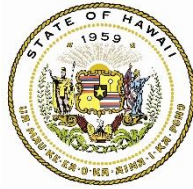


DAVID Y. IGE
GOVERNOR

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, November 12, 2020
9:30 a.m. — 12:30 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 an online meeting venue.

MINUTES

Member Attendees:

Leslie Wilkins, WDC Chairperson, and Chair, Maui County Workforce Development Board
Maureen Bates (Designee for Cathy Betts, Department of Human Services)
Jon Chin (Designee for Governor David Ige)
Dan Fort (Designee for Mayor Derek Kawakami, Kauai County Mayor)
Yvette Gibson, HR Manager, Talent Acquisition, Hawaii Pacific Health
Rossella Guardascione (Designee for David DeLuz, Jr., Chair, Hawaii County Workforce Development Board)
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)
JoAnn Inamasu (Designee for Mayor Michael Victorino, Maui County Mayor)
Jackie Kaina, Acting Chair, Kauai County Workforce Development Board
Glen Kaneshige, President, Nordic PCL Construction, Inc.
Ian Kitajima, Director of Corporate Development, Oceanit
Sean Knox, President, Hawaii Employment Services
Erika Lacro (Designee for David Lassner, President, UH)
Brian Lee, Executive Director, Hawaii Laborers-Employers Cooperation & Education Trust Fund
Wayne Liou (Designee for Mike McCartney, Director, DBEDT)
Representative Mark Nakashima, Hawaii State House of Representatives
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates
Anne Perreira-Eustaquio, Director, Department of Labor and Industrial Relations
Maricar Pilotin-Freitas (Designee for Anne Perreira-Eustaquio, Director, Department of Labor and Industrial Relations)
General Edward Richardson, Owner, Edward V. Richardson, LLC
Helen Sanpei (Designee for Christina Kishimoto, Superintendent, Department of Education)

Chuck Shima, Training Coordinator, Plumbers Union Local 675
Sunshine Topping, Sr. VP Human Resources and Organizational Effectiveness, Hawaii Pacific Health
JoAnn Vidinhar (Designee for Anne Perreira-Eustaquio, Director, Department of Labor and Industrial Relations
Winona Whitman, Employment & Training Director, Alu Like, Inc.
Karen Wong, Vice President of Administration, Lanakila Pacific

Members Absent:

Mayor Kirk Caldwell, City & County of Honolulu Mayor
Jason Chang, Chair, Oahu Workforce Development Board
Senator Stanley Chang, Hawaii State Senate
Jason Ito, Director of Administration & Planning, Kyo-Ya Management Company
Alicia Moy, President & CEO, Hawaii Gas Co.
Shannon Okinaka, Executive Vice President & CFO, Hawaiian Airlines
Brian Tatsumura, Owner, Briant 808 LLC

Guests:

Karen Arakawa, Maui County American Job Center
Jason Brand, Brand Industrial Group Inc, Kunia Country Farms, LLC, Kō Hana Distillers
Chung Chang, Department of Business Economic Development and Tourism
Doris Dvonch, Department of the Attorney General
Sandra Goodale, County of Hawaii, Office of Housing and Community Development
Kira Higa, Hawaiian Telcom
Jay Ishibashi, Workforce Development Division
Trung Lam, Oceanit, La Tour
Tanya Lee, Unemployment Insurance
Alison Lum, Oahu Workforce Development Board
Dan Miyamoto, Department of Education
Cary Miyashiro, HawaiiUSA Federal Credit Union
Evan Nakatsuka, Lanakila Pacific
Jean Osumi, Hawaii P-20
Erick Pascua, Oahu American Job Center
Royce Shiroma, County of Hawaii, Office of Housing and Community Development
Troy Sueoka, Hawaii Department of Education CTE
Becki Ward, Ward Research
Dina Yoshimi, HI Language Roadmap UHM

Staff:

