Required Attachments for
2020-2023 WIOA Local Area Plan for the City and County of Honolulu

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ATTACHMENT A

Mayor Designation Letter

Section 5.1

OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813
PHONE: (808) 768-4141 • FAX: (808) 768-4242 • INTERNET: www.honolulu.gov

KIRK CALDWELL
MAYOR

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

April 13 , 2017

Ms. Allicyn H. Tasaka
Executive Director
State of Hawaii
Workforce Development Council
830 Punchbowl Street, Suite 417
Honolulu, Hawaii 96813

DLIR WDC
2017 APR 28 A 8:44

Dear Ms. Tasaka:

I have designated the Oahu Workforce Development Board (OWDB) as the administrative entity to implement the Workforce Innovation and Opportunity Act (WIOA) for the City and County of Honolulu.

Should you have questions, please contact Alison Lum, Executive Director for OWDB, at 768-5889 or alum5@honolulu.gov. We look forward to partnering with you toward the successful implementation of WIOA.

Sincerely,

Kirk Caldwell
Mayor

ATTACHMENT B

OWDB Organization Chart

Section 5.3

Submitted By:

6/28/2018

DIRECTOR, BUDGET AND FISCAL SERVICES — DATE

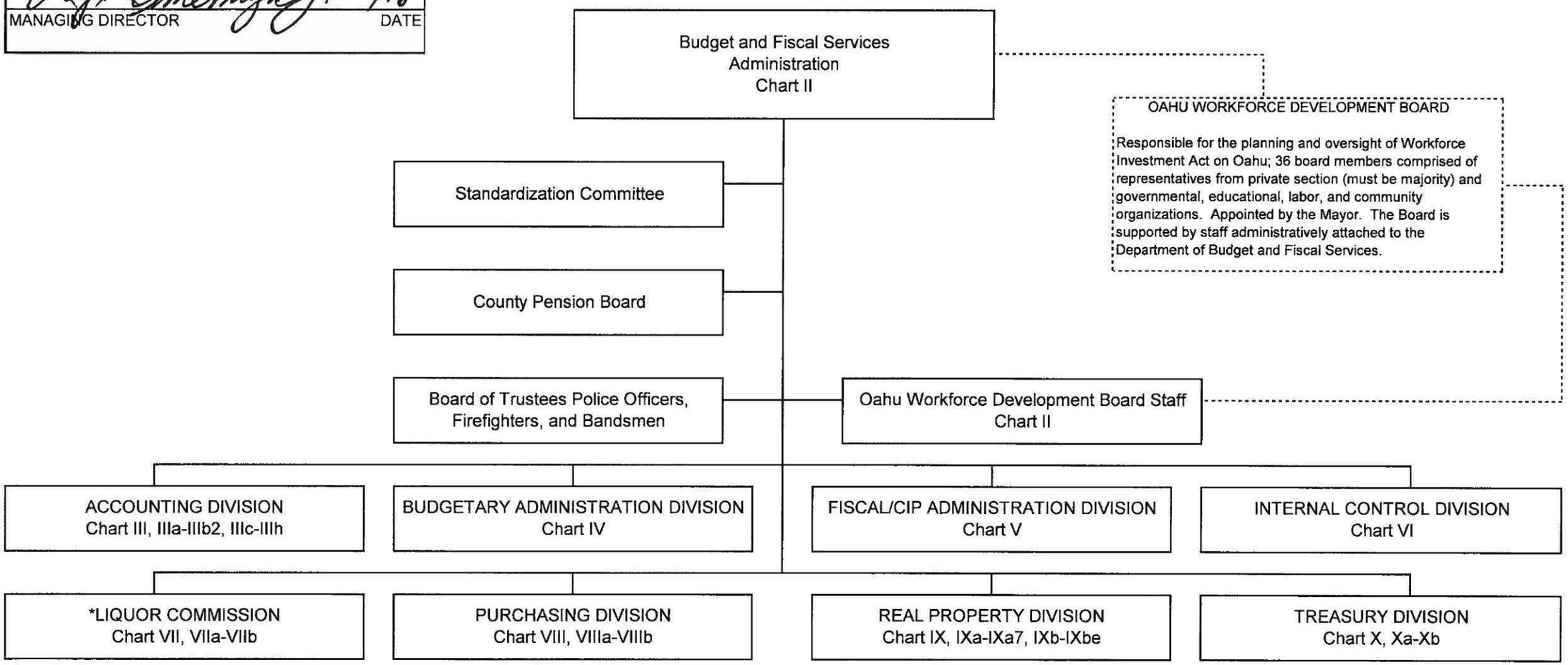
Approved By:

6/29/18

MANAGING DIRECTOR — DATE

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF BUDGET AND FISCAL SERVICES
CHART I

PROPOSED
BUDGET AND FISCAL SERVICES ADMINISTRATION



*Liquor Commission administratively assigned to BFS as cited in Memorandum of Law 84-43, dated December 10, 1984.

Effective 7/1/2018

Submitted By:

6/29/2018

DIRECTOR, BUDGET AND FISCAL SERVICES DATE

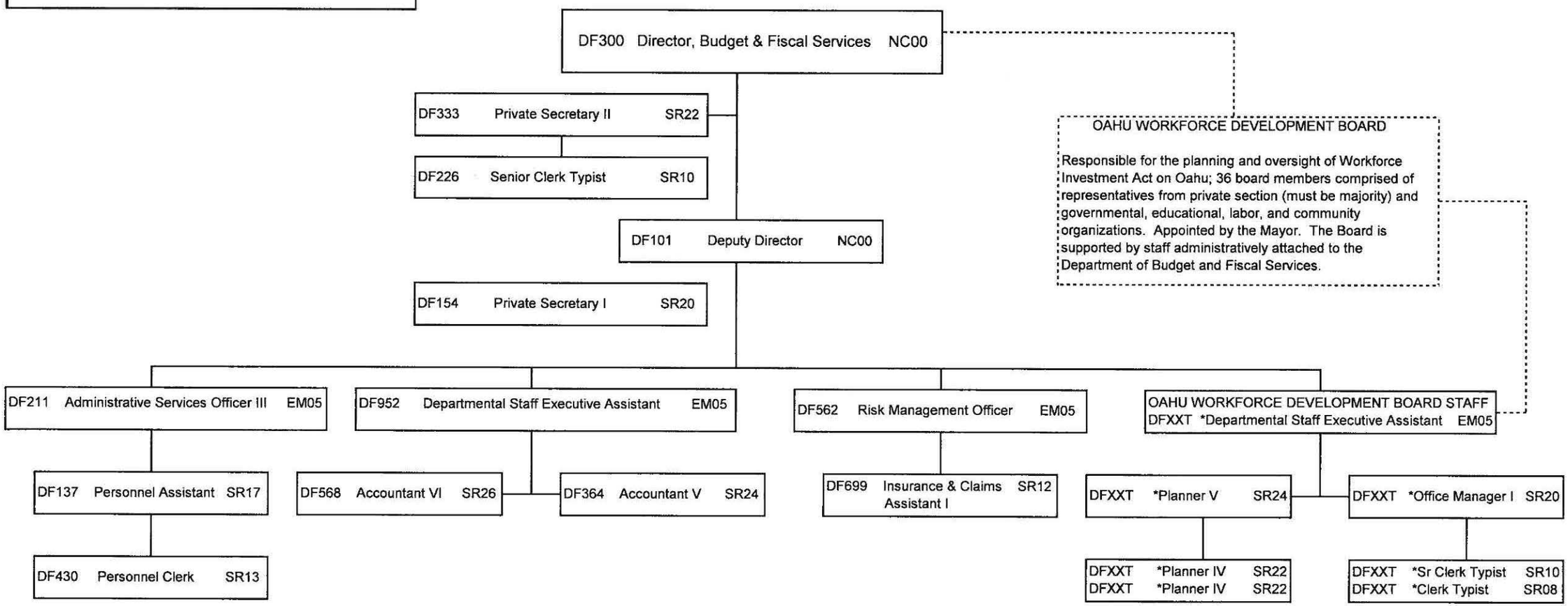
Approved By:

6/29/18

MANAGING DIRECTOR DATE

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF BUDGET AND FISCAL SERVICES
ADMINISTRATION
CHART II

PROPOSED
BUDGET AND FISCAL SERVICES ADMINISTRATION



*NOTE: Positions are approved and budgeted but have not been created.

Effective 7/1/2018

ATTACHMENT C

OWDB Membership

Section 5.4

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
PHONE: (808) 768-7790 • www.OahuWDB.org

KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

ALISON P.M. LUM
EXECUTIVE DIRECTOR

MEMBERS AS OF AUGUST 2020

Jason Chang, Chair
President and CEO
The Queen's Health System

Tim Wong, Vice Chair
Hawaiian Electric Company

Pat Anbe
Principal
Hawaii State DOE, Community Schools for Adults

Maureen Bates
Acting Assistant Administrator
Hawaii State Department of Vocational Rehabilitation

Trevor Bracher
Complex Director of Human Resources
Sheraton Waikiki

Russel Cheng
Co-Founder
DevLeague

James Hardway
Executive Director
HARIETT

Brent Kakesako
Executive Director
HACBED

Joy Kimura
Government Affairs and Compliance
Hawaii LECET

Erika Lacro
Vice President for Community Colleges
University of Hawaii

Rodney Lee
Executive Vice President
Spire Hawaii

Sherry Menor-McNamara
President and CEO
Chamber of Commerce Hawaii

Connie Mitchell
Executive Director
The Institute for Human Services

Mel Resonable
Director of People Operations
Lili'uokalani Trust

Suzie Schulberg
President and CEO
Arcadia Family of Companies

Mimi Sroat
Director
Hawaii Electricians Training Fund

Carol Thornton
Oahu Branch Manager
Wagner-Peyser, Hawaii State Workforce Development Division

Janice Wakatsuki
Senior Vice President of Human Resources
Aqua-Aston Hospitality

ATTACHMENT D

OWDB Membership Certification Request

Section 5.6

Attachment 3

Oahu Workforce Development Board

LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERSHIP CERTIFICATION REQUEST

Current LWDB Membership

A. For each member include the Nomination Form (Attachment 2) and resume, except for the following:
   - The Title II representative employed by the Department of Education;
   - The representative of an institution of higher education employed by the University of Hawaii system;
   - The economic development representative employed by a state or county agency;
   - The representative of the State Employment Service Office under Wagner-Peyser;
   - The representative of the State Division of Rehabilitation.

B. In the chart below, list the individuals currently appointed to the LWDB, their titles, and their respective membership category (e.g., business, local education entity, labor organization, community-based organization, etc.).

	Name	**Title**	**Organization**	**Nominated by**	**Membership Category**
1.	Jason Chang, Chair	Chief Operating Officer	The Queen's Health Systems	Healthcare Association of Hawaii	107{b)(2)(A) Business
2.	Tim Wong, Vice Chair	Director of Facilities and Security	Hawaiian Electric Company	Chamber of Commerce Hawaii	107{b)(2)(A) Business
3.	Trevor Bracher	Complex Director of Human Services	Marriott International	Hawaii Lodging and Tourism Association	107{b)(2)(A) Business
4.	Russel Cheng	Co-Founder	DevLeague	Hawaii Technology Development Corporation	107{b)(2)(A) Business
5.	Meli James	Co-Founder	Mana Up	Hawaii Venture Capital Association	107{b)(2)(A) Business
6.	Rodney Lee	Executive Vice President	Spire Hawaii	Chamber of Commerce Hawaii	107{b)(2)(A) Business
7.	Sherry Menor-McNamara	President and CEO	Chamber of Commerce Hawaii	U.S. Chamber of Commerce	107{b)(2)(A) Business
8.	Mel Resonable	Senior Manager of Human Resources	Hawaii Gas	Chamber of Commerce Hawaii	107{b)(2)(A) Business
9.	Suzie Schulberg	President and CEO	Arcadia Family of Companies	Healthcare Association of Hawaii	107{b)(2)(A) Business

10.	Janice Wakatsuki	Senior Vice President of Human Resources	Aqua-Aston Hospitality	Hawaii Lodging and Tourism Association	107{b)(2)(A) Business
11.	James Hardway	Executive Director	Hotel and Restaurant Industry Employment Training Trust	Unite Here Local 5	107{b)(2)(B), Registered Apprenticeship
12.	Joy Kimura	Government Affairs and Compliance	Hawaii Laborers-Employers Cooperation and Education Trust	Hawaii Laborers' Union Local 368	107(b)(2)(B), Union
13.	Mimi Sroat	Director	Hawaii Electricians Training Fund	International Brotherhood of Electrical Workers Local Union 1186	107(b)(2)(B), Union
14.	Connie Mitchell	Executive Director	Institute for Human Services	Partners in Care – Oahu Continuum of Care	107(b)(2)(B), CBO
15.	Pat Anbe	Principal	State of Hawaii Department of Education, Waipahu Community School for Adults		107(b)(2)(C) Education
16.	Michael Moser	Interim Director of Workforce Development	University of Hawaii Community Colleges		107(b)(2)(C) Education
17.	Brent Kakesako	Executive Director	Hawaii Alliance for Community-Based Economic Development		107(b)(2)(D), Econ. Dev. Org
18.	Maureen Bates	Acting Assistant Administrator	State of Hawaii Department of Human Services, Division of Vocational Rehabilitation		107{b)(2)(D) Voc. Rehab.
19.	Carol Thornton	Oahu Branch Manager	State of Hawaii Department of Labor and Industrial Relations, Workforce Development Division		107(b)(2)(D) Wagner Peyser

*Manuel T. Valbuena, Deputy Director of City and County Budget and Fiscal Services, will serve as Senior Advisor to the Oahu Workforce Development Board.

Total Number of Board Members: 19

Total Private Sector Members: 11 **Percent of Board: 58% (not less than 51%)**

Total Workforce Members: 8 **Percent of Board: 42% (not less than 20%)**

By signing this form, the Local Workforce Development Board Chairperson and Chief Local Elected Official request certification of its Local Board.

Local Workforce Development Board Chair

Signature

Jason C. Chang

Print Name

Oahu Workforce Development Board Chair

Title

SEP 12 2019

Date

Chief Local Elected Official

Signature

Kirk Caldwell

Print Name

Mayor, City and County of Honolulu

Title

SEP 23 2019

Date

- [x] **The board meets the certification criteria**
- [ ] **The board does not meet the certification criteria**

Signature

9/30/19

Date

EXECUTIVE DIRECTOR

Title WORKFORCE DEVELOPMENT COUNCIL

ATTACHMENT E

Local Plan Comments

Section 5.12

ATTACHMENT F

OWDB By-Laws

Section 5.13

OAHU
WORKFORCE DEVELOPMENT BOARD

BY-LAWS

Effective: October 18, 2018

OAHU WORKFORCE DEVELOPMENT BOARD
BY-LAWS

ARTICLE I – DEFINITION

Definitions Sec. 1 The term "Local Board" means the Oahu Workforce Development Board (OWDB).

The term "chief elected official" means the Mayor of the City and County of Honolulu.

ARTICLE II - PURPOSE

Goals Objectives Duties Sec. 1 The OWDB shall conduct its affairs in conformity with the goals, objectives, duties, and intent as set forth in the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 of the 113th Congress, and subsequent amendments if any.

Sec. 2 As provided in WIOA section 107(d), the OWDB must:

(a) Develop and submit a 4-year local plan for the local area, in partnership with the chief elected official and consistent with WIOA section 108;

(b) If the local area is part of a planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan;

(c) Conduct workforce research and regional labor market analysis to include:

(1) Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

(2) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and

(3) Other research, data collection, and analysis related to the workforce needs of the regional economy as the OWDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;

(d) Convene local workforce development system stakeholders to assist in the development of the local plan under WIOA section 108 and 20 CFR section 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the OWDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the OWDB;

(e) Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

(1) Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the OWDB;

(2) Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

(3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

(4) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;

(f) With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

(g) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;

(h) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by:

(1) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

(2) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;

(3) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and

(4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;

(i) In partnership with the chief elected official for the local area:

(1) Conduct oversight of youth workforce investment activities authorized under WIOA section 129(c), adult and dislocated worker employment and training activities under WIOA sections 134(c) and (d), and the entire one-stop delivery system in the local area;

(2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and

(3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA section 116;

(j) Negotiate and reach agreement on local performance indicators with the chief elected official and the Governor;

(k) Negotiate with chief elected official and required partners on the methods for funding the infrastructure costs of one-stop

centers in the local area in accordance with 20 CFR section 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;

(l) Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:

(1) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the OWDB determines there is an insufficient number of eligible training providers in a local area, the OWDB may award contracts on a sole-source basis as per the provisions at WIOA section 123(b);

(2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA section 122;

(3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and

(4) One-stop operators in accordance with 20 CFR sections 678.600 through 678.635;

(m) In accordance with WIOA section 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;

(n) Coordinate activities with education and training providers in the local area, including:

(1) Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;

(2) Making recommendations to the eligible agency to promote alignment with such plan; and

(3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers,

and other efforts at cooperation, collaboration, and coordination;

(o) Develop a budget for the activities of the OWDB, with approval of the chief elected official and consistent with the local plan and the duties of the OWDB;

(p) Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*); and

(q) Certification of one-stop centers in accordance with 20 CFR section 678.800.

ARTICLE III – MEMBERSHIP, CHAIRPERSON AND VICE-CHAIRPERSON DUTIES, COMMITTEES, EXECUTIVE DIRECTOR

Board Membership — Sec. 1

As mandated in WIOA (Title I, Subtitle A, Chapter 2, Sec. 107(b)(2)): COMPOSITION.—Such criteria shall require that, at a minimum—

(A) a majority of the members of the OWDB shall be representatives of business in the local area, who—

(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;

(ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and

(iii) are appointed from among individuals nominated by local business organizations and business trade associations;

(B) not less than twenty percent (20%) of the members of the OWDB shall be representatives of the workforce within the local area, who—

(i) shall include representatives of labor organizations (for a local area in which employees are represented by

labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;

(ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

(iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and

(iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

(C) the OWDB shall include representatives of entities administering education and training activities in the local area, who—

(i) shall include a representative of eligible providers administering adult education and literacy activities under title II;

(ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);

(iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

(D) the OWDB shall include representatives of governmental and economic and community development entities serving the local area, who—

(i) shall include a representative of economic and community development entities;

(ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*) serving the local area;

(iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 *et seq.*), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;

(iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and

(v) may include representatives of philanthropic organizations serving the local area; and

(E) the OWDB may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

Sec. 2

A. All members shall be appointed by the Mayor and serve for staggered terms of no more than 4 years, and they shall serve until their successors have been appointed and qualified. No person shall serve on the OWDB for more than 2 consecutive full terms or for more than 8 consecutive years, whichever is greater.

B. Should any member be unable to complete his or her term, the Mayor shall appoint a person to complete the remainder of the unexpired term.

C. In the event a member changes his or her job position and no longer represents his or her appointed category of membership, he or she is required to resign from the OWDB so that another person may be found to fill the vacant category of membership and the OWDB can maintain its federally required membership composition.

D. Local Board members, including those leaving office, are required to complete Ethics Training and to file a Financial Disclosure with the Honolulu Ethics Commission each calendar year. Members who do not complete these requirements shall

be subject to fines from the Honolulu Ethics Commission and may be asked to tender their resignation from the Local Board.

