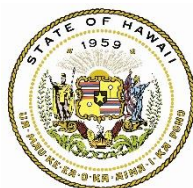


DAVID Y. IGE  
GOVERNOR

JOSH GREEN  
LIEUTENANT GOVERNOR



ALAN HAYSHI  
CHAIRPERSON

ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

**STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL**

**Workforce Development Division  
Department of Labor and Industrial Relations**  
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**FINANCE COMMITTEE MEETING  
Friday, August 6, 2021  
2:00 p.m. – 3:00 p.m.**

*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  
Douglass Adams, Director, Research and Development Management, Hawaii County

**STAFF:**

Allicyn Tasaka, Executive Director  
Jarret Yip, Program Officer  
Kathy Miyahira, Accountant  
Jeanne Ohta, Job Training Specialist

- I. Call to Order.....Committee Chair Shannon Okinaka**  
The meeting was called to order at 2:01 p.m. by Committee Chair Shannon Okinaka

Chair Okinaka announced that Jason Chang will be joining the committee as a member. Mr. Chang is the Chair of the Oahu Workforce Development Board and President of the Queen’s Medical Center. Unfortunately, Mr. Chang was not able to attend the meeting.

Chair Okinaka welcomed Douglass Adams to the meeting. He is the Director of Research and Development Management for Hawaii County and serves as Mayor Mitch Roth’s designee on the WDC Board.

**II. Approval of Minutes from the April 30, 2021 Meeting**

Committee Chair Shannon Okinaka requested a motion to approve the minutes. Committee Vice Chair Karen Wong moved to approve the minutes as for the April 30, 2021 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 June 30, 2021**

For the summary of WIOA formula grants for adults, dislocated worker and youth programs for July 1, 2020 to June 30, 2021, the local areas (Hawaii, Kauai, Maui, Oahu Workforce Development Boards) submitted the final reconciliation report for PY2019 and they returned unexpended federal funding totaling \$423,493.15. With the unused funds remaining from PY2018 at \$1,211,809.11 the total recaptured funds amount to \$1,635,302.26 that must be expended by June 30, 2022. The PY2019 funds for statewide rapid response of \$74,304.55 was spent showing a zero balance.

WDC Committees may be submitting proposed project and funding requests for consideration. With the consolidation of WDC with Workforce Development Division (WDD), there is another layer of funding approval to go through. Recaptured funds must be used for statewide activities and there may be projects and programs that WDD would like to use with the funds.

The four local Workforce Development Boards (WDB) have executed the PY2020 contracts totaling \$4,688,437 of which they have spent \$333,047.73 as of this report. PY2020 rapid response funds have also been distributed to Oahu, Hawaii and Maui WDBs in the amount of \$352,857 of which \$3,146.95 has been spent as of this report.

For the two COVID-19 emergency disaster grants, the COVID Disaster Recovery grant of the \$1.5M received there remains a balance of \$1,359,866.69 that must be expended by June 30, 2022. To date, eight participants for Oahu and 1 participant for Hawaii county have been enrolled. For the COVID Employment Recovery grant of the \$1.5M received, there is a balance of \$1,466,370.58 that must be expended by June 30, 2022.

A review of the comprehensive budget and expenses for the July 1, 2020 to June 30, 2021, we returned \$10,536 in general funds to the State out of \$463,000. The available balance ending June 30, 2021 for WIOA administrative is \$602,960 and for WIOA statewide rapid response is \$400,701.

Link: <https://labor.hawaii.gov/wdc/files/2021/10/02-WDC-Comprehensive-Report-as-of-063021R.pdf>

**IV. Review local area participation rate and expenditures**

For the adult program for PY2019 available balance is \$230,547 or 14%. The PY2020 contracts were recently executed and since there is available balance left in PY2019, none of the funds in the amount of \$1,630,099 for PY2020 have been used. The four WDBs have a combined total of \$1,860,647 available as of June 30, 2021. To date, 415 adults have been enrolled. Noteworthy is that Hawaii County enrolled 196 participants outperformance Oahu with 141 participants.

For the dislocated worker program for PY2019, there is \$42,051 or 4% remaining balance and Maui and Hawaii WDBs have tapped into using PY2020 funds. There was a total of 248 participants enrolled with Oahu's enrollment at 102 individuals. The total available balance for PY2020 is \$858,705 or 98%.

Link: <https://labor.hawaii.gov/wdc/files/2021/08/03-Local-area-and-Graph-Adult-DW-063021.pdf>

For the youth service program for PY2019, there was \$146,001 or 10% available balance with Maui and Hawaii WDBs tapping into the PY2020 funds. There was a total of 297 participants enrolled with a high of 146 youth on Oahu and zero for Kauai. The total available balance as of June 30, 2021 is \$1,612,076 or 94%.

For the local administrative costs for PY2019, Oahu, Hawaii and Maui used all of their allocated funds while Kauai had \$4,893 or 18% remaining. The total available balance for PY2020 is \$254,509 or 54%.

Link: <https://labor.hawaii.gov/wdc/files/2021/08/04-Local-area-and-Graph-Youth-LAC-063021.pdf>

The participant counts reported from HireNet Hawaii for the same period showed a total of 24,408 people accessing the State's free job board. For the same period last year, there were 40,253 people checking HireNet. The lower numbers could be attributed to Governor Ige's emergency proclamations waiving unemployment insurance claimants of required job searches and registering on HireNet due to the pandemic.

**V. Status of Projects and Funding Proposals**

Executive Director Allicyn Tasaka reported that there were 16 projects totaling \$1,199,902 that were initiated and in phases of completion. The projects were funded by recaptured monies from the four WDBs to be expended or obligated by June 30, 2021. There was \$1.6M available funding. Projects totaling \$470,000 were not funded due to not enough time to issue Requests for Proposals and projects were moved to the WDBs to fund.

Chair Okinaka asked Jarret Yip as Program Officer to explain the process for the board to submit project proposals and funding request. Mr. Yip suggested requests to be sent to him, Maricar Pilotin-Freitas and Director Anne Perreira-Eustaquio. Discussion further clarified that the requests from the WDC committees would go to Finance Committee,

Executive Committee and to the full board for approval, then submitted to the WDD administration. All contracts and MOUs are approved and signed by the Director. Chair Okinaka asked if there were proposals submitted by the committees. The Executive Director reported that from the Sector Strategies and Career Pathways committee meeting on April 28, the Chamber of Commerce and SMS Research gave an update on the sector partnership project currently funded by WDC. The sectors are in engineering and healthcare. The pilot school program for an engineering talent pipeline is with Campbell, Castle and Waipahu high schools. They have also engaged over 32 industry partners. WDC supported the project at \$60,000 through June 30. At this meeting, the Chamber requested the committee to consider continuing support of the project to retain SMS Research and requested another \$60,000. The committee took no action and deferred the request to the next meeting. The Sector Strategies committee met on July 28 and the Chamber again requested funding but revised the proposal to include the technology sector and shipbuilding/maritime sector. The request is for one year funding of \$120,000. The committee voted to approve the proposal request and recommends to Finance Committee for consideration. In the interim, the Chamber made a commitment to continue the sector partnership program through end of this year. Chair Okinaka took the proposal request under advisement and deferred action to the next meeting. She would like to review all proposals at the next meeting rather than piecemeal.

**VI. Next Meeting**

The 2021 Board Meetings are scheduled for August 12, and November 18. The quarterly Finance Committee meetings will be held before the Board meetings as determined by the Committee Chair.

**VII. Adjournment**

Committee Chair Okinaka adjourned the meeting at 2:49 p.m.