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

I. Call to Order

A. Chair's Updates by Chair Leslie Wilkins

Chair Wilkins called the meeting to order at 9:33 a.m. and declared that quorum was achieved with 19 voting members present. Chair Wilkins congratulated Director Anne Perreira-Eustaquio and Deputy Director JoAnn Vidinhar for their appointment by the Governor in September to lead the Department of Labor and Industrial Relations. Chair Wilkins welcomed new designees Jon Chin (designee for Kym Sparlin from the Governor's office), Rossella Guardascione (Vice Chair for the Hawaii County Workforce Development Board, representing David DeLuz, Jr.), and Dan Fort (designee for Nalani Brun, representing Kauai Mayor Derek Kawakami). Chair Wilkins thanked Sean Knox for his time and leadership as Chair of the Performance Measures and Accountability Committee. He has stepped down from that role but will remain on the committee as Vice Chair. Chair Wilkins also thanked Brian Lee for taking on the role of Chair of that Committee to continue the good work the Committee has been doing.

II. Approval of Minutes

A. Regular Meeting held August 13, 2020

Sean Knox motioned to adopt the minutes of the August 13, 2020 board meeting. Vice Chair Alan Hayashi seconded the motion. There was no further discussion, questions or amendments. The motion was adopted as circulated with 19 votes in favor and none voting no.

B. Sunshine Topping motioned to approve the minutes of the Executive Session of August 13, 2020. Vice Chair Alan Hayashi seconded the motion. There was no further discussion, questions or amendments. The minutes was approved unanimously.

III. Administration Updates

A. Update on unemployment insurance and Department of Labor and Industrial Relations by Anne Perreira-Eustaquio, Director

The Department is planning for the upcoming workload based on two possibilities: if there is no congressional action – impact on workers, re-employment, and how to help the community get through these times; and if there is congressional action – how to implement new programs. The Department is also working on drafting preliminary bills for the next legislative session to mitigate the impact on employers. The unemployment trust fund has been impacted greatly this year with an expected negative \$1 billion balance by December 31, 2020.

Unemployment Insurance (UI) has caught up with the backlog of original claims filed. There are a few claims that have issues and need additional follow up. The new program Pandemic Emergency Unemployment Compensation (PEUC) was implemented this year and provides an additional 13 weeks of unemployment benefits for those who have exhausted their 26 weeks of unemployment insurance. Many have applied for this program, which needs to be manually processed to vet and approve claimants. 25–30% of

claimants received vacation payouts, resulting in overpayments. Each overpayment case needs to be addressed by holding their PEUC claim, adjusting for the weeks they received vacation pay, and providing payment for weeks within their original claim before they can be moved to PEUC. UI is looking to see if they can open virtual appointments with claimants as the building remains closed to the public. Messaging regarding issues and causes will be added to online systems and DLIR's homepage in an effort to be more transparent with employers and claimants. Informational meetings with employer groups will be held to explain processes and impacts for the next year.

A call center with 200 agents was implemented to assist in processing claims. However, unemployment insurance comes with a lot of federal regulations that makes it difficult to move a claim forward for those without experience. USDOL will be coming to Hawaii at the end of December 2020 through early January 2021 to perform an integrity audit to ensure compliance and only those eligible are receiving benefits and no fraudulent claims are being paid.

B. Comments and updates from Governor's Administration by Jon Chin for Kym Sparlin, Senior Special Assistant, Office of the Governor

The State Recovery Coordinator has been working on a Recovery Framework which will draw on input from various state agencies and stakeholders. Critical sectors include agriculture, energy, education, and housing, and will also include workforce development. Through stakeholder meetings, impacts of COVID-19, strategies and actions used to address these impacts, and outcomes of strategies are being used to develop the Outcome-Driven Economic Recovery Template, a living document that will serve as the state's common operating picture.

Hawaii is participating in a series of workshops by the National Governors Association, which will include expanding access to essential support services, rapidly connecting jobseekers to work, advancing digital inclusion and resilience, and enhancing job quality for all workers.