Chairperson	Sec. 3	A. The OWDB shall elect the Chairperson of the Board from among the business representatives on the Board described in Article III, Section 1(A). To be eligible for nomination as Chairperson, no business member may have owned or have been employed by an entity that has received WIOA funds within twelve (12) months prior to such nomination, nor may an immediate family of such business member have owned or been employed by such an entity during that period. B. The Chairperson shall serve as the spokesperson for the Local Board. C. The Chairperson shall preside over meetings and conduct the business of the Local Board. D. The Chairperson shall perform such other duties as are requested by the Local Board. E. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall succeed immediately to the office of Chairperson for the remainder of the Chairperson's unexpired term.
Vice-Chairperson	Sec. 4	A. The Vice-Chairperson of the OWDB shall be elected from among the business representatives on the Board described in Article III Section 1(A) subject to the same eligibility restrictions as the Chairperson. B. The Vice-Chairperson shall preside over meetings and conduct the business of the OWDB in the absence of the Chairperson. C. In the event of a vacancy in the office of the Vice-Chairperson, the office shall be filled by an election by the majority of members for the remainder of the Vice-Chairperson's unexpired term.
Executive Committee	Sec. 5	The Executive Committee shall be composed of the OWDB Chairperson, Vice-Chairperson, and the chairpersons of the OWDB's standing committees as designated by the Chairperson.

Committees	Sec. 6	A. The Executive Committee may create special committees including ad hoc and liaison committees as it deems advisable. B. The committees created in accordance with Article III, Section 6 shall be designated and organized by the Chairperson of the Local Board who shall appoint from the membership a Chairperson for each Local Board committee. C. Chairpersons of each OWDB committee are responsible for directing the timely completion of assigned tasks as designated by the Executive Committee, and for drafting or reviewing meeting agendas prior to posting deadlines in accordance with Hawaii's Sunshine Law. D. Board Staff assigned to assist an OWDB committee shall send a notice via email or fax or telephone or mail of each meeting to Local Board committee members, giving adequate time for preparation for the meeting. Board Staff shall post agendas for Local Board committees in accordance with Hawaii's Sunshine Law and may provide guidance or conduct research on WIOA requirements or available funding. E. The OWDB committees may be dissolved due to inactivity or may be combined with other committees as designated by the Executive Committee.
Terms of Office	Sec. 7	A. The Chairperson and Vice-Chairperson shall be elected by the OWDB and shall serve for a term of four (4) years or until their successors are elected. B. Unless waived by the Local Board, the Chairperson and the Vice-Chairperson shall not serve more than two (2) consecutive terms (eight consecutive years) in the same office. C. The Chairperson of any special/ad hoc/liaison OWDB committee shall be appointed by the Chairperson of the OWDB and shall serve for a limit of two (2) consecutive years or until the purpose of the special/ad hoc/liaison committee has been accomplished, whichever occurs first.
Executive Director	Sec. 8	A. The Executive Director serves as the chief executive of the OWDB to outside entities. B. The Executive Director is responsible for developing and implementing action plans to achieve goals set by the OWDB.

ARTICLE IV – MEETING, QUORUM, AND CONFLICT OF INTEREST

Board Meetings	Sec. 1	A. The OWDB shall meet at least quarterly. B. The Chairperson shall call special meetings of the OWDB whenever meetings are considered necessary, or whenever requested in writing by at least twenty-five percent (25%) of the voting members. C. Board Staff are responsible for sending a notice via email or fax or telephone or mail of each meeting to the OWDB members, giving adequate time for preparation for the meeting.
Attendance at Meetings	Sec. 2	A. The OWDB members are expected to attend a majority of the full board and committee meetings of the Local Board. B. The OWDB members who do not provide a minimum of two (2) days advance notice for multiple absences or are absent for a majority of the full board and committee meetings of the OWDB in the twelve (12) month period following their appointment shall be asked to tender their resignation. C. In the event that an OWDB member is unable to physically attend full board and committee meetings, he or she shall be given the opportunity to participate in the meetings through phone and web-based means as authorized by Hawaii's Sunshine Law. D. To ensure meeting attendance, quorum, and the completion of committee tasks in a timely manner, each OWDB member shall name a designee from his or her organization to serve on the Board in his or her absence in accordance with WIOA Section 679.110(d)(4). The designee is subject to the same membership requirements as an OWDB member. Each OWDB member shall address his or her designee letter to the Board Chair. Designee letters shall be kept on file with Board Staff.
Executive Committee Meetings	Sec. 3	A. The Chairperson may call meetings of the Executive Committee as necessary. B. The OWDB Staff are responsible for sending a notice via email or fax or telephone or mail of each meeting to Executive Committee members, giving adequate time for preparation for the meeting.

C. Except for actions required by the WIOA or its implementing regulations to be taken by the OWDB, the Executive Committee shall have the power to transact business between regular OWDB meetings and be authorized to act on behalf of the OWDB. All transactions of the Executive Committee shall be reported in full as the next scheduled meeting of the OWDB.

Quorum Sec. 4 A quorum shall consist of ten (10) members or a majority of the voting members of the OWDB, whichever is greater.

Conflict of Interest Sec. 5 A conflict of interest occurs when an OWDB member has a personal interest that may affect how the official carries out his or her city duties. The test is whether a reasonable person would question the official's impartiality. A conflict of interest may occur even if the official is not actually influenced by the personal interest. Each OWDB member shall consult with the City Ethics Commission about any conflict of interest or potential conflict of interest before participating in discussion and decision-making of potential conflict of interest matters.

ARTICLE V – EXPENSES AND COMPENSATION

Expenses Sec. 1 Any authorized expenses incurred by OWDB members and Board Staff shall be compensated according to guidelines set by current Federal, State, and County statutes and regulations.

ARTICLE VI - AMENDMENTS

Amendments Sec 1. The by-laws of the OWDB may be amended at any regular or special meeting by thirteen (13) members or a two-thirds vote of the quorum, whichever is greater, provided at least ten (10) calendar days written notice is given to each OWDB voting member. No by-law restricting the power of the Mayor to freely appoint or remove a member of the Board, or to otherwise exercise the authority granted to him or her by the WIOA, shall be effective unless consented to by the Mayor. Any such by-law shall remain in effect only so long as the Mayor continues to so consent.

ATTACHMENT G

OWDB Conflict-Of-Interest Policy

Section 5.13

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
PHONE: (808) 768-7790 • www.OahuWDB.org

KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

EXECUTIVE COMMITTEE:
JAMES P. HARDWAY
MELI JAMES

ALISON P.M. LUM
EXECUTIVE DIRECTOR

December 27, 2018

OAHU WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
POLICY NO. 23-2018

SUBJECT:

Conflict of Interest & Separation of Duties (Firewall)

PURPOSE:

The purpose of this policy is to communicate the commitment of the Oahu Workforce Development Board (OWDB) to ensure system integrity and adequate oversight of its Workforce Innovation and Opportunity Act (WIOA) programs and funding. This will be accomplished through adherence to conflict of interest policy and establishment of a firewall through adequate separation of duties.

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA);
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Title 20 CFR WIOA Department of Labor, Final Rule;
- Training and Employment Guidance Letter, WIOA 15-16, Competitive Selection of One Stop Operators;
- Hawaii Workforce Development Council (WDC) WIOA Bulletin 11-16, Conflict of Interest Policy;
- Hawaii Revised Statute, Chapter 84, Hawaii State Ethics Code;
- Revised Charter of Honolulu 2017 Edition, Article XI Standards of Conduct, Section 11-101 through 11-108

BACKGROUND:

Title 20 CFR WIOA Department of Labor, Final Rule, includes distinct roles and responsibilities for the Local Workforce Development Board (LWDB), Fiscal Agent, One Stop Operator and service provider. When functions are carried out by the same organization there must be an organizational structure and internal controls sufficient to ensure separation of duties (firewall) and the prevention of an actual or perceived conflict of interest.

Based on the Hawaii Workforce Development Council (WDC) WIOA Bulletin 11-16, Conflict of Interest Policy; the WDC requires that divisions and employees engaged in the administration, oversight, and operation of federal WIOA grant programs minimize organizational conflicts of interest through adequate separation of duties and recusal in order to foster public and partner confidence.

DEFINITIONS:

Conflict of Interest an employee, officer, agent or any member of the organization that has an interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award.

Firewall an established policy or procedure that acts as a barrier or protection against undesirable influence, outcome, or authority. Examples include but are not limited to organizational structure that provide for adequate separation of duties, defined roles and responsibilities, clear lines of reporting for managers and staff. It also includes conflict of interest policy.

POLICY:

It is the policy of the OWDB in the administration and oversight of the WIOA funds entrusted to them to adhere to the requirements of WIOA, State of Hawaii Ethics Code, Revised Charter of Honolulu Standards of Conduct, and the WDC Conflict of Interest Policy pertaining to separation of duties and conflict of interest.

The Local Workforce Development Board (LWDB), Fiscal Agent, One Stop Operator and WIOA Adult and Youth service provider WorkHawaii functions are a part of the organizational structure of the City and County of Honolulu (City). A Memorandum of Agreement (MOA) has been executed between the OWDB and the Mayor of the City, as the Local Elected Official, which establishes delineation of roles and responsibilities of each entity. Attached is the MOA which satisfies the requirement of WIOA 679.430.

Additionally, an organizational chart which illustrates the Separation of Duties for the OWDB and Work Hawaii is attached, as well as, the OWDB Internal Control Assessment Summary which describes the roles and responsibilities of each function involved in the administration and oversight of the OWDB WIOA programs. Adherence to these

documents by all parties will ensure compliance with firewall requirements set forth in the WIOA law and regulation and other governing policy referenced above.

Furthermore, OWDB members will ensure adherence to State Ethics Code, Revised Charter of Honolulu Standards of Conduct and WDC Conflict of Interest Policy through disclosure of said conflicts and abstention of voting on matters that would provide for the actual or perceived conflict of interest for the member. This also includes abstention from participation in discussions relating to voting matters where an actual or perceived conflict of interest will occur for a member.

ACTION:

This policy shall remain in effect until such time that a revision is required.

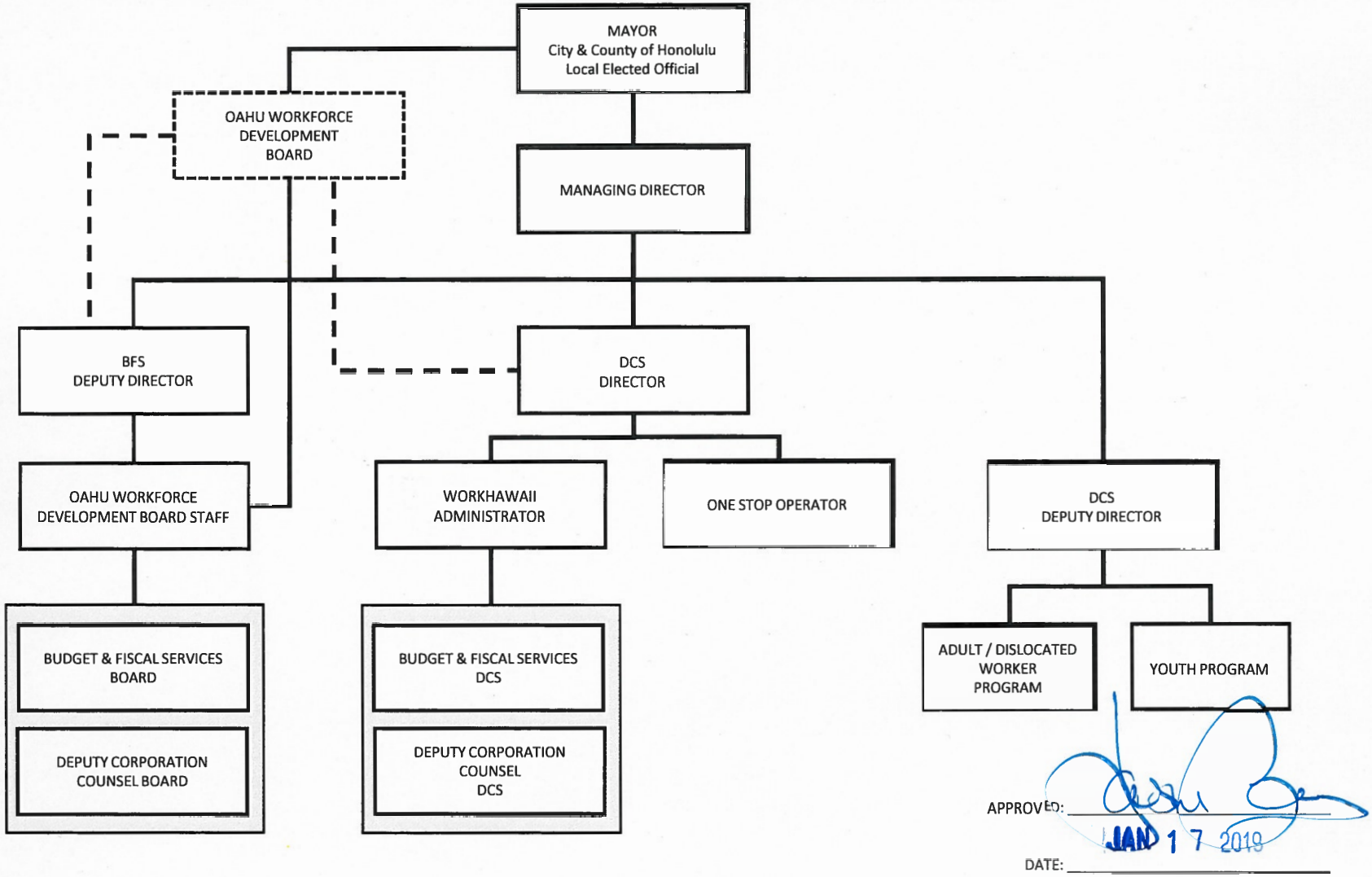
INQUIRIES:

If you have any questions regarding this Directive, please contact Alison Lum at (808) 768-5889 or alum5@honolulu.gov.

Alison Lum
Executive Director

Attachments (4)

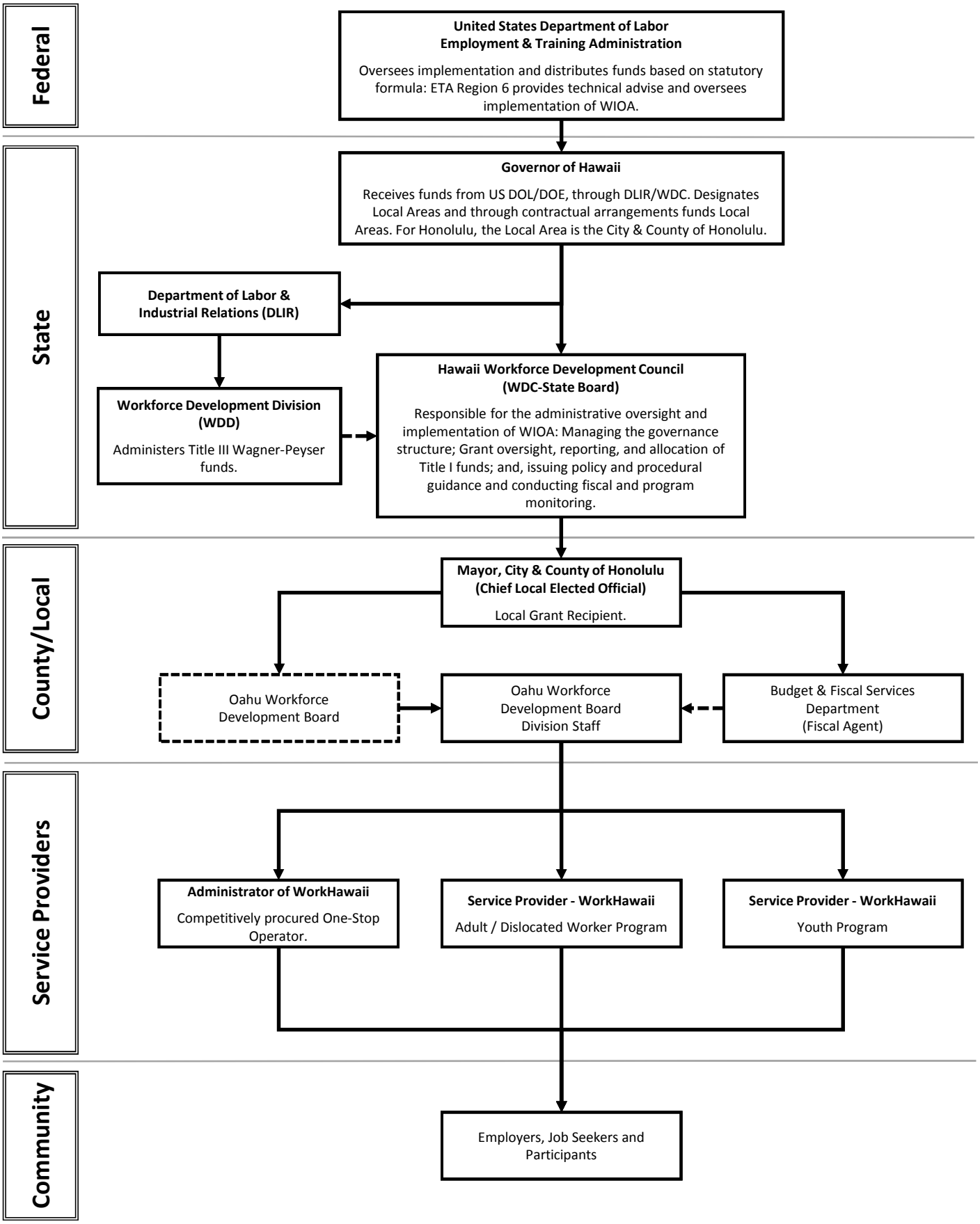
Separation of Duties relating to WIOA
Oahu Workforce Development Board & WorkHawaii



APPROVED: _____

DATE: JAN 17 2019

Workforce Innovation & Opportunity Act
Flow of Funds



Oahu Workforce Development Board
Internal Control Assessment – Summary
Updated December 2018

The structure established by the City and County of Honolulu (City) for the Workforce Innovation and Opportunity Act (WIOA) programs is designed to efficiently implement the required programs in accordance with Federal and State requirements while providing a set of internal control procedures that ensure appropriate segregation of duties, data verification, and reviews of fiscal and program performance.

Oahu Workforce Development Board (OWDB) staff support the OWDB while being administratively attached to the Department of Budget and Fiscal Services (BFS).

As stated in the Workforce Innovation and Opportunity Act (WIOA) Local Plan for the City and County of Honolulu (February 1, 2019 – June 30, 2020), consistent with WIOA requirements, OWDB competitively procured a One Stop Operator (OSO). On July 3, 2017, the OWDB entered into a contract with WorkHawaii's Administrator. As OSO, the WH Administrator ensures that the AJCH provides seamless and integrated services through collaborative efforts of the core partners and other partners/service providers who work onsite at the AJCH or through customer referral. The OSO also focuses on continuous improvement in service delivery and customer satisfaction. While WorkHawaii (WH), a Division of DCS, is both the WIOA Title I service prodder and the OSO, the WIOA reporting structure segregates duties, as appropriate, between OWDB, DCS and WH staff to ensure accurate financial reporting and fiscal accountability. Note that this segregation of duties includes designating BFS as the formal recipient of the WIOA funds. The BFS Director is the signatory for the program on behalf of the City and day -to-day administrative oversight of OWDB staff falls under the Deputy Director of BFS.

