDC Activities from July to September 2019 by Allicyn Tasaka**

In the interest of time, Executive Director Tasaka deferred her report and directed members to review the written report submitted, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/01/PPT-Executive-Director's-Report-for-WDC-Board-Meeting-9.12.19.pdf>

#### **VI. Board Strategic Planning Preparation**

Olomana Loomis ISC will be facilitating the board strategic planning session on October 8, 2019. Kaala Souza of Olomana Loomis ISC explained the purpose of today's presentation is to ensure everyone is working towards the same goal. Values steer our actions. Finding consensus and clarity in our values is the first step towards finding the focus of the strategic planning session. After receiving feedback from board members on what they expect from the strategic planning session, Kaala Souza asked the members what are the challenges that Hawaii is going to face that will limit our ability to have a 21<sup>st</sup> century ready workforce and what are the strategic areas/focuses where WDC can make the biggest impact. Members were asked to continue to develop their thoughts until the strategic planning session in October.

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

##### **A. Program Highlights from each County's Workforce Development Board from July to September 2019 (written status reports were submitted)**

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

David DeLuz, Jr. thanked the staff for achieving most of their goals. As of September, RFPs and programs were fully available to beneficiaries.

**2. Kauai Workforce Development Board**

No representative was able to attend today's meeting.

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

Linda Puppolo has started as the new Executive Director.

**B. WIOA Core Partner Updates for July to September 2019**

**1. Adult Education and Career Pathways (Dept. of Education and University of Hawaii) by Helen Sanpei & Bernadette Howard/Mike Moser**

No report.

**2. Vocational Rehabilitation (Dept. of Human Services) by Maureen Bates**

The Division of Vocational Rehabilitation (DVR) served 21,000 individuals with disabilities this year. Only 2.3% are social security beneficiaries in our state. That brings in \$500 million, which is about \$17 million a year in general excise taxes. Benefits are not stagnant and generates tax revenue for the State. DVR helps people build skills and generate income.

**3. Wagner-Peyser Act (Dept. of Labor and Industrial Relations – Workforce Development Division) by Elaine Young and Carol Kanayama**

The first annual Hilo Reverse Job Fair for youth with disabilities is being planned. The HireNet RFP has been posted and applications are due October 1.

**C. Board Committee Reports on Activities of Committees for July to September 2019**

**1. Data Management & Technology Committee by Committee Chair Scott Murakami**

No report.

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

The Employer Engagement Committee report can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/01/Employer-Engagement-Comm-Report-090419.pdf>

**3. Sector Strategies & Career Pathways Committee by Committee Vice Chair Yvette Gibson for Sunshine Topping**

The Sector Strategies & Career Pathways Committee and Youth Services Committee report can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/01/SSCP-Youth-8292019.pdf>

**VIII. Announcements**

- A. The Oahu Workforce Development Board, along with the AJCH Operator and One Stop partners, is bringing Larry Robbins, Workforce Trainer, to Oahu on September 24, 26 and 27 for three training sessions.
- B. Meetings will be held quarterly on the second Thursday of the month at 9:30 a.m. – 12:30 p.m.
- C. Next Scheduled Meeting: December 12

**IX. Adjournment**

Chair Wilkins adjourned the meeting at 12:43 p.m.