C. Workforce and economic recovery overview by Chung Chang, Deputy Director, Department of Business Economic Development and Tourism (DBEDT)

DBEDT had over \$200 million in CARES Act funds appropriated to them to disperse. Some challenges included not having enough staff and having to partner with community non-profit organizations. Despite that, they hope to disperse more than \$240 million into the community by the end of December 2020. In order to be more flexible and respond to the changing economic environment, DBEDT is creating an internal team to prioritize and fund priority initiatives. Some workforce development efforts they are focused on include an internship program with Kupu and Economic Development Alliance of Hawaii, the Hawaii Executive Collaboratives Temporary Resident Remote Work Program, and the job seeker membership based Flex Jobs program.

IV. Updates Relating to Board Governance for August – November 2020

A. Executive Committee Report and Recommendations by Chair Leslie Wilkins

The committee met on October 19, 2020 to address the performance evaluation of Executive Director Allicyn Tasaka. The details of that meeting will be reported out during Executive Session.

B. Finance Report by Committee Chair Vice Chair Karen Wong for Committee Chair Shannon Okinaka

Vice Chair Karen Wong presented the Finance Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/REV-Final-Finance-Committee-Report-for-11.12.2020.pdf>

C. Executive Director's Report on WDC Activities for August – November 2020 by Executive Director Allicyn Tasaka

Executive Director Tasaka presented the Executive Director's report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/Final-Executive-Director-Report-for-WDC-Board-11.12.2020.pdf>

D. Executive Summary of the Workforce Resiliency Initiative by Kaala Souza, Employment Analyst, WDC

Kaala Souza presented the Workforce Resiliency Initiative, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/Final-Summary-Workforce-Resiliency-Initiative-Plan-for-11.12.2020.pdf>

V. Executive Session – Discussion of a personnel matter regarding the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2)

Sunshine Topping motioned to move into Executive Session to discuss personnel matters regarding the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2). Alan Hayashi seconded the motion. There were no questions or objections. The motion was adopted. The meeting entered Executive Session at 11:08 a.m.

Sunshine Topping motioned to move out of Executive Session. Vice Chair Alan Hayashi seconded the motion. There were no questions or objections. The meeting exited Executive Session at 11:18 a.m.

Vice Chair Alan Hayashi moved to ratify the collective bargaining and Governor's Executive Order 20-09 which gives a retroactive increase of 2.15% effective July 1, 2019 and 2.03% effective July 1, 2020 to the Executive Director and Assistant to the Executive Director who are in exempt excluded positions. Sunshine Topping seconded the motion. There was no further discussion, questions or amendments. The Executive Order was ratified as recommended by the Executive Committee.

An amendment to the general motion was made regarding lump sum amounts as negotiated by the collective bargaining as included for exempt employees in the Governor's Executive Order for the Executive Director and Assistant to the Executive

Director. Vice Chair Alan Hayashi and Sunshine Topping accepted the amendment. No further questions were raised and none opposed. The amendment was ratified.

VI. Final Report of the Statewide Customer Satisfaction Survey by Becki Ward, Ward Research

Becki Ward presented the final report of the Statewide Customer Satisfaction Survey, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/Presentation-to-Board.7762.pdf>

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

A. Program Highlights from Each County’s Workforce Development Board from August – November 2020

1. Hawaii County Workforce Development Board by Rossella Guardascione for David DeLuz, Jr.

Rossella Guardascione presented the Hawaii County Workforce Development Board report, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/11/Final-Hawaii-County-WDB-Report-for-WDC-Board-11.12.2020.pdf>

2. Kauai Workforce Development Board by Dan Fort for Jackie Kaina

Dan Fort presented the Kauai County Workforce Development Board report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/KAUAI-County-WDB-Report-for-WDC-Board-11.12.2020.pdf>