The attached analysis summarizes the key aspects of the WIOA financial reporting and provides details of the overall management of the grants and assessments of Contractual Monitoring (Attachment A), Payment Processing (Attachment B), and Financial Reporting (Attachment C).

Also attached are organization charts for the OWDB and its relationships with service contractors and for DCS's WH structure, which is the current service provider for WIOA Title I Programs and the contracted One Stop Operator for Oahu.

Lastly, attached are position descriptions for key staff involved in the financial processes of the programs. This includes the OWDB Executive Director, Financial Analyst and WIOA Specialist. Also included are the BFS positions who support the OWDB. The BFS team assigned to OWDB reviews the work of the OWDB staff, makes payments, and prepares financial reports. There are two part-time Accountants at BFS Fiscal to ensure the separation of duties, and that the same accountant does not review the work of DCS and OWDB.

Internal to BFS, the Deputy Director oversees the OWDB grant and serves as the Chief Local Elected Official (CLEO) designee to the Workforce Development Council and Ex-Officio Member of the OWDB. The OWDB Financial Analyst assists with the preparation of the OWDB City budget to reflect the Federal funds and works with the OWDB ED and BFS Administrative Services Officer (ASO) to ensure that the City budget is submitted timely and accurately.

Internal Control Assessment – Grant Management

	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
1	In partnership with the Mayor of Honolulu, the CLEO oversees Federal WIOA grant requirements and Federal and State compliance.	OWDB Executive Director (ED)	Board CLEO's Designee	OWDB staff support the OWDB while being administratively attached to BFS. OWDB staff report to the BFS Deputy Director (CLEO's Rep), who reports directly to the City Managing Director on behalf of the CLEO on OWDB issues. WH, a current OWDB contractor providing Title I Program Services at the AJCH, reports to the DCS Deputy Director, who reports to the City Managing Director on DCS WIOA related issues.	None
2	Determine what services must be procured based on WIOA requirements, State requirements, and the approved LAP.	OWDB ED	Board CLEO's Designee	The OWBD ED will work with the Board to identify services that must be procured per local plan and as required and develop criteria for the Request for Proposals (RFP) process.	
3	Develop and oversee the RFP process and evaluation and selection of grant contractors. Issue and evaluate RFPs. Recommend to the Board selected contractors for awards.	OWDB ED	Board	OWBD staff will implement program contracts under the guidance of the Board using the City RFP process and resources.	BFS Purchasing Specialists will assist in preparing and overseeing RFP documents. BFS will provide a segregation of duties, as the Purchasing Specialist who works with DCS' WH does not also work with the OWDB.
4	Oversee contracts and ensure fiscal compliance (see Attachment A).	OWDB ED OWDB Financial Analyst		OWDB staff will perform periodic, timely program and fiscal monitoring of contracts to ensure contractor compliance with Federal and State WIOA and fiscal requirements. Prepare summary report to the Board.	BFS OWDB Fiscal as appropriate.

	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
5	Oversee contract billings (see Attachment B).	OWDB ED OWDB Financial Analyst		OWBD staff will review contractor billings for compliance with contract and Federal and State requirements. OWBD staff will work with BFS OWDB Fiscal staff to issue payments.	BFS will use different accountants to prepare WH billings (if applicable) and review contractor billings for payment by OWDB. This will provide a segregation of duties, as the accountant who prepares the WH billings will not also review those billings in support of OWDB fiscal controls.
6	In partnership with the CLEO, oversee State and Federal reporting (see Attachment C).	OWDB ED OWDB Financial Analyst	Board CLEO's Rep	OWBD staff will review financial reports of contractors for compliance with contract and Federal and State requirements. OWBD staff will work with BFS staff to prepare and submit applicable OWDB Federal and State financial reports. Reports are reviewed by the DCS Deputy Director and reviewed and signed for submittal to the State by the BFS Director.	BFS will not use the same accountant for both OWDB and WH (if applicable) financial report preparation. However, this accountant is not involved in any OWDB decision-making. Financial reports for the OWDB and contractors are also reviewed by the BFS Fiscal Officer to support the OWDB fiscal controls.
7	Work with the Board to implement strategic plans and the program budget.	OWDB ED OWDB Financial Analyst	Board CLEO	Board outcomes/deliverables and Program Budget as required by Federal and State requirements and worked in partnership with the CLEO Rep.	Shared with the Managing Director
8	Develop and maintain WIOA program data.	OWDB Financial Analyst	OWDB ED	OWDB staff will identify key data and develop and maintain WIOA program data collection and reporting as required by Federal and State mandates.	None
9	Plan and coordinate WIOA activities with participation of the OWDB, private industry, community groups, and applicable inter- and intra- governmental agencies.	WIOA Specialist	OWDB ED	OWDB staff will coordinate WIOA activities as required by Federal and State requirements in alignment with the approved LAP.	

Oahu Workforce Development Board **Attachment A**
Internal Control Assessment - Contractual Monitoring

	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
1	Develop a monitoring schedule for the Fiscal Year, including a monitoring checklist.	OWDB ED	Board	OWBD staff will identify the schedule and finalize the format for contractual monitoring under the guidance of the Board.	None
2	Monitor the contractor program for compliance.	OWDB ED OWDB Financial Analyst	Board	OWBD staff will monitor program outcomes/ deliverables under the guidance of the Board.	None
3	Monitor contractors for fiscal compliance.	OWDB ED OWDB Financial Analyst		OWBD staff will monitor fiscal reporting. Prepare report to the Board and CLEO on findings.	BFS Fiscal as appropriate
4	Assess compliance with program, Federal, and State requirements.	OWDB ED	Board	OWBD staff will evaluate contractor compliance with program, Federal, and State requirements under the guidance of the Board. Corrective action will be taken as necessary.	None
5	Communicate results and submit monitoring report to contractors, Board, CLEO, and the State.	OWDB ED	Board CLEO's Rep	OWBD staff will submit contractual monitoring reports as required under the guidance of the State.	BFS Fiscal as appropriate

Oahu Workforce Development Board **Attachment B**
Internal Control Assessment – Payment Processing
Submission of Payment Documents by Contractor/WH

	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
1	Prepare billings in a timely manner based on the approved budget. Attach all required supporting documentation.	BFS DCS Accountant WH Analyst/ Contractor, Accountant	WH Administrator/ Contractor Approver	WH billings are prepared by the BFS Accountant, submitted to the WH analyst to verify with grant requirements, and approved by the WH Administrator. Contractors will follow their internal billing process.	BFS Accountant works with WH staff to prepare billings. Contractors follow their internal processes.
2	Submit billings to OWDB for review.	WH Analyst/ Contractor Accountant	WH Analyst/ Contractor Accountant	WH contractor to submit billings upon completion in accordance with contract terms.	Billlings submitted to OWDB staff for approval.
3	Respond to billing questions in a timely manner.	WH Analyst/ Contractor Accountant	WH Administrator/ Contractor Approver	WH contractor to respond to billing questions based on internal processes.	WH staff responds to questions with BFS support as necessary. Contractors follow their internal processes.

Oahu Workforce Development Board **Attachment B**
Internal Control Assessment – Payment Processing
Submission of Payment Documents by OWDB

	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
1	Review billings in a timely manner based on approved budget. Communicate any discrepancies to contractor for correction.	OWDB Financial Analyst	OWDB ED	OWDB staff to review billings for accuracy and compliance with contract requirements. Will ensure all supporting documents are provided.	None
2	Approve billings for payment.	OWDB Financial Analyst	OWDB ED	Approves contractor billings for payment.	None
3	Submit billings to Accounts Payable for payment.	OWDB Financial Analyst	OWDB ED	Contractor billings prepared for submittal to BFS for payment.	BFS OWDB Accountant review
4	Review billings and issue payments.	BFS OWDB Accountant BFS OWDB Accounts Payable	BFS Fiscal Officer	BFS OWDB Accountant to review billings for accuracy and compliance with contract requirements. Will ensure all supporting documents are provided. Upon approval, billings submitted to BFS Accounts Payable for payment.	BFS WH Accountant who completes the WH billings is not involved in the review of the invoices submitted to OWDB for payment (separation of duties within BFS Fiscal office).
5	Monitor the payment process to ensure timeliness and compliance with contracts.	OWDB ED	Board	OWDB ED monitors the timeliness of payments to contractors, compliance with contracts, and reports status to the Board.	None

Oahu Workforce Development Board **Attachment B**
Internal Control Assessment – Payment Processing
Submission of Payment Documents by OWDB

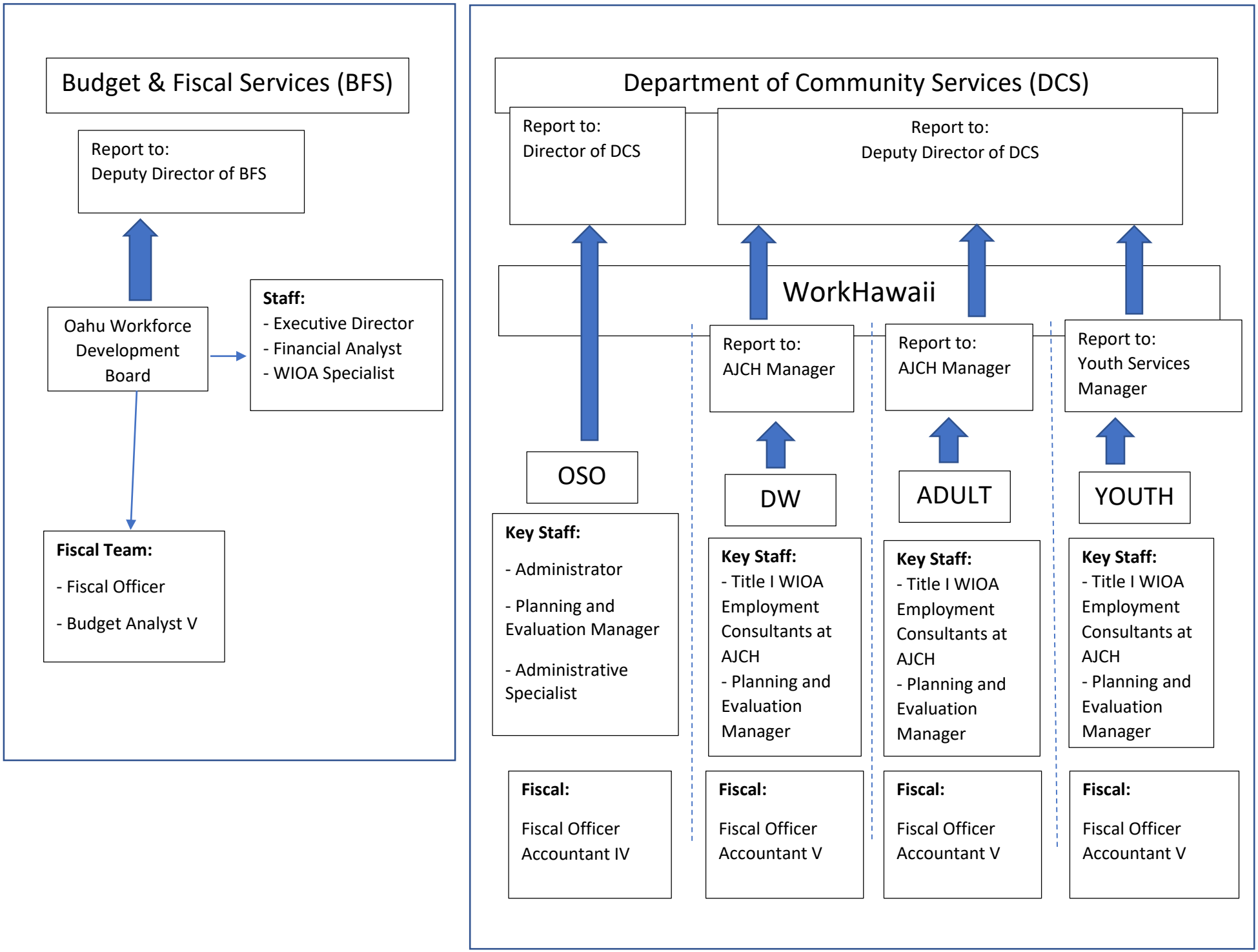
	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
1	Review OWDB invoices in a timely manner.	OWDB Financial Analyst	OWDB ED	OWDB ED to review invoices for accuracy and the budget. Will ensure all supporting documents are provided.	None
2	Approve OWBD invoices for payment.	OWDB Financial Analyst	OWDB ED	Approve OWBD invoices for payment.	Review by the BFS Accountant assigned to OWDB.
3	Submit OWDB invoices to Accounts Payable for payment.	OWDB Financial Analyst	OWDB ED	OWDB invoices submitted to BFS for payment.	Review and processing by the BFS Accountant assigned to OWDB.
4	Review billings and issue payment.	BFS OWDB Accountant BFS OWDB Accounts Payable	BFS Fiscal Officer	BFS OWDB Accountant to review billings for accuracy and compliance with contract requirements. Will ensure all supporting documents are provided. Upon approval, billings submitted to BFS Accounts Payable for payment.	BFS WH Accountant who completes the WH billings is not involved in the review of invoices submitted by OWDB for payment.
5	Prepare documents for and review any necessary budget modifications. Documents signed by Board, CLEO's Rep, or BFS Director as appropriate.	OWDB ED	Board/CLEO Rep	Internal expenses to-date reviewed for compliance with the budget. Budget modifications submitted for approval as necessary.	None

Oahu Workforce Development Board **Attachment C**
Internal Control Assessment – Financial Reporting

	Function	Responsible Party	Reviewed By	Internal Control Procedure/Process	BFS/DCS Involvement With the Process
1	Complete monthly grant financial closings in a timely manner. Post appropriate journal entries and review transactions for period for reasonableness.	BFS OWDB Accountant/ Contractor Accountant	BFS OWDB Fiscal Officer/ Contractor Approver	WH closing is done by the BFS WH Accountant, who works with the WH staff as necessary to ensure accuracy of the records. Contractors will follow their internal closing process.	BFS WH Accountant works with WH staff to close financial records. BFS WH Accountant's Supervisor reviews reports. Contractors follow their internal processes.
2	Prepare and submit to OWDB financial reports in a timely manner based on the approved budget. Attach all required documentation.	BFS WH Accountant, WH Planner V/ Contactor Accountant	WH Administrator /Contractor Approver	WH financial reports are prepared by the BFS Accountant assigned to WH and then submitted to the WH Planner V to verify with grant requirements and approved by the WH Administrator. Contractors will follow their internal financial reporting process.	BFS WH Accountant works with WH staff to prepare financial reports. Contractors follow their internal processes.
3	Submit financial reports to OWDB for review.	Contractor	OWDB Financial Analyst	OWDB staff to review financial reports for accuracy and compliance with contract requirements. Will ensure all supporting documents are provided. OWDB ED to approve financial reports after any questions are addressed.	Contractor financial reports are submitted to OWDB staff for review. BFS assistance as appropriate. Questions are addressed to contractors.
4	Respond to financial reporting questions in a timely manner.	WH Planner V/Contractor Accountant	WH Administrator /Contractor Approver	WH/contractors to respond to billing questions based on internal process.	Contractors respond to any questions.
5	Submit financial reports to the Board for review.	OWDB ED	BFS OWDB as appropriate	OWDB ED to approve financial reports after review for accuracy and compliance with contract requirements. Synthesize and prepare report for the Board and CLEO.	Contractor financial reports are approved by the OWDB, and a summation is submitted to the Board/CLEO for review and approval.

Acronyms

ASO.....Administrative Services Office
BFS .....Department of Budget and Fiscal Services
City .....City and County of Honolulu
CLEO .....Chief Local Elected Official
DCS.....Department of Community Services
ED .....Executive Director
LAP .....Local Area Plan
OSO……..One Stop Operator
OWDB…….. Oahu Workforce Development Board
RFP .....Request for Proposals
WH .....WorkHawaii
WIOA.....Workforce Innovation and Opportunity Act


Budget & Fiscal Services (BFS)
Report to:
Deputy Director of BFS
Oahu Workforce Development Board
Staff:
- Executive Director
- Financial Analyst
- WIOA Specialist
Fiscal Team:
- Fiscal Officer
- Budget Analyst V
Department of Community Services (DCS)
Report to:
Director of DCS
Report to:
Deputy Director of DCS
WorkHawaii
Report to:
AJCH Manager
Report to:
AJCH Manager
Report to:
Youth Services Manager
OSO
DW
ADULT
YOUTH
Key Staff:
- Administrator
- Planning and Evaluation Manager
- Administrative Specialist
Key Staff:
- Title I WIOA Employment Consultants at AJCH
- Planning and Evaluation Manager
Key Staff:
- Title I WIOA Employment Consultants at AJCH
- Planning and Evaluation Manager
Key Staff:
- Title I WIOA Employment Consultants at AJCH
- Planning and Evaluation Manager
Fiscal:
Fiscal Officer
Accountant IV
Fiscal:
Fiscal Officer
Accountant V
Fiscal:
Fiscal Officer
Accountant V
Fiscal:
Fiscal Officer
Accountant V

ATTACHMENT H

OWDB Full Board Meetings
and Minutes for PY18 and
PY19

Section 5.14

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MEETING
July 19, 2018 – 9:00am to 11:00am (approximate)
The Queen's Conference Center, Board Room
1301 Punchbowl Street, Honolulu, HI 96813

AGENDA

I. Call to Order…… Chair Jason Chang

II. Welcome and Introductions

III. Approval of Agenda

IV. Review and approval of April 24, 2018 meeting minutes

V. Presentations and Discussion:

Labor Market/Economic Analysis Tool Software

John Hawkins, Workforce Development Director
Emsi

VI. New Business…… Vice Chair Tim Wong

1. Approval to purchase the Emsi Labor Market Analytics Software
2. Approval of consultant, Jackie Sakane, to assist the Board with updates to the Local Plan due by October 15, 2018

VII. Old Business

Reports related to WIOA

1. OWDB Committee Reports on Activities

A. Executive Committee…….. Vice Chair Tim Wong
- Gregg Fraser completed his term on June 30, 2018 and rotated off of the board.

B. Performance Measures and Accountability Committee……Chair Tim Wong
- Completed: One Stop Operator Performance Evaluation on June 12, 2018

C. Sector Strategies and Career Pathways Committee……Chair Meli James
- Sector Strategy MOU extension request granted

- Additional $4,000 award from Workforce Development Council

D. Finance Committee……Board Chair Jason Chang
E. Data Management and Technology Committee……..Chair James Hardway
F. Employer Engagement Committee……Chair Jason Chang

2. One Stop Operator……..Leinaʻala Nakamura, WorkHawaii Administrator
3. American Job Center Network……Erick Pascua, Comprehensive AJC Manager
4. WIOA Core Partner Updates
   - Adult Education and Career Pathways……Gordon Lum, Acting Principal, WSA
   - Vocational Rehabilitation…….Maureen Bates, DVR Administrator
   - Wagner-Peyser Act…….Alvin Tsukayama, WDD Oahu Branch Manager

VIII. Executive Director's Report…….Alison Lum, Executive Director

IX. Announcements

- Next Meeting: October 18, 2018 from 9am to 11am

X. Adjournment

Should you require special accommodations for a disability, please contact OWDB Administration at (808) 768-7790 and/or email oahuwdb@honolulu.gov at least 48 hours prior to the meeting.

