



DAVID Y. IGE
GOVERNOR

LESLIE WILKINS
CHAIRPERSON

JOSH GREEN
LIEUTENANT GOVERNOR

ALLICYN C.H. TASAKA
EXECUTIVE DIRECTOR

**STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL**
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**FINANCE COMMITTEE MEETING
Thursday, February 4, 2021
9:30 A.M. – 10:30 A.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

ATTENDEES:

Shannon Okinaka, Finance Committee Chair, Hawaiian Airlines
Karen Wong, Finance Committee Vice Chair, Lanakila Pacific

STAFF:

Allicyn Tasaka, Workforce Development Council
Kathy Miyahira, Accountant, Workforce Development Council
Jeanne Ohta, Workforce Development Council
Lina Rivera, Accountant, Workforce Development Council

- I. **Call to Order**.....*Committee Chair Shannon Okinaka*
The meeting was called to order at 9:34 a.m. by Committee Chair Shannon Okinaka
- II. **Approval of Minutes from the October 9, 2020 Meeting**
Committee Chair Shannon Okinaka requested a motion to approve the minutes. There were no comments or corrections. Committee Vice Chair Karen Wong moved to approve the minutes of the October 9, 2020 meeting. Committee Chair Okinaka seconded the motion. The motion to approve the minutes was approved unanimously.
- III. **Overview of budget for period between July 1, 2020 to November 30, 2020**
The comprehensive budget and expenses with a balance as of July 1, 2020 was distributed and discussed.

The WDC entered into a contract with HiEmployment Services to do the staffing and onboarding of eligible workers and worksites for the COVID-19 Disaster and Employment Recovery Grants. Funds from this grant need to be expended by June 30, 2022.

WDC originally received \$463,000 in State General Funds. However, the Department of Labor and Industrial Relations requested WDC to reduce the amount in the budget by \$300,000 to \$163,000. A formal request/notice has not yet been issued and so is not reflected in this report.

IV. Review local area participation rate and expenditures

During the same approximate period in 2019, participant totals were around 40,000, whereas the current total as of November 30, 2020 is 14,091. This is partly due to the Governor's waiver of the work search requirement to qualify for unemployment benefits.

It has been noted that Kauai has low participant numbers, especially the Youth Program. The Performance Measures and Accountability Committee voted to have a discussion at the Executive Committee level regarding Kauai's numbers. There have been no participants in the Youth Program since 2016 although expenses have been charged. A new provider was contracted in 2020, however two case managers assigned to the contract left employment. The provider received technical assistance from WDC and the Oahu American Job Center Youth Program but no progress has been made. There are minimum requirements in the Youth Program that specify 20% of expended funds must be used for work experience and 75% of Youth funds must be used for out-of-school youth. Other counties have a higher rate allowing the state to meet the minimum, but Kauai County's lack of participants and expenditures on personnel costs affects the state's performance results. The Kauai County Workforce Development Board Executive Director and the Director of the Kauai Office of Economic Development are aware of WDC's concerns and will discuss with their Managing Director and Mayor on possible options, including whether or not to continue. The WDC also needs to discuss possible options in case Kauai decides to opt out of services.

A motion to raise financial concerns about Kauai's Youth and other programs, and expenditure of funds with no participants, to the Executive Committee was made by Karen Wong. The motion was seconded by Shannon Okinaka. There were no objections or further discussion. The motion passed unanimously.

V. Status of Projects and Funding Proposals

Executive Director Allicyn Tasaka reported that there are 15 projects that are either currently in the process of or have completed RFPs, contracts, and/or MOAs since 2020. Of the \$1.6 million in returned funds, about \$1.4 million will be able to be expended. The three projects from the Youth Services Committee were given to the Oahu Youth Program since the pilots were going to be on Oahu and not statewide.

An \$50,000 internship program was added to the budget through the University of Hawaii's Political Science Program. There is a work-based learning internship where students competitively compete for six positions in a summer program in the Governor's Office, Lt. Governor's Office, Prosecutor's Office, or the Public Defender's Office.

A motion to recommend approval for \$50,000 for the work-based learning opportunity with the University of Hawaii Political Science Program summer internship program to the Executive Committee was made by Karen Wong. The motion was seconded by Shannon Okinaka. There were no objections or further discussion. The motion passed unanimously.

VI. Next Meeting

The 2021 Board Meetings are scheduled for February 11, May 13, August 12, and November 18. The quarterly Finance Committee meetings will be held before the Board Meetings.

VII. Adjournment

Committee Chair Okinaka adjourned the meeting at 10:21 a.m.