3. Maui Workforce Development Board by Chair Leslie Wilkins

Chair Leslie Wilkins presented the Maui County Workforce Development Board report, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2020/11/MAUI-County-WDB-Questions-for-WDC-Board-Report-11.12.2020-002.pdf>

4. Oahu Workforce Development Board by Alison Lum for Jason Chang

Alison Lum presented the Oahu Workforce Development Board report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/Final-OAHU-WDB-Report-for-WDC-Board-11-12-2020.pdf>

B. WIOA Core Partner Updates for August – November 2020

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

Erika Lacro presented the UH Community Colleges report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/FInal-UHCC-Report-for-WDC-Meeting-11.12.2020.pdf>

Bernadette Howard presented the Career and Technical Education Report, which can be found at these links: https://labor.hawaii.gov/wdc/files/2020/11/UHCC-Perkins-Report-on-Spring-Summer-2020-Activities_FINAL.pdf, <https://labor.hawaii.gov/wdc/files/2020/11/DOE-CTECAC-report-11-2020.pdf>, and https://labor.hawaii.gov/wdc/files/2020/11/Credentialing-Additional-Language-Proficiency-inCareer-Pathways_.pdf

Helen Sanpei presented the Adult Education report by McKinley Community School for Adults and Waipahu Community School for Adults, which can be found at the following links: <https://labor.hawaii.gov/wdc/files/2020/11/Adult-Education-Family-Literacy-Act-AEFLA-Update.pdf> and <https://labor.hawaii.gov/wdc/files/2020/11/Waipahu-Community-School-for-Adults-Report-for-WDC-11-12.pdf>

- 2. Vocational Rehabilitation (Dept. of Human Services) by Maureen Bates**
Maureen Bates presented the Division of Vocational Rehabilitation report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/DVR-slides-2020-for-WDC-November-2020.pdf>
- 3. Wagner-Peyser Act (Dept. of Labor and Industrial Relations – Workforce Development Division) by Maricar Pilotin-Freitas**
Maricar Pilotin-Freitas presented the Workforce Development Division report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/WDD-Wagner-Peyser-Meeting-Presentation-for-11.12.20.pdf>

C. Board Committee Reports on Activities of Committees for August – November 2020

- 1. Data Management & Technology Committee by Committee Chair Jason Ito**
There is a written report provided, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/REV-Final-Data-Management-and-Technology-Committee-Update-for-11.12.2020.pdf>
- 2. Employer Engagement Committee by Committee Chair Glen Kaneshige**
Glen Kaneshige presented the Employer Engagement Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/REV-Final-Employer-Engagement-Report-for-Executive-Cmte-11.12.2020.pdf>
- 3. Military and Veterans Affairs Committee by Committee Chair General Edward Richardson**
General Edward Richardson presented the Military and Veterans Affairs Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/REV-Military-Veterans-Affairs-Committee-Report-for-WDC-Board-Mtg-11.12.20.pdf>
- 4. Performance Measures & Accountability Committee by Committee Chair Brian Lee**

Brian Lee presented the Performance Measures & Accountability Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/REV-Final-Performance-Measures-and-Accountability-Committee-Report-11.12.2020.pdf>

5. Sector Strategies & Career Pathways Committee by Committee Chair Yvette Gibson

Yvette Gibson presented the Sector Strategies & Career Pathways Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/Final-REV-Sector-Strategies-Committee-Report-for-11.12.2020.pdf>

6. Youth Services Committee by Committee Chair Ian Kitajima

Ian Kitajima presented the Youth Services Committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/REV-Youth-Committee-Rpt4-WDC-Board-mtg-11.12.20.pdf>

VIII. 2021 Meeting Schedule

The quarterly Board meeting is scheduled for February 11, May 13, August 12, and November 18, 2021 from 9:30 a.m. – 12:30 p.m.

IX. Announcements

There were no announcements.

X. Adjournment

Chair Wilkins adjourned the meeting at 12:40 p.m.