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MINUTES
July 19, 2018 – 9:00am to 10:30am (approximate)

The Queen's Medical Center
The Board Room at Queen's Conference Center
1301 Punchbowl Street, Honolulu, Hawaii 96813

Attendees: Maureen Bates, Jason Chang, James Hardway, Meli James, Brent Kakesako, Brian Lee, Gordon Lum, Connie Mitchell, Peter Quigley, Alvin Tsukayama, Manny Valbuena, Emmet White

Staff: Alison Lum, Justin Sarce, Lyn Uratani

Guests: John Hawkins, Natasha Inouye, Tanya Lee, Cindy Matsuki, Robbie Melton, Leinaala Nakamura, Christine Park, Erick Pascua, Kirsten Thornton

I. Call to Order
Board Chair Jason Chang called the meeting to order at 9:05am.

II. Welcome and Introductions

III. Approval of Agenda
Chair Chang entertained a motion to approve the agenda. Brian Lee motioned to approve. Seconded by Meli James. Unanimously approved.

IV. Approval of minutes from April 24, 2018 meeting
Chair Chang entertained a motion to approve the minutes from the April 24, 2018 meeting. Brian Lee motioned to approve. Seconded by James Hardway. Unanimously approved.

V. Presentation and discussion

Labor Market/Economic Analysis Tool Software
John Hawkins, Workforce Development Director
Emsi

John Hawkins thanked the Board for allowing him to present. He explained that Emsi is a labor market analytics firm based in Idaho that creates data tools for workforce and economics. Emsi employs data scientists, software and web developers, and economists; all customer service is done in-house. Emsi serves 500 "communities" including Fortune 500 businesses, higher education,

economic development, workforce development, and Chambers of Commerce. Emsi works with 26 State-level offices across the nation and are in discussions with the USDOL regarding job posting data to supplement federal surveys. In terms of workforce, Emsi works with 25% of the Local Workforce Development Boards in the United States. John also mentioned that he is on the Board of the National Association of Workforce Development Professionals.

John explained that Emsi pulls from 90 different data sources and does not simply aggregate the data; data is taken and backfilled with different data sets to reflect a more complete picture. With Emsi, industry data, occupation data, and education data are able to speak together; by removing "suppressions" in data, Emsi is able to reach 99.5% coverage of total employment. Newly-included groups that are now reflected in Emsi data are the self-employed and clergy. Together, there are about 80 million data points that Emsi works with. Emsi has some of the most complete, current, and granular data available. Since current issues in data tend to revolve around lag, Emsi works with more current data sets (i.e. quarterly data) to backfill and thus cover issues with data that lags behind (i.e. yearly or every two years).

John shared that Emsi tools are developed in response to customer requests and demand. He demonstrated the Emsi Developer tool for the Board and shared the following features, reports, and tables: regional data, industry data, occupation data, education data, company profiles, skills transferability, and job posting analytics.

Maureen Bates and Connie Mitchell inquired about how Emsi data tracks disabled and homeless individuals. John mentioned that there will unfortunately be data disparities in tracking these groups. Meli James asked if there is data on spending such as tourism data. John said that this question has been fielded frequently this month and a tool will need to be developed. Peter Quigley commented that there may be many jobs available, but the data will show that very few support a living wage. John agreed that recruiting new industry will be important for many local areas. Meli James asked about data on small business and entrepreneurial work. John said that self-employed workers are listed as a data set. Maureen Bates asked if gaps in data can show HR where to focus recruitment efforts. John said that he regards Emsi's job posting data as demand and skill data; he then explained the skills transferability tool as it relates to AJCH staff for OJT and business services.

John stated that quarterly updates are made to Emsi data sets, and that these updates happen automatically. Alison Lum mentioned that Emsi would assign Connie Sharp to Oahu as the Emsi direct contact for all Board and AJCH questions regarding pulling and reading reports based on our questions and needs. She explained that the data will directly help the Board revise the Local Plan and relevant policies. John mentioned that Connie worked for a local workforce board in Oklahoma and was one of the first users of Emsi's tools.

Chair Chang and Alison Lum thanked John Hawkins for his time.

VI. New Business

1. Approval to purchase the Emsi Labor Market Analytics Software

Justin Sarce passed out the Emsi proposal to the Board members. Vice Chair Wong stated that the cost is $12,500 to purchase 10 Emsi seats to be used by WIOA Title I staff at the American Job Center and board administrative staff. He stated that the Executive Committee recommends approval of this purchase.

Connie Mitchell asked if the Board can pull reports for Board members. Alison Lum affirmed this but explained that more seats can be directly purchased by Board members for their own organizations. Alison explained that the data will be important to inform Board efforts on programs and policies. Robbie Melton asked how an Emsi account for the Board differs from Peter Quigley's website. Peter said that his website is public and useful for quick searches but due to the size of his team, he is unable to pull detailed reports for others. Maureen Bates reiterated Robbie's question. Alison stated that the AJCH will need to pull specific reports for clients and the Board will need to pull specific graphs and charts for updates to the Local Plan, which is why obtaining separate Emsi accounts will be necessary. Peter discussed upcoming features to his website and mentioned that John Hawkins brought up details about Emsi features that he has not yet seen. Emmet White commented that the cost of Emsi is highly competitive and shared his excitement about having direct access to Emsi's team of economists and data scientists for such a competitive price. Peter Quigley reminded the Board that using and interpreting the data may require a steep learning curve. Emmet agreed with Peter, and stated that the cost of access to Emsi's team makes up for the learning curve. Alvin Tsukayama asked how the Board will decide how Emsi seats are allocated. Alison stated that the AJCH front-line staff will receive accounts, but that two seats at the Board level must be available for Board staff. James Hardway clarified that the seats are not being purchased for the Board members' organizations.

Chair Chang entertained a motion to approve purchase of the Emsi software. James Hardway motioned to approve. Seconded by Connie Mitchell. Unanimously approved.

2. Approval of consultant, Jackie Sakane, to assist the Board with updates to the Local Plan due to the State's Workforce Development Council (WDC) by October 15, 2018
Vice Chair Wong stated that the cost is $24,500 for Jackie Sakane's assistance to update the Local Plan which is due by October 15th and to develop board policies in accordance with WIOA to enhance OWDB's governance. She will also review and develop policies as necessary for the One Stop Operator (OSO). The Executive Committee recommends approval of this purchase.

Chair Chang entertained a motion to approve Jackie Sakane's proposal. James Hardway motioned to approve. Seconded by Maureen Bates. Unanimously approved.

VII. Old Business
Reports related to WIOA
1. OWDB Committee Chair Updates

a. Executive Committee
Vice Chair Wong stated that Gregg Fraser completed his term on June 30, 2018 and rotated off of the Board. A certificate of appreciation will be sent to him. In addition to reviewing the Emsi and

Consultant proposals, the Executive Committee reviewed the revised Bylaws. They have been sent to the City's Corporation Counsel for approval as to form and legality.

b. Finance Committee

Chair Chang announced that Tim Wong is the new chair of Finance Committee and that James Hardway is taking over as chair of Performance Measures and Accountability Committee.

c. Data Management and Technology Committee

James Hardway shared that this committee last met in February to discuss and learn about Peter Quigley's website updates. He says that he is planning to do a write-up to make a recommendation that HireNet Hawaii needs to go out to bid for a new, more efficient and more affordable system.

d. Employer Engagement Committee

Chair Chang said that the committee is on hold while the State puts out RFPs for a company to put together a marketing campaign for the AJCH and for a consultant to develop a business services plan for each of the counties. Alison Lum mentioned that when hired, the WDC has requested that the consultants receive a tour of the AJCH.

e. Performance Measures and Accountability Committee

Vice Chair Wong stated that an OSO Performance Evaluation was conducted by Gordon Lum, Justin Sarce, and himself at the AJCH on June 12, 2018. He circulated a copy of the evaluation for the Board members. He explained that the evaluation was required by the contract to be done annually before June 30.

f. Sector Strategies and Career Pathways Committee

(At approximately 10am, Meli James stepped out of the room. A report for this committee was not made.)

2. One Stop Operator (OSO)

Lei Nakamura stated that several employees from State Workforce Development Division (WDD) and Unemployment Insurance have co-located to the AJCH. Three staff from McKinley Community Schools for Adults are now on-site at the AJCH from the Farrington campus. Farrington has closed its CSA office and all staff has moved to the AJCH. This month, IHS workshops will be held at the AJCH. RESEA is also working on collocating as well. Alison Lum remarked that it is amazing that four of the core partners will be co-locating, because it attests to the fact that the partners all recognize the benefits of having a true one-stop center to best serve Oahu's job seekers.

3. American Job Center Hawaii (AJCH)

Erick Pascua stated that his report is included in the outreach folders being distributed to Board members and guests. He briefly mentioned that the folders also include information on the YouthBuild graduation event and recent client success stories. Alison Lum asked about the USB "card" included in the folders. Erick Pascua mentioned that the USB card is helpful for clients who need to save their resumes and job documents.

a. WIOA Core Partner Updates

i. Adult Education

Gordon Lum shared that the new principal of WCSA is Pat Anbe, and that Pat will be attending future Board meetings. The State DOE is currently working on the letter to address the C-Base program.

ii. Vocational Rehabilitation (VR)

Maureen Bates said that VR is still in an Order of Selection (OOS), but is able to take in students and employed individuals with disabilities at risk of job loss. As a result, VR is working collaboratively with WDD and DEI. Alison Lum mentioned that should any businesses look to hire disabled individuals, Mark Gray at the AJCH is willing to meet with businesses to discuss reasonable accommodations.

iii. Wagner-Peyser Act (WP)

Alvin Tsukayama stated that at least two more WP staff are moving to the AJCH by August 1, 2018. Once the copier and fax machine are set up on a secure line, then WP and UI can communicate about clients. Lei Nakamura mentioned that there are three sets of data lines: one for the City, one for the State, and one for the customers; the OSO is waiting on a copier and has set up the appropriate plug-ins for the technology.

VIII. Executive Director's Report

Alison Lum stated that her Executive Director's Report will be included as an attachment to the meeting minutes. She announced that the fiscal officer for the Board, Christine Kira, retired on June 30th, and that the City is looking to fill the position. Next week, the USDOL Region 6 ETA WP officers will be in Hawaii for a weeklong monitoring of DLIR. Alison reported that the WDC monitoring of the OWDB was held June 18 and 19. A monitoring report was completed by the WDC and will be mailed to us shortly. OWDB will need to respond by August 31st.

IX. Announcements

Chair Chang stated that the next quarterly meeting will be October 18, 2018 from 9am to 11am.

X. Adjournment

Chair Chang adjourned the meeting at 11:00am.

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MEETING
October 18, 2018 – 9:00am to 11:00am (approximate)
The Queen's Conference Center, Board Room
1301 Punchbowl Street, Honolulu, HI 96813

AGENDA

I. Call to Order…… Chair Jason Chang

II. Welcome and Introductions

III. Approval of Agenda

IV. Review and approval of July 19, 2018 meeting minutes

V. Presentations and Discussion:

Single Sign-On Software for the American Job Centers
Scott Murakami, Director of Workforce Development
University of Hawaii Community Colleges

HireNet for Employers and New Performance Measure Tracking
Jayson Muraki
Workforce Information and Data Coordinator
State Workforce Development Council

VI. New Business…… Chair Jason Chang

1. Approval of Bylaws
2. Ratification of the Local Plan Update

VII. Reports related to WIOA

1. OWDB Committee Reports on Activities

A. Executive Committee……Chair Jason Chang
B. Performance Measures and Accountability Committee…….. James Hardway
C. Sector Strategies and Career Pathways Committee……. Meli James
D. Finance Committee……..Vice Chair Tim Wong
E. Data Management and Technology Committee…….. James Hardway
F. Employer Engagement Committee……Chair Jason Chang

2. One Stop Operator……..Leinaʻala Nakamura, WorkHawaii Administrator
3. American Job Center Network……..Erick Pascua, AJCH Manager
4. WIOA Core Partner Updates
    - Title I: Adult, Dislocated Worker, and Youth Programs…..Erick Pascua, AJCH Manager
    - Adult Education and Career Pathways……Pat Anbe, Principal, Waipahu CSA
    - Vocational Rehabilitation…….Maureen Bates, DVR Administrator
    - Wagner-Peyser Act…….Alvin Tsukayama, WDD Oahu Branch Manager

VIII. Executive Director's Report…….Alison Lum, Executive Director

IX. Announcements

- Next Meeting: January 17, 2019
- 2019 Quarterly Meetings: April 18, July 18, October 17

X. Adjournment

Should you require special accommodations for a disability, please contact OWDB Administration at (808) 768-7790 and/or email oahuwdb@honolulu.gov at least 48 hours prior to the meeting.

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MINUTES
October 18, 2018 – 9:00am to 11:00am (approximate)

The Queen's Medical Center
The Board Room at Queen's Conference Center
1301 Punchbowl Street, Honolulu, Hawaii 96813

Attendees: Pat Anbe, Maureen Bates, Jason Chang, Russell Cheng, James Hardway, Joy Kimura, Rodney Lee, Connie Mitchell, Peter Quigley, Alvin Tsukayama, Manny Valbuena, Emmet White, Tim Wong

Staff: Alison Lum, Justin Sarce

Guests: Dulcie Dunaway, Stacy Ferreira, Robbie Melton, Debbie Miyao, Christine Park, Gordon Lum, Nisa Tokugawa, Leinaala Nakamura, Morgan "Pomai" Lee-Castro, Natasha Inouye, Scott Murakami, Jayson Muraki

I. Call to Order
Board Chair Jason Chang called the meeting to order at 9:05am.

II. Welcome and Introductions
Chair Chang welcomed new board members Joy Kimura, Government Relations and Compliance at Hawaii Laborers-Employers Cooperation and Education Trust, and Rodney Lee, Executive Vice President of Spire Hawaii. All members and guests introduced themselves.

III. Approval of Agenda
Chair Chang announced a change to item number 7, bullet point 3, Nisa Tokunaga will be providing an update to the American Job Center in place of Erick Pascua. Chair Chang entertained a motion to approve the agenda. James Hardway motioned to approve. Seconded by Connie Mitchell. Unanimously approved.

IV. Approval of minutes from July 19, 2018 meeting
Maureen Bates suggested an edit to section A2 of the minutes replacing "a limited amount of clients" with "students and employed individuals with disabilities at risk of job loss". Chair Chang entertained a motion to approve the minutes from the July 19, 2018 meeting as amended. James Hardway motioned to approve. Seconded by Russel Cheng. Unanimously approved.

V. Presentation and Discussion

Single Sign-On Software for the American Job Centers
Scott Murakami, Director of Workforce Development
University of Hawaii Community Colleges

Scott Murakami provided an overview of prior engagements and the referral process to the Board. The Department of Labor received a "Data Integration Grant" for just under a $1 million dollars to find a way to link the client management systems between the Core Partners and to help improve the experience for the

clients. The project will cover four state jurisdictions (Oahu, Maui, Hawaii, and Kauai) and connect three different client management systems.

The University of Hawaii Community Colleges worked with the State Chief Information Officer of the Office of Enterprise Technology Services (ETS) to make sure that the unification of client management systems is consistent with ETS's efforts going forward. The ETS is also using the Salesforce platform to unify these legacy systems. The Electronic Data Processing Services Division of the Department of Labor and Industrial Relations (DLIR) is working with Salesforce to develop the Single Sign-On website.

Phase 2 of the project will include the data push that will allow common data elements to be transmitted to the CORE Partners in a secured and encrypted environment using Salesforce's Cloud Service. The target is to rollout beta of the Single-Sign On in the beginning of 2019.

Connie Mitchell asked who the Core Partners were. Scott Murakami mentioned the following: 1) Title I: Adult, Dislocated Worker, and Youth (WDC); 2) Title II: Adult Education; 3) Title III: Wagner-Peyser (WDD); and, 4) Title IV: Division of Vocational Rehabilitation (DVR). Connie Mitchell asked if clients will get any assistance using the website. Scott Murakami responded that the website was originally designed to have the case managers or counselors assist individuals.

A question was asked about how the client follow-up is handled and which agencies are responsible. Scott Murakami said the Partner(s) are responsible for following-up with the client. There will be a strong emphasis on Single Sign-On (SSO) training in conjunction with the HireNet training when beta is launched to show staff how the entire system works, both the integration and benefit of using HireNet.

Connie Mitchell wondered how we intend to publicize the Single Sign-On after it's rolled out. Scott Murakami said that they have not met with the Marketing Committee or the Employer Engagement Committee regarding this matter. The initial plan was to do a soft rollout with the Core Partners; it is important to make sure the Partners, especially the ones co-located in the AJC, know how to use the system to account for this new dynamic and relationship between them. Once the Partners know how to use it, then something can be done to raise public awareness of the website.

Scott Murakami showed the analytics page on the website and indicated that it will have the same banner. The analytics will be running to track, for example, how many people are going through the AJC or how many individuals are qualifying for services. Ultimately, we want to figure out how to incorporate the analytics towards WIOA reporting requirements.

James Hardway asked who becomes responsible for ensuring the other Partner entities follow-up with a client. Scott Murakami replied that the responsibility will ultimately fall on the Core Partners during their meetings. Scott and his team will come up with recommendations, but it is essentially the One-Stop Operator's responsibility to ensure there is follow-up being done.

Maureen Bates inquired as to whether other Partners are mandated to respond to customer needs since DVR must respond within two weeks to schedule an appointment with a client. Scott Murakami said a possible way to address this is by amending some of the questions that are asked to improve quality control since it will create a different transition experience. James Hardway asked how we can avoid forwarding notifications to spam or inadvertently not responding. Scott Murakami mentioned that part of it is working with the AJCH and figuring out how to make sure a log file allows us to track notifications. Maureen Bates asked whether there are reports that can be generated monthly to see where which Partner received referrals. Scott Murakami confirmed that they could certainly pull the data and into a nice report format.

Russel Cheng brought up two points regarding the data: 1) who is taking action on it and 2) the closing of the loop in terms of the data. Scott Murakami said in its current configuration, it is a one way stream; we don't have an audit loop back on the data. Alison Lum mentioned that it could be a quick email or text to the client asking who they met with and if they were satisfied with the service provided. Scott Murakami said we could automate better, but what we don't have is the ability to see is if the person got the email and acted on it.

Rodney Lee pointed out that the data should show that the participants sign in with a unique identifier, creating a database, running off of Salesforce CRM and collecting data with an identifier. Russel Cheng noted it could be done if they are running Salesforce on the other end of it. Scott Murakami affirmed they are not and explained that the tricky part is going to be data management.

Rodney Lee asked if there is a limitation on the number of clients or is it based on cost. Scott responded that the more people, the cheaper it gets. Alison Lum asked if there is a chance in the future to add more partners. Scott Murakami replied at this point, unfortunately not. Scott and Russell agreed in this case it's better to make sure the core partner programs are working flawlessly.

HireNet for Employers and New Performance Measure Tracking
Jayson Muraki, Workforce Information & Data Coordinator
State Workforce Development Council

Jayson Muraki presented the HireNet portal, which serves four main functions: 1) participant management system; 2) job board; 3) provide employers and job seekers with labor market information; and, 4) reporting for the Federal government. HireNet will provide job spidering. Employers can filter data in various ways to find potential candidates. WDC will inform GeoSol to address the salary law effective January 1, 2019. Alison Lum asked about the training and Jayson Muraki said they are going to tie in the training with the SSO training along with the other counties. Maureen Bates asked how the job openings are being scrubbed, but they would have to ask GeoSol how they do it technically. Lei Nakamura said that the programs would compile a list of the issues with HireNet for them to address. James Hardway requested to obtain the HireNet contract to figure out what we are exactly paying for and is it fair. Scott Murakami said that they are also reviewing the cost allocation methodology.

VI. New Business

1. Approval of Bylaws

   Executive committee and the City's Deputy Corporation Counsel to the Board reviewed and recommend approval of the Bylaws. James Hardway motioned to approve, and Alvin Tsukayama seconded. Unanimously approved.

2. Ratification of the Local Plan Update

   Jackie Sakane provided an update of the status of the local plan. She worked with Alison Lum and OWDB staff on sections that needed to be updated regarding the deadlines. The local plan was sent out for public comment on October 13th and did not receive any comment. She also provided an update regarding the Boards policies and procedures.

   Connie Mitchell motioned to ratify the Local Plan update, and Joy Kimura seconded. Unanimously approved.

VII. Old Business

Reports related to WIOA

1. OWDB Committee Chair Updates

   a. Executive Committee
   Jason Chang said the committee met on October 2nd and reviewed the by-laws and the signing of the update of the local plan.

   b. Sector Strategies and Career Pathways Committee
   Meli James was not present to provide an update. Alison Lum said there was an MOU with WDC for an additional $15,000 that the SSCP Committee will use to infuse into the sector partnerships already started with the Chamber. The $15,000 is going to help fund the Engineering and Hospitality partnership. At the next meeting, Meli James will provide an update on the additional $5,000 funding that will be used to create an event around local manufacturing. Peter Quigley emphasized the importance of these meetings should be to help brand the Sector Partnership work already being done Statewide.

   c. Performance Measures and Accountability Committee
   James Hardway and Tim Wong stated they are looking for people to join the committee. At the next meeting they would like to figure out what plans they have going into 2019.

   d. Finance Committee
   Tim Wong stated that the 2017 Budget was sent to WDC for review and that the 2018 budget was also submitted. The IFA meetings with partners will be scheduled. The committee requested that partners provide any feedback regarding the IFA.

   e. Data Management and Technology Committee
   James Hardway reaffirmed the specific issues with HireNet to bring to WDC and requested the Geographic Solutions contract for review.

   f. Employer Engagement Committee
   Chair Chang said that the committee has not met and is waiting for the WDC Employer Engagement Committee to identify the marketing company and the individual conducting the market assessment. He invited everyone to attend the market assessment facilitated group discussion on October 25th, 2018.

2. One Stop Operator (OSO)

   Lei Nakamura explained that the OSO is aligning the business engagement team with the WDC and OWDB. The WDC hired a consultant, Dr. Kim Payton, who asked to meet with the business engagement team at the AJCH to help plan for the larger meeting on October 25, 2018. Secondly, the layout of the adult and youth areas of the AJCH will be reimagined with a focus on customers, job seekers and employers in mind. Carl Fujitani joined WorkHawaii on October 1, 2018 as Manager of the Planning and Evaluation Section. He comes from the City's Department of Information Technology with a wealth of knowledge and experience. Nisa Tokunaga was promoted to supervisor overseeing anything that fits within Adult services and related services.

   The OSO aims to improve the integration of services provided by the core and co-located partners. The focus right now is to create an outreach team to market services for adults, youth and employers. Each staff member is given a target number of hours weekly to do outreach, keeping detailed records on calls and reporting back to their supervisors on progress. Since July, two bi-monthly partner meetings were held and, on average 40, people attend. The Revitalization Space and Meeting Room is about 98%

complete. It combines a partner lounge area to help reduce staff burnout and a business services center allowing our business clients access to meeting space technology to conduct business. Lastly, the AJCH's Resource Center is upgrading the assistive technology available to our partners and all clients.

3. American Job Center Network (AJCH)

   Nisa Tokunaga provided an update on HireNet and turnstile reporting. 1,927 total customers serviced or came into the AJCH to receive services for the quarter. There were 564 new customers and 1,363 returning customers. There were 57 clients experiencing homelessness, 32 with disabilities, 305 veterans or spouses of veterans, and 60 ex-offenders or currently incarcerated in furlough programs coming into the AJCH. For employer services, 92 employers were served.

4. WIOA Core Partner Updates

   - Title I: Adult, Dislocated Worker, and Youth Programs

     Nisa Tokunaga reported for WIOA that the Adult and Dislocated Worker program cumulative enrollment for PY18, there were 118 adults, 70 dislocated workers, and 132 youth enrolled. Hele-to-Work Job Readiness Workshop with IHS, 48 clients have attended this quarter and employment rate is about 50%. Under DEI and Ticket-to-Work, many VR clients on the waitlist are coming into the AJCH seeking employment and outreach services. There are 4 that are going through training to get certifications. There are a total of 7 new DEI enrollments, 68 total served, 1 more is needed to hit the goal for the DEI program that ends in March 2019. Rapid Response: Waikiki Park Hotel, DuPont Pioneer, ClarkDietrich. Outreach is also done monthly at Waiawa, Halawa, and the Women's Correctional Facility so that inmates are aware of the AJCH when they transition out of prison or enter work furlough programs.

     Nisa Tokunaga met with Meli James at Mana Up to conduct a presentation about the On the Job Training (OJT) Program to a cohort of entrepreneurs. Next week she will be meeting with Puuohonua—a construction labor business that employs only homeless individuals—to talk about the OJT program and how the AJCH can assist them as an employer.

   - Adult Education

     Pat Anbe reported that the Adult School is undergoing some changes regarding the competency-based (C-Base) diploma program starting in 2019. They are offering more high school equivalency courses to provide more catered courses to ensure students can successfully complete their HISET requirements. They are still offering some C-Base courses through June 2019.

     The iCan program continues to grow and Christine Park continues to strengthen the partnership with the community colleges to provide courses for their students. iCan courses are being delivered at the Windward Community College and the Hawaii Community College campuses.

     The Adult Community Schools continue to work with Youth Challenge and Kinai Eha to prepare their students for the GET and HISET. A career fair will be held on November 19th for students enrolled at the Adult School. There will be 31 exhibit tables and representation from 34 different businesses.

     Lastly, he discussed the relocation of Adult School staff to the AJCH. Staff are rotating 3-days of the week. Vice Principal Gordon Lum is working with Spectrum to develop TV commercials and banner ads to better target their clientele.

- Vocational Rehabilitation (VR)

  Maureen Bates said that October is Employment Disability Awareness Month. On October 30, 2018, Governor Ige will issue a proclamation and host a reverse job fair at the State Capital for students to meet with 100 potential employers. An Employer Engagement cohort application was submitted to USDOL to look at employer engagement activities including pipeline building and expansion.

  Maureen Bates also shared that the Explore VR toolkit is a great resource for individuals with disabilities.

  Data capturing needs to be improved on HireNet to capture VR performance measures relating to skills gains and credentialing with the help of staff training to also help with capturing employer engagement activities.

  There are several MOUs at different stages with different agencies. Once they get the UI data flowing through the DOL, they will be participating with the State Employer Network to get more Social Security Ticket to Work monies in.

- Wagner-Peyser Act (WP)

  Alvin Tsukayama stated that he is still looking for someone to fill a DVOP position.

VIII. Executive Director's Report

Alison Lum stated that Board staff participated in the State Wagner Peyser and WIOA Fund monitoring that was performed by the USDOL at the end of July, as well as the technical assistance visit in August. OWDB staff is also participating in City and County of Honolulu's single-audit. All MOUs including TANF have been signed and submitted to the Mayor for final approval. OWDB staff and the Finance Committee will be working on collecting the signed infrastructure funding agreements from all partners due on November 9, 2018 to the WDC.

Alison Lum reviewed current members of each committee and asked new members to join. She also reaffirmed each committee's corresponding chairs and co-chairs for the record.
Finance Committee: Tim Wong, Chair; Rodney Lee; James Hardway; Erick Pascua; Leinaʻala Nakamura
Data Management and Technology Committee: James Hardway, Chair; John Morton; Lorna Woo; Russel Cheng; Donovan Kealoha; Erick Pascua; Cindy Matsuki; Peter Quigley; Melissa Wilson
Employer Engagement Committee: Jason Chang, Chair; Brent Kakesako; James Hardway; Janice Wakatsuki; Russel Cheng; Keith Hayashi; Stacy Ferreira; Trevor Bracher; Maureen Bates; Nisa Tokunaga
Performance Measures and Accountability Committee: James Hardway, Chair; Brent Kakesako; Gordon Lum; Tim Wong; Erick Pascua; Leinaʻala Nakamura; Kirsten Thornton; Carl Fujitani
Sector Strategies and Career Pathways Committee: Meli James, Chair; Rodney Lee; James Hardway; Brent Kakesako; Emmet White; Joy Kimura; Stacy Ferreira; Natasha Inouye; Pat Anbe; Christine Park; Nisa Tokunaga

Lastly, Alison Lum congratulated Emmet White on his retirement and thanked him for his many years of service on the Board.

IX. Announcements

Chair Chang stated that the next quarterly meeting will be January 17, 2019. Calendar year quarterly meetings will also be held on April 18, July 18 and October 17.

X. Adjournment
Chair Chang adjourned the meeting at 11:00am.

DATA MANAGEMENT AND TECHNOLOGY COMMITTEE MEETING

DEVELOPING A COMMUNITY OF HIRENET USER AND CONTRACT EVALUATION

MONDAY, NOVEMBER 19, 2018

SPECIFIC ISSUES REGARDING HIRENET FOLLOWING THE WORKFORCE DEVELOPMENT COUNCIL MEETING OF OCTOBER 4, 2018

- Issue 1: Technical Issues address by community partners
- Issue 2: What does the contract with Geographic Solutions cover?
  - Can we identify what the costs are for the features within Hirenet?
- Issue 3: How are the costs allocated?
  - Can we show how the costs are spread between the responsibilities of the Local WDB/AJC and Title III Wagner-Peyser?

GEOGRAPHIC SOLUTIONS CONTRACT TERMS

- Initial Year of Execution: November 2012 (PY12)
- Time of Performance: November 1, 2012 to June 30, 2013
- Initial Year Cost: $235,500 – partial year
- Contract Duration: 1-year w/negotiated annual rate for continuation of services at $339,000/year
- Supplemental Contracts Awarded: 7
- Current End Date of Contract: June 30, 2019

ISSUE 1

ADDRESSING TECHNICAL ISSUES IN HIRENET

OBJECTIVE: CREATE A CONDUIT FOR COMMUNICATION WITH GEOGRAPHIC SOLUTIONS ON TECHNICAL ISSUES

- Benefit:
  - Solution oriented approach
  - Legitimizes technical concerns
  - Creates a forum for creating a community of users – System Super Users
- Solution
  - Established quarterly meeting with Loretta at Geographic Solution starting in January 2018. The technical calls will be open to Hirenet Users that need to learn more about using the system.

ISSUE 2

WHAT DOES THE CONTRACT WITH GEOGRAPHIC SOLUTIONS COVER?

Can we identify what the costs are for the features within Hirenet?

HOW THE DATA MANAGEMENT AND TECHNOLOGY COMMITTEE ADDRESSED ISSUE 2

- Completed Review of the initial contract from 2012
  - The costs of feature identified in the Scope of Services are not itemized.
- Classified the features into 3 Categories:
  - Client Services and Validation Features
  - Reporting Features
  - Maintenance and Infrastructure Costs
- Consulted with the WDD, WDB and AJC on both the Client Services Features they use and the Maintenance and Infrastructure Shared Costs.
- Creating scoring workbook as a tool to be offered to the WDC, WDD and WDB/AJC to aid in the discussion of options for cost allocation by feature identified in the Scope of Service.
- Maintenance and Infrastructure Costs were shared equally.

INITIAL GEOGRAPHIC SOLUTIONS CONTRACT FROM 2012 STATE OF HAWAII SCOPE OF SERVICES (ATTACHMENT –S1)

Category 1 - Client Services and Validation Features

- Employer and Job Seeking Portals
  - Provide job search engine technology that enables jobseekers and employer to easily post resumes and job openings on a public website to match jobs to applicants.
- Mediated Job Matching
  - Enable One-Stop Center counselors and other authorized staff to easily match job openings with qualified Job Seekers
- Case Management Data
  - Enable case managers to track all participants in Wager-Peyser, Workforce Investment Act, Trade Adjustment Act, Worker Profiling and Re-employment Services and other programs.
- Interface with the State Unemployment Insurance Data
  - Conforms with confidentiality and disclosure requirements of state and federal laws, rules, regulations, and requirements. – Validation of Client Eligibility

INITIAL GEOGRAPHIC SOLUTIONS CONTRACT FROM 2012 STATE OF HAWAII SCOPE OF SERVICES (ATTACHMENT –S1)

Category 2 - Reporting Features

- Federal Reports
  - Produce participant reports required by the federal government for applicable programs
- State and Local Reports
  - Produce reports required by the WDD, counties, and service providers to effectively manage their programs.

INITIAL GEOGRAPHIC SOLUTIONS CONTRACT FROM 2012 STATE OF HAWAII SCOPE OF SERVICES (ATTACHMENT –S1)

Category 3 - Maintenance and System Administration Costs

- Hardware and software necessary for the existing and the new version of the System.
- Management services, systems analysis, and computer programming support for the existing and the new version of the System.
- Conversion of the existing database for inclusion in the new System; if applicable.
- Comprehensive documentation, user manuals, and training for WDD and county staff who will use the System.
- The necessary hardware and software maintenance during the contract period.

CLIENT SERVICES FEATURES SCORING

	Service Providers										
		Score					Percentage				
Hirenet Contract Features	**WDC**	**Self Service**	**WIOA**	**TAA**	**Total**	**WDC**	**Self Serve %**	**WIOA %**	**TAA %**	**Total %**	
CLIENT SERVICES AND VALIDATION											
Employers and Jobseekers Portal	0	1	1	1	3	0%	33%	33%	33%	100%	Does the provider require Employer and Job Seeker involement?
Mediated Job Matching	0	1	1	1	3	0%	33%	33%	33%	100%	Does the provider required job matching?
Case Management Data	0	1	1	1	3	0%	33%	33%	33%	100%	Does the provider require case management and tracking of participants?
Interface with State UI	0	1	1	1	3	0%	33%	33%	33%	100%	Does the provider require confidential and secure validation with UI data?
SYSTEM REPORTING											
Federal Reporting	1	1	1	1	4	25%	25%	25%	25%	100%	Are the providers required to report to the federal government?
State and Local Reports	1	1	1	1	4	25%	25%	25%	25%	100%	Are the provider required to generate state and/or local reports?
% UTILIZATION BY PROGRAM						8%	31%	31%	31%	100%	

ISSUE 3

Can we show how the costs are spread between the responsibilities of the Local WDB/AJC and Title III Wagner-Peyser?

HOW THE DATA MANAGEMENT AND TECHNOLOGY COMMITTEE ADDRESSED ISSUE 2

- Pulled Official Performance Numbers on Total Participants from Hirenet for the PY15, PY16 and PY17 years.
- Query the number of participants in programs by County
- Programs included:
  - Self-Services
  - WIOA participants
  - TAA Participants

RESULTS OF THE DATA PULL:

Data Source: Direct Data Pull from Hirenet

Period: Project Years 15, 16 and 17

Self Service - Total Participation				
	PY15	**PY16**	**PY17**	**AVG**
Total Clients Served	42878	35837	33862	37526
Oahu	23549	19536	18404	20496
Hawaii	9318	7593	7221	8044
Maui	5760	4988	5340	5363
Kauai	4251	3720	2897	3623
WIOA - Total Participation				
	PY15	**PY16**	**PY17**	**AVG**
Total Clients Served	1443	1127	996	1189
Oahu	645	663	575	628
Hawaii	422	263	281	322
Maui	90	38	65	64
Kauai	286	163	75	175
TAA - Total Participation				
	PY15	**PY16**	**PY17**	**AVG**
Total Clients Served	9	45	230	95
Oahu	4	2	2	3
Hawaii	0	0	0	0
Maui	5	43	228	92
Kauai	0	0	0	0

CURRENT PY18 COST ALLOCATION

Current Allocation			% of Total Cost	Number Users	Cost per User
WDC		$39,464	10%	No Data	
Self Service		$134,719	33%	No Data	
Oahu		$130,691	32%	10115	$12.92
Hawaii		$54,124	13%	4189	$12.92
Maui		$25,376	6%	1964	$12.92
Kauai		$19,626	5%	1519	$12.92
		$404,000	100%	17,787	

ACTUAL COST BY USER

Actual Cost	Annual Cost	% of Cost	Users	Cost Per User
WDC	$39,464	10%	No Data	
Self Service	$134,719	33%	37526	$3.59
Oahu	$130,691	32%	628	$208.22
Hawaii	$54,124	13%	322	$168.09
Maui	$25,376	6%	64	$394.45
Kauai	$19,626	5%	175	$112.36

RECOMMENDATIONS

WDC EXECUTIVE COMMITTEE: THURSDAY, NOVEMBER 29, 2018

WDC FULL COUNCIL: THURSDAY, DECEMBER 13, 2018

WDC DATA MANAGEMENT AND TECHNOLOGY COMMITTEE – HIRENET SUPER USER GROUP

- Quarterly meeting with Geographic Solutions to form Super User Group from AJC Program staff users from each county
- Return Contract Administration to the WDD to be compliant with federal requirement that the Wagner-Peyser provide labor exchange services.
- Recommend the following Cost Allocation Model be considered by WDD

RECOMMENDED COST ALLOCATION BASED ON COST ALLOCATION WORKBOOK

Federally Funded Program		County Cost By Program	Proposed Annual Cost	Proposed Cost Per User
WDC			$80,143	$2.07
Self Service			$284,135	$7.57
WIOA			$9,000	$7.57
	Oahu	$4,752		
	Hawaii	$2,438		
	Maui	$487		
	Kauai	$1,323		
TAA			$717	
			$373,995	$7.57

1. Provides for ½ time Staff Support at $35,000/year
2. 3-year average of users by program and service area
3. Based on the Hirenet features used by the program area

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
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KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

EXECUTIVE COMMITTEE:
JAMES P. HARDWAY
MELI JAMES

ALISON P.M. LUM
EXECUTIVE DIRECTOR

FULL BOARD MEETING
January 17, 2019 – 9:00am to 11:00am (approximate)
The Queen's Conference Center, Board Room
1301 Punchbowl Street, Honolulu, HI 96813

AGENDA

I. Call to Order…… Chair Jason Chang

II. Welcome and Introductions

III. Review and approval of October 18, 2018 meeting minutes

IV. Updates Relating to Board Governance

- Executive Committee Report and Recommendations …….. Chair Jason Chang
    1. Approval of Separation of Duties Chart (Firewall)
    2. Ratification of items approved by committees
        - Finance Committee
            a. One Stop Operator request for training
            b. One Stop Operator request to remodel of front area of the AJCH
            c. Service Provider request for change to youth program design
        - Data Management and Technology Committee
            a. HireNet Hawaii Technical and Program Issues
- Executive Director's Report …… Alison Lum, Executive Director

V. Reports related to WIOA

- OWDB Committee Reports on Activities
    A. Executive Committee …… Chair Jason Chang
    B. Performance Measures and Accountability Committee …… James Hardway
    C. Sector Strategies and Career Pathways Committee …….. Meli James
    D. Finance Committee …….. Vice Chair Tim Wong
    E. Data Management and Technology Committee …….. James Hardway
    F. Employer Engagement Committee …… Chair Jason Chang
- One Stop Operator …… Leina'ala Nakamura, WorkHawaii Administrator
- American Job Center Network …… Erick Pascua, AJCH Manager

VIII. WIOA Core Partner Updates

- Title I: Adult, Dislocated Worker, and Youth Programs ... Erick Pascua, AJCH Manager
- Adult Education and Career Pathways ……. Pat Anbe, Principal, Waipahu CSA
- Vocational Rehabilitation …….. Maureen Bates, DVR Administrator
- Wagner Peyser …….. Workforce Development Division

IX. Announcements

X. Adjournment

Should you require special accommodations for a disability, please contact OWDB Administration at (808) 768-7790 and/or email oahuwdb@honolulu.gov at least 48 hours prior to the meeting.

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
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KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

EXECUTIVE COMMITTEE:
JAMES P. HARDWAY
MELI JAMES

ALISON P.M. LUM
EXECUTIVE DIRECTOR

MINUTES

Full Board Meeting
Thursday, January 17, 2019 – 9:00am to 11:00am

The Queen's Medical Center
The Board Room at Queen's Conference Center
1301 Punchbowl Street, Honolulu, Hawaii 96813

Attendees: Pat Anbe, Maureen Bates, Trevor Bracher, Jason Chang, James Hardway, Brent Kakesako, Joy Kimura, Rodney Lee, Peter Quigley, Suzie Schulberg, Manny Valbuena, Tim Wong

Staff: Alison Lum, Justin Sarce, Lyn Uratani

Guests: Morgan Castro, Alison Lee, Tanya Lee, Cindy Matsuki, Erick Pascua, Carol Thornton, Reid Yamashiro

I. Call to Order
Chair Chang called the meeting to order at 9:04am.

II. Welcome and Introductions

III. Review and Approval of October 18, 2018 meeting minutes
Chair Chang entertained a motion to approve the meeting minutes. James Hardway Hardway motioned to approve. Seconded by Tim Wong. Unanimously approved.

IV. Updates Relating to Board Governance
- Executive Committee Report and Recommendations
  I. Approval of Separation of Duties Chart
  Chair Chang entertained a motion to approve the separation of duties chart. Rodney Lee motioned to approve. Seconded by Joy Kimura. Unanimously approved.

- Ratification of Items Approved by Committees
- Finance Committee
  I. One Stop Operator request for training
  II. One Stop Operator request to remodel front area of AJCH
  III. Service Provider request for change to youth program design

Tim Wong gave context for each of the above items. Tim Wong added that for Item II, the youth program is run during day and food may be unavailable. He stated that food is a reasonable request and the amount being asked for is reasonable. Maureen Bates asked if Ag is able to fund youth. Alison Lum stated that she will contact the YCS and do some research.

Chair Chang entertained a motion to ratify the approval of the Finance Committee items I, II, and III. Pat Anbe motioned to approve. Seconded by James Hardway. Unanimously approved.

- Data Management and Technology Committee
  I. HireNet Hawaii Technical and Program Issues
  James Hardway gathered information on technical issues with the HireNet software program from the AJCH staff who use HireNet regularly. It was noted that there were both aesthetic and functional problems with HireNet in the tracking of clients.
  The committee, recognizing that the feedback and concerns regarding the HireNet software needed to be communicated with the State, approved the report to be submitted to the WDC's Data Management and Technology Committee Chair, Scott Murakami.

  Chair Chang entertained a motion to ratify the approval of the Data Management and Technology Committee. Joy Kimura motioned to approve. Seconded by Rodney Lee. Unanimously approved.

- Executive Director's Report

Alison Lum provided a recap of 2018 to mention the November 9th deadline for the IFAs. Oahu was the only county to achieve consensus. OWDB policies are a work in progress, but much progress has been made. Policies will be made electronically accessible.

On January 13th, OWDB passed the 90-day mark for the Local Plan update which indicates conditional approval by the State. WDC may still ask for changes or minor edits. 90-day mark is for major issues with regard to Oahu not matching State plan or addressing items not under WIOA purview.

Rodney Lee asked how this relates to State goal and if Oahu's Local Plan will get updated with those dates. Alison Lum stated that Hawaii is a Unified state, which means all local plans must match State plan. There is discussion about not doing a unified plan, but rather combined regional plan. This will better represent the make-up of counties and the mandatory partners in each county. Alison Lum thanked Manny Valbuena for helping shepherd approvals to meet deadlines.

Alison Lum shared updates about the Board's separate fiscal team at BFS. Christine Kira retired in June 2018. Rowena Santamaria has been promoted as our new fiscal officer, and Bryce Okimoto was hired to fill her vacated position. The Board's fiscal team at BFS is now complete, and has been expediting cash requests. Flow of funds for WIOA is on a cash reimbursement basis.

Alison Lum shared that Kirsten Thornton, former AJCH Youth Manager, gave birth in October and moved to Washington State in December. Kirsten's position is being filled.

Alison Lum mentioned that OWDB must reapply for recertification by July 1, 2019 per WDC's amended certification of Board policy. OWDB will contact certain members of business (excluding mandatory partners) to make sure that nomination letters are accurate and updated. Several members are expiring June 30, 2019. OWDB hopes these members will consider a second term. Per by-laws, OWDB members can do a maximum of two back-to-back terms. Alison Lum congratulated new members for being appointed and thanked them for taking their oaths with the City Clerk. There is one remaining business member vacancy on the board.

Meli James asked if Robbie Melton is a member of OWDB. Alison Lum mentioned that WDC said HTDC is a quasi-state entity and thus does not meet the membership criteria under WIOA. Alison Lum acknowledged Cindy Matsuki from HTDC and thanked her for attending the meetings as a guest and serving on OWDB committees.

James Hardway clarified that we are looking for one business vacancy to be filled. Meli James reaffirmed this. Alison Lum confirmed. Trevor Bracher stated he has a suggestion and will speak to Alison Lum.

Alison Lum shared that she has been invited to attend the Next Gen Sector Partnership cohort in February in Austin, Texas as part of the Hawaii Team. She along with representatives from the Chamber of Commerce Hawaii, Allicyn Tasaka from WDC, and Jillian Yasutake and Jean Isip from UH will attend along with Healthcare Sector Partnership Champions.

Peter Quigley stated he started this and commented that it's been operating for four years. He explained that the State cannot afford a waste of energy and strategic focus. Hawaii needs improved relationships, but there have been issues with regulation and procurement, not to mention issues with the quality of graduates in STEM areas who are not adequately prepared according to businesses. Peter Quigley added that an ongoing question we need to answer is how to bring living wage jobs to the State. Meli James asked Peter Quigley how he would facilitate this conversation. Peter Quigley stated that UH hired a third-party consultant (Francie Genz, from NextGen) to engage sectors, CEOs, support partners, USDOL, other organizations to simply listen to business talk and discuss what works and what does not. Consultants are there to find champions who speak on the issue to join a working group. This is a matter of listening, identifying problems, and moving support partners to be involved in identifying gaps. Alison Lum confirmed there is a video that showcases this process. Meli James agreed this would be an important resource. Peter Quigley said CEOs are champions for direct issues and are the ones to mobilize support partners for action. The whole process is private industry led; support partners are supposed to fill in. Meli James asked if there is a facilitator for this. Peter Quigley agreed this cohort training is necessary to understand how this can be facilitated. Trust needs to be built with industry; for instance, there needs to be a way to collectively focus on fixing something such as cybersecurity instead of competing independently. Alison Lum said she was able to talk to Francie Genz and Francie is willing to offer support, even if long-distance.

V. Reports related to WIOA

- OWDB Committee Reports on Activities

A. Executive Committee
Chair Chang stated that in addition to ratifying items, there was one other discussion topic related to PY17 modification and approval of PY18 budget by WDC. This has been delayed, which has put the Title I program funding at risk. Chair Chang spoke with Leslie Wilkins at WDC, who is concerned about our situation. She committed to have conversation with WDC so that we do not run out of funds which would cause breaks in service.

B. Performance Measures and Accountability Committee
James Hardway stated that this report should also be folded into the Data Management and Technology committee report as it was a combined meeting of the two committees. He explained that HireNet was audited for user issues. Longstanding issue of $130,000 in being charged for HireNet. If we are helping 550 people a year, the cost is exorbitant. James Hardway stated that this committee asked WDC to look into contracts. The existing contract stated that the $130,000 involved two things – access to HireNet and the ability to do reporting. He explained that he contacted Scott Murakami given that $130,000 is expensive for something we can do on an Excel spreadsheet. Scott Murakami investigated and responded with his review: $220 per person is current charge. James Hardway reminded the state that in order for us to pay, we need to execute a contract. We want to procure our own system. WDC's revised allocation shows $130,000 can be reduced to a cost of closer $7,000 or $2.00 per person. WDD also approached with a slightly different allocation at around $20.00 per person. WDC is concerned that if Oahu leaves the cost cannot be absorbed by the remaining three counties. All in all, this is huge savings, regardless of which updated estimation we are ultimately given.

Meli James asked how long Oahu has been overcharged. Alison Lum stated that this cost has been paid for more than seven years. Maureen Bates asked if we could have been refunded. James Hardway said this is not possible. Chair Chang thanked James Hardway for his work with both the Performance Measures and Accountability and Data Management and Technology Committees. Chair Chang stated that Rodney Lee will take over as Chair of the Data Management and Technology Committee.

C. Sector Strategies and Career Pathways Committee
Meli James stated that a local manufacturing event will be done with the $5,000 given to OWDB by the WDC for sector partnership work. A planning meeting will be done around who should be at this event and how to approach gaps. Peter Quigley commented food manufacturing sector was run in previous years, but was disappointing considering amount of skills demanded by employers and low salaries. Alison Lum confirmed there was a short to-do list for the previous sector partnership. Meli James stated there is opportunity with local manufacturing, and that there are gaps from a machinery standpoint as well as higher paying positions for mechanics, technicians, and other occupations that need to be addressed. Alison Lum recalled that although food manufacturing was done four years ago, changes have occurred. Meli James asked if Peter Quigley would be at the event. Alison Lum asked if Meli James would invite him to join the committee. Peter Quigley commented that he has a lot of resources that may provide important historical context for what's been done and what has not been done. Alison Lum commented that Francie Genz gathers information from all the counties.

Tim Wong added that utilities are looking at electrifying containment yards and harbors. There is interest in generating air conditioning for airplanes sitting at gates instead of using fuel. A team would be interested in what Peter Quigley is talking about. Peter Quigley stated that this is on the radar; they have been approached by Hawaii Gas to be in on the conversation as well.

D. Finance Committee
Tim stated the committee's focus has been on PY17 and PY18 budgets to make sure that we understand reporting requirements from WDC and interpretation of requirements/style. We have worked with WDC and new staff to ensure reporting is compliant. We are working to make sure that we have timely reports and timely responses to and from WDC. Alison circulated flow of funds chart.

E. Data Management and Technology Committee
(see Item B. above)

F. Employer Engagement Committee
Chair Chang stated that this committee on hold. OWDB is waiting on WDC to go complete their assessment with contracted consultants in marketing and gather information from businesses for AJCH direction. Maureen Bates asked what the survey was about. Chair Chang stated that WDC used funds to come up with a marketing strategy for increased recognition of AJCH; some of this work was done by OWDB but WDC decided to take this on at a statewide level. Maureen Bates asked if we will interface with an out-of-state (Emsi) to show employers information data on in-demand industries or to realize that they can use AJCH for assistance. Alison Lum discussed Emsi and Olomana Loomis. Maureen Bates stated that ADA accommodations, tech, and/or training that may be concerning to businesses can be funded by DVR.

- One Stop Operator
Morgan Castro stated that OSO is pleased to share that the AJCH Open House and Blessing will be held on Monday, January 28th from 11-1pm. Program includes remarks from the Governor, Mayor, and DCS Director. Job Corps will cater and serve guests. Reconfiguration of space/front desk was supposed to be completed before event, but this will be pushed back as they are waiting for approvals. January 22nd is the RSVP deadline. This event is to celebrate our all co-located partners.

- American Job Center Network
Erick Pascua thanked OWDB staff for technical assistance. Turnstile counts: October 1 to December 31, 2018: 2758 customers total. 728 are new, and the rest are returning. No full time UI on site, but AJCH staff assisted 652 claimants. Targeted populations continue to be tracked. 22 people experiencing homelessness (in addition to those who attend the IHS Hele 2 Work workshops); 27 client with disabilities; 184 veterans/spouses. 49 ex-offenders.

VI. WIOA Core Partner Updates

- Title I: Adult, Dislocated Worker, and Youth Programs

Erick Pascua shared that there are 74 Adults, 45 Dislocated Workers, and 65 Youth clients enrolled in Title I.

138 individuals were assisted with job searches, labor market information, and job placement. These were not individualized services and thus not enrolled into WIOA. This takes staff time, but cannot be counted towards WIOA unless the clients qualify; they are not spending training monies for ETP or similar.

Customized job fairs are still being held. Recent job fairs included HMS Host and the US Census Bureau. 86 attendees were interviewed; 42 were hired (cumulative across fairs). HMS Host hires on-the-spot. Alison asked Erick if HMS Host provides the food services at airport. Erick confirmed this.

Erick Pascua thanked OWDB for allowing his staff to have a booth at the HTDC job fair and thanked Chair Chang for the registered apprenticeship in Information Technology created at Queens. The AJCH is working on enrolling 10 clients.

Erick Pascua also thanked OWDB for approving changes in youth services delivery model. Meeting work experience (WEX) is critical. The majority of individuals enrolled in the WIOA youth program are also enrolled in YouthBuild. There are 35 youth clients in a cohort. WCSA and MCSA provided chromebooks which is necessary for HiSET. Meals will be necessary for participants; they are struggling and food is important to ensure their focus and success.

There is an ongoing partnership with IHS for weekly Wednesday workshops. Thus far, there have been 26 unduplicated participants with 23 hires. Goodwill, Hawaii Employment, Aerotek are some employers that have attended these workshops.

There are 10 new enrollments in DEI. 75 have been served. Five (5) are ticket-holders (for Ticket-to-Work).

With regards to Rapid Response, there were 55 participants from Hagadone. One individual was 70 years old and needed HS diploma because he had worked for Hagadone for over 40 years and not worked anywhere else. This client was curious about security work and obtaining a GED. Stories like his demonstrate the necessity of the AJCH for clients like him who need this type of critical help in determining their next steps.

Starting on January 28th, partners from UH Community Colleges (Honolulu and Kapiolani) will have a presence at the AJCH. HCC will be onsite on Fridays from 9-2, and KCC will be onsite on Mondays from 2-4. During this time, the Community Colleges will be testing traffic of clients to determine whether or not they need to make changes in scheduled presence.

On January 22nd, AJCH will host the Pearl Harbor Naval Shipyard. This exciting collaboration was a result of work between WDD, DVR, and the AJCH. This will be an open recruitment; AJCH will provide the screening. PHNSY will only interview those who meet minimum qualifications.

- Adult Education and Career Pathways
  Pat Anbe stated that MCSA and WCSA are starting new terms throughout this year and next year. WCSA is setting sights on commencement in June. Graduation is held for all students getting HS equivalency. Pat Anbe thanked the AJCH for the opportunity to offer iCAN and English Language Acquisition classes there. iCAN is for students who have HS diploma but need skills for

postsecondary and career. Partnerships are being explored with Windward Community College and Hawaii Community College; Leeward Community College partnership is already in progress and will soon offer iCAN and TABE for lower-level students. At WCSA, Pat Anbe reported that Patrick Marquart from Windward campus retired. Matt Wong, the former Vice Principal at Kalani HS will replace Patrick. Debbie Miyao and Lester Tanji retired on December 31, 2018. Their retirements are a loss for both MCSA and WCSA; both Debbie and Lester have been instrumental for WIOA.

- Vocational Rehabilitation

  Maureen Bates commented that as of September 30, 2018, there have been 241 client placements (people who have sustained employment and at least $15.90 per hour). 5% are currently being served; goal is 11% of clientele.

  Participants on deferred list (900 also working— includes students. Students are paid $10.10 per hour). There is presently a waitlist of 500 to 600 people; more grant money is needed. Waitlisted clients are being referred out wherever possible. Overall, there are 4500 clients total.

  Alison Lee mentioned the ongoing work with partners, UH, and KCC to create apprenticeship programs for students in high school (for instance, optometry assistant, already offered at KCC). Students should learn about world of work and explore interests early. This cohort will be for special populations (disabled, etc.) who may not be traditionally be offered apprenticeship opportunity or work in healthcare. Waipahu High School is interested and will get in touch in the next month to kick-start this. DLIR has state-wide apprenticeship enhancement/expansion grant of $3M to fund something like this.

  One teacher is skilled with software systems for the blind and can assist CSAs with iCAN.

- Wagner Peyser

  Carol Thornton stated that WDD filled last vacant DVOP (Disabled Veterans Outreach Program) position. This person will start February 1st. WDD is hiring another person at least half-time at the AJCH for Wagner Peyser.

  Carol Thornton shared that an ongoing question for WDD is how to increase individualized services for more job seekers, as well as how to increase dual-enrollment in Title I and DEI. In the past, UI claimants would register with HireNet and leave. Wagner Peyser staff should now see everyone who comes in. Resume review, account, and other services should be broached with all individuals. An increase in numbers of enrollment is a major goal.

  Lastly, Carol Thornton commented that she speaks with Erick Pascua on regular basis on how to improve services at the AJCH. WDD is pleased with its working relationship with the AJCH.

VII. Announcements

Tanya Lee asked to comment. Chair Chang confirmed. The federal furlough is having a big impact on UI. 150 furloughed federal workers came into UI. They are arriving now because employees are running out of money. Those forced to work without pay do not qualify to collect UI. Federal workers are concerned about living like this until March. Contractors now starting to file claims,

which has a domino effect. There is now a two-and-a-half hour wait time at UI offices to serve clients.

Maureen Bates said that on the Department of Human Services side, February benefits will be early but unclear otherwise.

Alison Lum asked Tanya Lee if a list of outside organizations that are providing assistance for furloughed federal employees would be helpful for her staff to hand out. She confirmed. (OWDB compiled a list of resources and placed it on its website for easy access by all.)

Tanya Lee says a major difficulty is that UI needs paystubs. Systems with SF50 for federal workers are shut down. Info cannot be retrieved from the federal systems for UI to pay them.

Chair Chang stated the next meeting will be held on April 18, 2019.

VIII. Adjournment

Chair Chang adjourned the meeting at 10:32am.

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TIM WONG
VICE CHAIR

EXECUTIVE COMMITTEE:
JAMES P. HARDWAY
MELI JAMES
RODNEY LEE

ALISON P.M. LUM
EXECUTIVE DIRECTOR

FULL BOARD MEETING
April 18, 2019 – 9:00am to 11:00am (approximate)
The Queen's Conference Center, Board Room
1301 Punchbowl Street, Honolulu, HI 96813

AGENDA

I. Call to Order…… Chair Jason Chang

II. Welcome and Introductions

III. Review and approval of January 17, 2019 meeting minutes

IV. Presentation

CHANGE Framework
Tom Kelly, Vice President of Knowledge, Evaluation and Learning
Hawaii Community Foundation

V. Reports related to WIOA

- One Stop Operator …… Leina'ala Nakamura, WorkHawaii Administrator
- WIOA Title I Adult/Dislocated Worker Program…….Erick Pascua, Manager
- WIOA Title I Youth Program…….....Nisa Tokunaga, Manager
- OWDB Committee Reports on Activities

  A. Executive Committee…….Chair Jason Chang
  B. Employer Engagement Committee …… Chair Jason Chang
  C. Finance Committee ……. Vice Chair Tim Wong
  D. Sector Strategies and Career Pathways Committee …….. Meli James

VI. WIOA Core Partner Updates

- Adult Education and Career Pathways ……Pat Anbe, Principal, Waipahu CSA
- Vocational Rehabilitation ……Maureen Bates, DVR Administrator
- Wagner Peyser ……Workforce Development Division

VII. Executive Director's Report

VIII. Announcements

IX. Adjournment

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EXECUTIVE COMMITTEE:
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MELI JAMES
RODNEY LEE

ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, April 18, 2019 – 9:00am to 11:00am
Queen's Conference Center Board Room
1301 Punchbowl Street, Honolulu, HI 96813

Members Present: Pat Anbe, Maureen Bates, Trevor Bracher, Chair Jason Chang, Russel Cheng, James Hardway, Meli James, Brent Kakesako, Joy Kimura, Rodney Lee, Sherry Menor-McNamara, Michael Moser, Suzie Schulberg, Carol Thornton, Manny Valbuena, Janice Wakatsuki, Vice Chair Tim Wong, Lorna Woo

Guests Present: Stacy Ferreira, Natasha Inouye, Alison Lee, Gordon Lum, Leinaala Nakamura, Christine Park, Erick Pascua, Nisa Tokunaga

Staff

I. Call to Order
Chair Chang called the meeting to order at 9:07am.

II. Welcome and Introductions
Chair Chang introduced Michael Moser and Sherry Menor-McNamara.

III. Review and Approval of Minutes from January 17, 2019
Chair Chang entertained approval of minutes. Rodney Lee motioned to approve. Maureen Bates requested edit of the Department of Vocational Rehabilitation (DVR) report, second paragraph; participants on deferments are 650 individuals as of September 2018. DVR has 900 reported in transition/work experience that pay $10.10 at minimum or higher for fed FY18. Chair Chang accepts motion with edit and entertains approval of the revised January 17th minutes. Rodney Lee motioned to approve. James Hardway seconded. Unanimously approved.

IV. Presentation
CHANGE Framework
Tom Kelly, Vice President of Knowledge, Evaluation and Learning
Hawaii Community Foundation (HCF)

Tom Kelly discussed the mission of HCF on both the non-profit side and the development and donation side. HCF is one of the oldest nonprofits in the county, and has undergone growth over recent years. HCF wants to try to answer the question of thinking about new ways to leverage its

$16,000,000. The purpose of the foundation has been to help make Hawaii a better place; unfortunately, this mission has been challenging to communicate.

Tom Kelly explained that the CHANGE framework helps to communicate what HCF cares about and supports. Each sector needs to be talked about, and allowed to connect on similar work. It is critical that we think harder around the current work coming together. HCF imagines this framework as a way to organize common set of data to inspire collective action around shared goals to solve Hawaii's challenges. What might be a better way to communicate complex needs of community? Are there priority goals for each? Categorization of data and work based on CHANGE acronym; how might HCF align these with other goals, and consider new career-connected learning investments? Currently, HCF is aligning the CHANGE framework with UN sustainable goals as well as current local goals (55 by 25, Aloha+ challenge, Healthy Hawaii). The biggest investment thus far is Hawaii Wellbeing Project staffed by Ulupono; this is an online data platform to pull info on all categories.

Ongoing work is being done to make this simpler for people to understand what areas and populations need help. Data and data visualizations can be helpful; or, in other words, what is the one-pager, what helps people engage with these issues? HCF plans to release a piece on the state of the sector for each letter in CHANGE, and to grade ourselves to compare to how we are doing in context of the US as a whole. HCF also needs more people to engage either as donor or volunteer. Can we streamline how we direct people to other nonprofits and organizations? How do we make sure people are connected and able to take action on goals? The Hawaii Executive Conference was the kickoff for this framework; what networks can we build and strengthen? For instance, a team currently on Kauai tackled the issue of increased youth suicide issue and was able to turn this toward a more hopeful discussion for all partners involved. With that in mind, in what other areas can we change our thinking away from single projects and single organizations who are working alone? Collective work is critical to move the needle to either close gaps existing in Hawaii and to share unique assets of Hawaii. Another example is that Hawaii should lead on climate; we have an energy goal and sustainability, so let's take advantage of these things. HCF to think internally about what to focus on that fills a gap unmet, and to put energy toward bigger opportunities and new goals. Keeping framework open and tent open to encourage new ways to align.

HCF will release its report this summer. An online platform is currently in beta and by late summer will be released publicly. HUD is working on a policy map. Coordination of other platforms will be done by end of the year. In the meantime, HCF is encouraging people to connect. There is ongoing work with Hawaii Business, Civil Beat, and Hawaii Public Radio to get the word out. Finally, grant-making will align with sectors and more explicitly communicate goals HCF is trying to achieve. HCF is excited about the increase of interest overall; CHANGE was initially an internal discussion, but HCF understands how the framework attends to everyone.

Maureen Bates asked if there is overlay in poverty areas, donor areas, and federal contractor areas. Tom Kelly responded that there may be a mismatch in donor area and poverty area, but this is not always the case. Maps on the HCF site will be interactive and layering will be possible.

A project within Ulupono will explore transportation, jobs, and childcare. Rodney Lee asked about collective action; is it the intention of HCF to map the overall network? Tom Kelly confirmed this, and added the map is to keep track of as many as possible, while being realistic about shared goals and commitment to make progress. Alison Lum asked if there is another way to overlay on the map; for instance, USDOL gives Hawaii $73M, but with all other monies, how many different parts of the government share funds? An ongoing effort of WIOA is to be transparent, braid funds, etc. An overlay of state and federal money may be helpful for this project. Tom Kelly said that DC Appleseed kicked off Hawaii policy and budget center; a deeper analysis of state budget, revenue expense side, and budget primer was given to help people understand state budget. HCF is interested in understanding federal funds in the state; why is there a low uptake here? How can we better leverage federal dollars across the state and communicate what appears to be a confusing, complex thing? Maureen Bates added that federal and state income causes a liability and income discussion about obligations. Tom Kelly commented on the issue of budget transparency. Hawaii is no longer in "F" category, but this forces us to communicate this in ways people understand. It is important to talk to experts to figure out how to communicate with a broader audience. Meli James asked if OWDB could direct other groups to HCF. Tom Kelly confirmed and welcomed this.

Chair Chang thanked Tom Kelly for his time in presenting this important information to OWDB.

V. Reports Related to WIOA

- One Stop Operator (OSO) – Leinaala Nakamura, WorkHawaii Administrator
  Lei Nakamura stated that the role of the OSO is to listen and address; look for opportunities to grow AJCH partnerships, whether through referrals or support to clientele. As a follow up to her report at the last full board meeting, she shared that the AJCH held a successful open house at Dillingham; both Governor David Ige and Mayor Kirk Caldwell attended. Excellent catering was provided by Job Corps, a partner of the AJCH; Job Corps culinary arts students served food and talked with visitors.

  Additionally, the front counter at Dillingham, a barrier to welcoming customers, is scheduled to be removed in the last few days of April from the 26th to the 28th. A new open space will greet customers, where they will complete a short questionnaire to help AJCH staff and partners determine how to best help them.

  Agencies are getting in touch. Integration of services is now a focus; honeymoon stage happening, but we need to help agencies to better understand how all partners together will improve services available. In March, a meeting with the State Department of Human Services was held regarding legal services to use WIOA funds, specifically in terms of child support. We are fortunate to be a part of the conversation as a great deal of change and innovation happens. For instance, in the past, if a person had a $50,000 child support bill, his or her assets would be garnished. Now, the agency is working with people in terms of where they are at; in essence, the $50,000 can be lowered to a minimum amount that is paid per paycheck through do-able installments. Of course, at

the end of the day, there is a beneficiary of this support and there is a person who needs to pay it.

There needs to be a compromise, and ultimately all of this impacts the work we do. There are job seekers who will only work for cash because of child support; a lot of these job seekers simply do not know that the agency is making changes. Here is a way for us to support the partner network. During this meeting, the administrator and assistant admin gave report; public safety attended, and now we are fortunate to have a partnership between public safety, child support, and the AJCH. Public safety is necessary to help people re-integrate. We are able to get more people employed who would not be counted in the labor force. Additionally, the Deputy Chief of US courts for probation has asked for an AJCH tour after learning about the AJCH entirely by word-of-mouth. A long-term goal is to provide AJCH services in the federal detention center; there will be an impact statewide because some individuals at the federal detention center go to the neighbor islands. It is critical for us to consider how we can help other counties get the formerly incarcerated employable while they are still on the inside. Impact for economy. These are very exciting and important learning opportunities.

Lei Nakamura added that she attended the groundbreaking of the Agnes Cope Center in Nanakuli, which will be dedicated to 16-20 year olds. AJCH will be located with Waipahu Community School for Adults (WCSA) and Leeward Community College (LCC) there. Stacy Ferreira thanked Lei Nakamura for thinking systemically. Maureen Bates echoed compliment with regard to the collaborative effort with student job seekers with Erick Pascua's support. Lei Nakamura acknowledged the hard work of her colleagues.

- WIOA Title I Adult/Dislocated Worker Program – Erick Pascua, Manager
  Erick Pascua circulated copies of his report and stated that the report highlights the most interesting events that happened during the quarter. He reported that he is working with the US Census Bureau team and Southwest Airlines to do recruitment at the AJCH.

- WIOA Title I Youth Program – Nisa Tokunaga, Manager
  Nisa Tokunaga stated that C-Base will end on June 30, 2019. Some clients are waitlisted to go into HiSET. To minimize waitlist, these clients are in other programs – FST, iCan, office administrative technology; the majority of these clients are learning about clerical work. Additionally, we have Self Help Housing with 8 participants doing construction; likewise, in Kinaeha, there are 10 participants doing construction. There are two clients in college. Also, the Youth Program is doing more business outreach for work sites. Lei Nakamura added that Nisa Tokunaga came on board as new Youth Services Program manager on March 1st. Prior program manager was Kirsten Thornton who has since moved to Washington. On another note, Farrington High School now has academies, and there will be a small pilot to do WEX for one of these academies. Growing relationships is important, and work is being done to expand our outreach. Although WIOA focused on out-of-school youth, we are recognizing that we need to address in-

school youth. Meli James thanked Nisa Tokunaga for coming into Mana Up to present to a cohort of small businesses.

- OWDB Committee Reports on Activities
  i. Executive Committee
     Chair Chang stated that this committee met during the previous week on April 9th.

  ii. Employer Engagement Committee
     Chair Chang stated that a meeting at the AJCH was held in February to review and discuss Kim Payton's report. Faustino Dagdag led the discussion; Trevor Bracher and Russel Cheng attended on behalf of the OWDB Employer Engagement Committee.

  iii. Finance Committee
     Tim Wong stated that this committee revisited the methodology to account for in-kind donations made to the OSO. Selected market value was discussed. The committee approved the PY18 budget. As part of the process of going through the budget, monthly meetings were held with WDC by conference call. The committee continues to work toward making the process easier to ensure budget approvals are timely and do not impact operations. OSO is starting to invoice.

  iv. Sector Strategies and Career Pathways Committee
     Meli James discussed the March 29th meeting with Jean Isip-Schneider, Jillian Yasutake, and Natasha Inouye regarding local manufacturing as a sector partnership. There will be a pre-meeting to prepare for a larger meeting with funds involving support partners. The meeting for support partners is scheduled on May 15th. Meli James stated that she is willing to include others in this discussion.

VI. WIOA Core Partner Updates

- Adult Education – Pat Anbe, Waipahu Community School for Adults
  Pat Anbe shared that Debbie Miyao retired and Kristin Hirata starts May 2019. iCan courses have started at Leeward, Windward, and Hawaii Community College. Other weekly iCan courses have also begun. Students are progressing well. As for the WCSA leadership team, seven administrators were sent to a conference in Louisiana for CASAS. This was to ensure we are doing our part in servicing students' needs in terms of both GED and HiSET. Workforce readiness diploma is quickly coming into play; WCSA is preparing for the end of CBASE. This readiness diploma is not a high school equivalency, but a stepping stone for students who want to gain entrance into the workforce. Meli James asked if there are different categories for the diploma or whether it is going to be more general. Pat Anbe remarked that both MCSA and WCSA intend to eventually tailor the diploma to specific job skills, but right now, it will be more general.

- Vocational Rehabilitation – Maureen Bates, DVR Administrator
  Maureen Bates stated that DVR is continuing under Order of Selection. DVR is still restricting services to new applicants, with potentially eligible student referrals receiving career exploration supports, and all other applicants for VR services receiving eligibility and referral supports before being added to DVR's deferred list with over 730 applicants awaiting services currently. Under the current Order of Selection, DVR has continued to serve 5,009 individuals in active status. Within the active participants being served, DVR has been able to identify 3,733 VR participants working due to most recent quarterly unemployment insurance data. Many participants are also going to school and attending job training for career advancement and/or workforce opportunities in careers they want to pursue. By July 2019, 10-20 individuals should be moved off the Order of Selection deferred list. Anticipated cost is $4,000 to $50,000 per individual. During the 3 month planning for individualized services period, DVR will continue to assess capacity to serve more individuals from the deferred list, while also balancing and managing costs with the need to resolve a federal penalty for maintenance of effort requirements in 2017 and 2018 that will reduce funding in July 2020 and July 2021. Staff will be assisting deferred list eligible clients based on order of application date and significance of disability; clients with most severe disabilities are served first, in order of application date.

- Wagner-Peyser – Carol Thornton, Workforce Development Division
  Carol Thornton provided participant counts for the Jobs for Veterans State Grant (JVSG) program and Wagner-Peyser (WP). WP enrolled 110 customers and individualized services. JVSG services only disabled vets, 137. JVSG staff has been collocated at the AJCH. Lei Nakamura added that the TSA hiring event was a collaborative effort with Carol Thornton and colleagues. Lei Nakamura commented that the workforce development diploma involves two phases; the first is upgrading basic skills, and the second is to work with partners to explore what could be offered to prepare students in a sector-focused way. Lei Nakamura remarked that Carol Thornton and her team have been very supportive in this effort.

VII. Executive Director's Report – Alison Lum

See attachment, "Oahu Workforce Development Board report for WDC Quarterly Meeting."

Alison Lum asked Lyn Uratani to share recent updates to the Eligible Training Provider list (ETPL). Lyn Uratani stated that OWDB is waiting for State approval for Boise State University's Registered Nursing Bachelor of Science completion program on the Oahu ETPL. The Boise State Nursing program is fully online, attends to our County's growing need for Registered Nurses, and addresses the Institute of Medicine's call for 80% of all RNs to have obtained their four-year nursing degrees by 2030. The inclusion of BSU's Nursing program brings the current ETPL for Oahu to four fully online training providers. The others are MedCerts, which offers a variety of industry-backed certifications, Yavapai College in Arizona for accounting and bookkeeping, and

certain courses at Leeward Community College. Lyn Uratani added that OWDB recognizes the need for more distance learning training providers on Oahu's ETPL and is working on expanding the list with this in mind.

Alison Lum stated that the next full board meeting will take place on July 18, 2019. An announcement will be made regarding the October meeting. A request was made by James Hardway to move 4th quarter meeting up by a week.

VIII. Announcements

Michael Moser, the Interim Director for Workforce Development in the Office of the Vice President for Community Colleges, introduced himself and thanked OWDB. Windward Community College is standing up HiNet in partnership with State Department of Human Services (DHS). This process has been an effort in terms of how to crack the code of interagency agreements; overall, it has reached a point of maturity. HiNet is a partnership between the community colleges and DHS, and addresses the needs of SNAP recipients for intergenerational poverty to give clear pathway into careers and credentialing. The community colleges' problem is having an inventory of certificates but a high dropout rate when students encounter issues with regard to dealing with basic needs. DHS Director Pankaj Bhanot recognized a possibility to connect resources and strengths; as a result, 290 SNAP recipients are now in a career pathway, and another 1,000 are looking to get in. 11,000 people are eligible overall. Current results of this partnership between the community colleges and DHS is 72%, without DHS, it would be roughly 50%. It is a game-changer to have two state entities working together. A bill was sent through legislature asking for eight positions; seven were approved. One staff member will be at each community college campus dedicated to this partnership. Between 290 to 1,000 students a year served. Furthermore, via an agreement with the USDA, if we are able to identify non-federal dollars put into the program, USDA will reimburse 50%. Fringe will be calculated toward reimbursement. $360,000 back from USDA, this will stay with HiNet program. Alison Lum commented that the AJCH will have representation from every community college. Stacy Ferreira complimented Michael Moser for taking a complicated program employed on the mainland and adapting it to meet the needs of the state.

IX. Adjournment

Chair Chang adjourned the meeting at 10:31am.

OAHU WORKFORCE DEVELOPMENT BOARD

Please respond to the following questions to provide a summary of the status of activities in your county by the OAHU WDB and at the American Job Center. The summary will be distributed at the WDC Executive Committee meeting on March 6 and at the WDC Board meeting on March 7. Please submit the summary to WDC no later than 3:00 p.m. Monday, March 4, 2019. Thank you very much!

1. **As OAHU WDB has signed MOUs and IFAs with partners, when will the local board submit for certification of a comprehensive AJC?**

   The Comprehensive AJCH at Dillingham has far exceeded expectations for co-locating partners. In addition to Wagner Peyser and Jobs for Veterans State Grant (JVSG) employees moving in, the AJCH also welcomed representatives from Unemployment Insurance and representatives from both the McKinley and Waipahu Community Schools for Adults. OWDB is currently talking with the UH Community Colleges to see how to accommodate a representative from each of their campuses at the AJCH on a rotating basis one day each week. All co-located partners are settling in and exploring the benefits of co-enrolling clients and providing them with the best service possible.

   One mandatory partner, the Division of Vocational Rehabilitation (DVR), is currently under an "Order of Selection" which caused them to recall their 1 FTE employee who was located at the AJCH for many years. OWDB and DVR are actively working together to find a solution during this temporary re-allocation of their resources. Until a representative from DVR is co-located at least part-time at the AJCH, OWDB will not submit for certification. In the meantime, we will seek more guidance on the certification process and look for updates from WDC.

2. **Are there vacancies on the OAHU WDB board? If yes, how many and what efforts for recruitment are underway? If seeking private business sector members, please identify what in-demand industry recruiting.**

   Oahu Workforce Development Board filled 3 vacancies at the end of 2018. Currently it has 2 vacancies for representatives of business and 1 vacancy in Mandatory Partners. We have asked WDD Administrator, Elaine Young, to please designate the new Wagner Peyser representative for OWDB as soon as possible and already have 2 potential nominees for the business vacancies.

   OWDB is always recruiting. Staff regularly reaches out to Business and Industry Associations such as the Chamber of Commerce of Hawaii, the ethnic Chambers of Commerce on Oahu, the Building Industry Association, Women in Construction, etc. Our goal is to build a pool of qualified candidates to be able to fill future vacancies quickly. This also provides a great opportunity to raise the profile of OWDB and keep workforce top of mind with industry leaders.

3. **What are key challenges of the OAHU WDB and AJC?**

   The key challenge in the first quarter for both the OWDB and the AJCH was the delay in WDC releasing the funds for Program Year 2018 and approving the Board's Program Year 2017 budget modification. This is the latest contracts were ever executed for a Program Year and this caused our Service Provider to slow down or stop completely the intake of new clients for some Title I programs to avoid running out of funds and causing a break in service. Now that

the budget modification has been approved and the contracts signed, OWDB is looking forward to working with our new WDC liaison to start planning for Program Year 2019 which is only 4 months away.

4. **OAHU AJC has received publicity recently for its open house and job fair for TSA workers. Please share practices that are working at the AJC that would be helpful to the other local areas.**

   The Transportation Security Administration (TSA) held job fairs in all four counties. On Oahu, they chose to partner with the Comprehensive AJCH at Dillingham. The response was phenomenal! Over 400 people attended the one day event. 415 people filled out paperwork and completed screening tests. TSA extended the job fair for 2 hours until 5pm so they could accommodate everyone who was still in line. The job fair was announced on all the major television news stations and also in the attached article from Honolulu Star Advertiser.

5. **If available, please provide the 2019 OAHU WDB board meeting schedule. Please provide a link to where the agenda and minutes are posted.**

   Full Board Meetings are scheduled for April 18, July 18, and October 17, 2019

   www.OahuWDB.org click on Board Member Resources

6. **Please identify technical assistance and support that the OAHU WDB members and staff would like from WDC, other local areas and USDOL.**

   OWDB committees are focusing on: creating a business services plan to fit the WDC's newly created statewide framework, identifying a customer relationship management tool for the AJCH, standing up a Local Manufacturing Sector Partnership using the NextGen model, and strengthening the Board's oversight and monitoring to be an "early warning system" vs. a tool for punishment.

   OWDB's Finance Committee requested detailed instructions and timelines for the Annual Plan/Budgeting Process from WDC. The Board is looking forward to receiving this guidance as well as more instructions on the certification of the American Job Centers. OWDB would also like to explore and learn best practices from USDOL in work experience (WEX) for WIOA Youth.

7. **Please share accomplishments and success stories from the OAHU WDB and AJC.**

   Please see attached.

AJCH Dillingham Open House and Blessing

It was standing room only on January 28th when Governor Ige and Mayor Caldwell joined our partners and the community at the Open House and Blessing of the Comprehensive American Job Center at Dillingham.

Chef Tom and 15 of his culinary students from our AJCH Partner, Job Corps Hawaii, served elegant and delicious hors d'oeuvres from 7 different food stations set up around the Center. This was especially inspiring to our WIOA Youth who paused their classes on the 2nd floor of the AJCH to come down and see the youth from Job Corps Hawaii serving all of our guests with professionalism and pride. Our WIOA youth had the chance to see the culinary students in action and talk to them a little bit about their plans after graduation.

See a video from the festivities here:
https://m.facebook.com/story.php?story_fbid=1302779993196961&id=349767801803007
(you will need to log in to Facebook).

Some highlights:

"There are no competitors out there… there are only opportunities." ~ Lei Nakamura, Administraor of WorkHawaii and OWDB's One Stop Operator

(We work) with a community who some call 'at risk', but we call 'high opportunity' individuals." ~ Rebecca Soon, Deputy Director of the City's Departmenr of Community Services

"Today is about a kakou thing, working together for a better community." ~ The Honorable Kirk Caldwell, Mayor

"This American Job Center Hawaii is the premier example of what happens when we all focus on the objectives that we want, and really put our silos away and come together in a way that allows us to serve the people together." ~ The Honorable David Ige, Governor

"This is an example of what happens when all of us, we in government, City and State; educators; employers; everyone in our community who really work together to improve the quality of life for people in our islands." ~ The Honorable David Ige, Governor

See next page for photos from the event.

Some news coverage from KHON2

https://www.khon2.com/news/local-news/american-job-center-hawaii-opens-new-facility-in-kalihi/1734116158

WIOA Adult Success Story

Krystal is a 33 year old female who came to the American Job Center Hawaii in hopes of seeking financial assistance for computer classes. Her previous employment was 11 years ago in 2007, when she worked as an aircraft cleaner at the Honolulu International Airport. Her previous employment also included working as a cashier at Sac n Save for two years. After getting married, she became a full time housewife and mother of two. Now that her children are in school, she planned to re-enter the workforce; however, she realized that she had to upgrade her skills to become more marketable in the labor force.

The initial meeting at the AJCH went well. Although Ms. Krystal was very shy and unsure of herself, she knew what she needed to do. She shared her desire of wanting to work at a retail store and came in to seek financial assistance, guidance/direction on how to get into a computer class and start her career path. A very humble and determined person, Ms. Krystal was ready to start immediately.

After obtaining all her eligibility documents, she was deemed eligible for the WIOA Adult program. She decided ACTT (Applied Computer Training & Technology) was the best training program for her. It was closer to where she lived and the class schedule was perfect for her to be able to pick up her children in time after school.

Her classes were three months long and she received six certifications for the different programs she passed. She is so happy and grateful for the WIOA Adult Program and is an advocate for our program. She completed the course in May but couldn't start job search till mid-July when her children started school again. Then in August she was hospitalized for asthma so she wasn't able to actively job search until after Christmas. In January she started another job search and has secured employment with TJ Max. She came by the office on February 21, 2019 to drop off the rest of her certificates of completion and it was the day the TSA held their Job Fair at the AJCH. She put in an application with hopes that she will be hired. Ms. Krystal continues to untilize the AJCH to search for ways to improve her employability skills, earn more money, and improve the lives of herself and her family.

Dislocated Worker Success Story

Ms. Francin F. worked for Island Air as one of the human resource managers. When Island Air closed down, she lost her job. Francin applied for and was eligible to receive unemployment insurance benefits. She had applied with various organizations for positions in her field for 5 months with no success hearing over and over from the employers that she was either over qualified or under qualified. She became very discouraged and worried since her unemployment insurance would be running out in a month's time.

A position became available with the Hawaii Employers Council as Registrar which was not in her field, however, she decided to apply. Although the pay was less than she earned previously, she was willingly to learn new skills and saw a career pathway to move into a supervisory position. She was contacted by HEC, offered and accepted the position, and was placed in their On the Job Training program (with the AJCH) and completed it successfully. She is very satisfied with her new position and is enjoying the work.

Juston “Braddah” Akiona

Juston came to the Youth Services program in October of 2017. He had dropped out of Roosevelt HS because of attendance issues which led to a lack of credits to be able to graduate. He admitted that he skipped school often to go down-hill skateboarding and spent too much time hanging out with friends. He had the self-awareness to recognize that his friends were a bad influence on him and that he had a generally bad attitude. He had a Probation Officer for some minor offenses he committed and was trying to get his life back on track. He tried a stint at Youth Challenge but it did not work out for him.

When applying for the program he said that he thought he had matured going through his challenges. He had heard about our program through his cousins and looked up YouthBuild in an online search and contacted us. He had an interest in carpentry and dry walling and also an interest in perhaps being an electrician.

When Juston started his CBASE classes he started out great passing his first book with a score of 82. But some of the old habits were hard to shake. He had missed a few classes due to personal issues and failed the second book. With some coaching and counseling Juston seemed to regroup and refocus himself. And even though it was a daily commute from Waianae, he began to improve his attendance substantially and was able to finish and pass his mastery test.

Juston’s interest in carpentry led him to enroll in the Builder’s Industry Association Occupational Training this past October. During the 6 week course, Juston had the best attendance out of all 10 participants missing only 1 class. His enthusiasm and eagerness showed in the commitment to show up for class and the hard work he put in. His skillfulness in the hands-on training where they were tasked to frame and drywall a small room, and the attention and questions he asked during the outing to the Construction Career Day further demonstrated his commitment.

Juston has also demonstrated his thoughtfulness in trying to give back to the community by now committing his time on Fridays to the SelfHelp project assisting families build homes. And what can be seen as the ultimate act in giving back and coming full circle, encouraging 2 other cousins to enroll in YouthBuild.

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
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KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

EXECUTIVE COMMITTEE:
JAMES P. HARDWAY
MELI JAMES
RODNEY LEE

ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, July 18, 2019 – 9:00am to 11:00am
Senate Conference Room #016
415 S. Beretania Street, Honolulu HI 96813

I. Call to Order…….…… Chair Jason Chang

II. Welcome and Introductions

III. Review and Approval of April 18, 2019 Minutes

IV. Presentation

Partnering to Improve Hawai‘i’s Education-to-Workforce Pipeline
Stephen Schatz, Executive Director
Hawaii P-20 Partnerships for Education

V. Reports related to WIOA

- One Stop Operator ……Leina‘ala Nakamura, WorkHawaii Administrator
- WIOA Title I Adult/Dislocated Worker Program……Erick Pascua, Manager
- WIOA Title I Youth Program…….....Nisa Tokunaga, Manager
- OWDB Committee Reports on Activities
  A. Executive Committee…….Chair Jason Chang
  B. Employer Engagement Committee …… Chair Jason Chang
  C. Data Management and Technology Committee …… Rodney Lee
  D. Finance Committee …….Vice Chair Tim Wong
  E. Sector Strategies and Career Pathways Committee ……Meli James
  F. Performance Measures and Accountability Committee ……. Chair Jason Chang

VI. WIOA Core Partner Updates

- Adult Education and Career Pathways …….Pat Anbe, Principal, Waipahu CSA
- Vocational Rehabilitation ……..Maureen Bates, DVR Administrator

- Wagner Peyser …….Carol Thornton, Workforce Development Division

VII. Executive Director's Report …… Alison Lum

VIII. Announcements

- Final Full Board Meeting of 2019 – October 17, 2019

IX. Adjournment

Should you require special accommodations for a disability, please contact OWDB Administration at (808) 768-7790 and/or email oahuwdb@honolulu.gov at least 48 hours prior to the meeting.

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ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, July 18, 2019 – 9:00am to 11:00am
Senate Conference Room #016
415 Beretania Street, Honolulu, HI 96813

Members Present: Trevor Bracher, Chair Jason Chang, Russel Cheng, James Hardway, Meli James, Joy Kimura, Connie Mitchell, Sherry Menor-McNamara, Rusnell Pascual-Kestner, Mel Resonable, John Richards for Michael Moser, Carol Thornton, Janice Wakatsuki, Matt Wong for Pat Anbe, Vice Chair Tim Wong

Guests Present: Morgan Castro, Stacy Ferreira, Carol Hoshiko, Bernadette Howard, Tina Matsuo, Leinaala Nakamura, Christine Park, Erick Pascua, Nisa Tokunaga, Reid Yamashiro

Staff: Alison Lum and Lyn Uratani

I. Call to Order
Chair Chang called the meeting to order at 9:02am.

II. Welcome and Introductions
Chair Chang called for the agenda to be amended for Section 5F and stated that he will present on behalf of James Hardway. James Hardway motioned to approve. Seconded by Connie Mitchell. Unanimously approved.

III. Review and Approval of Minutes from April 18, 2019
Chair Chang entertained approval of minutes. James Hardway motioned to approve. Seconded by Connie Mitchell. Unanimously approved.

IV. Presentation
Partnering to Improve Hawaii's Education-to-Workforce Pipeline
Stephen Schatz, Executive Director
Hawaii P-20 Partnerships for Education

Stephen Schatz presented on Hawaii P-20 Partnerships and its ongoing work to align Hawaii Department of Education (DOE) and University of Hawaii (UH) programs to attend to jobs that are most needed in Hawaii. The State wants to ensure that we are connecting workforce needs with education programs. Certifications are critical in providing labor market information value for employees; this is a data question to follow rather than a conceptual one. Emphasis needs to

be placed on what happens to 9th grade cohorts after graduating from high school and moving onto college. Need to create vertical pathways for DOE to UH. Superintendent Kishimoto has spoken frequently about "school design" but this should also mean conscientiously creating a pathway for kids that links schools and universities.

Connie Mitchell asked about housing and security for students. Stephen Schatz said food and security are being addressed and there is a working group at UH. Connie Mitchell said IHS wants to support this. Bernadette Howard mentioned HiNet is something Connie Mitchell can help out with. Carol Hoshiko confirmed this.

Meli James asked about the other concentrations within Career and Technical Education (CTE) and if 8% are in culinary. Bernadette Howard said that culinary is one of nine concentrations and that students need to understand that the courses they take in high school will impact them later. Stephen Schatz also emphasized interest, aptitude, and workforce needs as factors to remind students about. Vice Chair Wong asked if this addresses students who leave Hawaii for job opportunities and never come back. Stephen Schatz said they can track how many are attending mainland colleges vs. Hawaii colleges but the workforce statistics are missing.

Russel Cheng asked about private school tracking, but Stephen Schatz said this cannot be done. Alison Lum mentioned that private schools can be contacted directly and the alumni department will help track. Private colleges will also need to be considered in this conversation. Students may also graduate from UH and then leave for out-of-state jobs. Schatz remarked that without proper data, it will be challenging to meet the 55%-graduate rate by 2025 (55 by 25) as the goal is about educational capital. Generally, closer tracking of data surrounding students is needed to know what jobs exist and if enough is being done to prepare students. Although 55% by 2025 is a challenging educational goal, we have to imagine what a best-case scenario looks like.

Meli James asked if there are more students getting certifications as a result. Schatz confirmed and stated more certifications are being offered and remarked that in the past, John Morton frequently emphasized that any certifications offered should have substantial career benefits for students. Alison Lum commented that they acknowledge industry-recognized credentials, but beyond IT, it is unclear what is considered "industry recognized"; AJCH business engagement team should talk to businesses to determine which certifications industries currently desire and will recognize. Bernadette Howard commented that the Sector Strategies and Career Pathways committee at the local and state levels can help to validate this.

Stephen Schatz said that the incentives and accountability for institutions need to better line up with these goals. A Community College's responsibility for enrollment causes a lack of focus on student success post-graduation. Regarding institutions, Stacy Ferreira asked how students with disabilities are tracked. They are rarely talked about; they need a lot of support to complete college and be workforce ready. Schatz agreed that this is a priority and that the data set is available, but metrics will be different for that group.

Connie Mitchell mentioned that while education is measured by test scores, what other competencies are being observed? Stephen Schatz confirmed soft skills are covered but they are unable to measure them. "General Learner Outcomes" are standards measured through sixth grade, which seems to address soft skills, but are not measured after 6th grade. It is critical but we have not figured out how to accurately measure this.

Meli James asked how P-20 can change the curriculum regarding entrepreneurship. Bernadette Howard said that the DOE does not have plans to review current curriculum for CTE, but changes need to be made. The system needs to be built in and course review needs to happen. Businesses should help confirm if the curriculum is still viable. Meli James asked if the CTE can take the time to talk with small businesses. Alison Lum mentioned that when the industry comes together, UH responds quickly to develop appropriate programs; Bankers' Association worked on Universal Banker and the UH system created a program to prepare students for this position. Carol Hoshiko added that non-credit programs can be evaluated more quickly through CTE. Kapiolani Community College (KCC) is developing a cybersecurity training specifically for students in healthcare career pathways; agnostic templates made for different industry sectors to contribute to curriculum.

Stephen Schatz clarified the difference between baccalaureate and non-credit programs. Alison Lum expressed interest in ensuring that these programs are industry-recognized. Stacy Ferreira mentioned different funding models such as going through training for free with no up-front cost until you are employed. Alison Lum mentioned that early feedback from using this type of tiered repayment for college loans is being found to dis-incentivize people from seeking higher paying positions in order to qualify to pay back less of the loan.

Chair Chang thanked Stephen Schatz for sharing this important information with OWDB.

V. Reports Related to WIOA

- One Stop Operator (OSO) – Leinaala Nakamura, WorkHawaii Administrator
  Leinaala Nakamura stated that the key to providing the best customer service to clients and partner agencies of the AJCH is how our employees deliver services. As OSO, her priority is to ensure that the partners–collocated or not—are listened to and their needs addressed.

  Leinaala Nakamura shared that she was invited to meet with Jesse Isleman at the end of May. Also in attendance at this meeting were representatives from the Division of Vocational Rehabilitation (DVR), Workforce Development Division, the Community Schools for Adults, as well as Alison Lum and Allicyn Tasaka to represent local and state-level workforce development, respectively. Conversation revolved around labor and immigration issues for people transitioning back into community after incarceration, and specifically how identification cards and legal documentation (Gold Star IDs) can prevent them from doing so.

  Leinaala Nakamura also shared that during the US Conference of Mayors, she was able to explain the significance of the OSO role in establishing and maintaining partnerships.

More recently, Leeward Community College (LCC) approached the OSO for a stand-up AJCH office on their campus. LCC currently has a program for veterans and are adding services for mental health. We cannot spend AJCH dollars on a continuous basis, but we can leverage funds to enroll clients. WorkHawaii is comprised of six sections, of the six, five relate to housing, substance abuse, youth. Each one has a goal of employment via education and retention. Our ongoing work nicely compliments what LCC is trying to accomplish on its own.

Leinaala Nakamura shared a housing assistance update from last meeting about the HONU, a 24/7 operation that includes efforts from City, State and HPD. Program implementation will fall onto the City department with appropriate expertise. Resource mapping is being done for shelters and related resources.

- WIOA Title I Adult/Dislocated Worker Program – Erick Pascua, Manager
  (10:20am, after Performance Measures report.) Erick Pascua shared copies of his report. Erick Pascua and Nisa Tokunaga reported together. Erick highlighted events happening during the last quarter. The ongoing partnership with IHS has led to a busier schedule. WDC monitoring occurred on June 6th and 7th; there were no findings, but AJCH received recommendations with regard to consistency of files and a few areas to include turnstile reports.

  Connie Mitchell asked about people who are not seeking services. Erick Pascua mentioned there is an influx of individuals who are mandated to use services but are not focused. If we see them two or more times and nothing changes, they are referred to nonprofits. Connie Mitchell suggested packaging services for separate individuals.

- WIOA Title I Youth Program – Nisa Tokunaga, Manager
  Nisa Tokunaga shared copies of report and shared that she and Leinaala Nakamura met with Kamehameha Schools regarding Nanakuli services. Leinaala Nakamura added that Pat Anbe has been very responsive and supportive of their efforts.

- OWDB Committee Reports on Activities
  i. Executive Committee
     Chair Chang stated there was a meeting on June 17th to address ex-officio seat regarding WDC board certification. Manny Valbuena sat as a board member and WDC decided this changed the composition of business and government membership. Manny Valbuena agreed to rotate off the board and become Senior Advisor to OWDB to maintain composition of board at 19 seats (minimum required) vs. increasing membership.

  ii. Employer Engagement Committee
     Chair Chang said there has not been a meeting but these will resume. Waiting on business service framework by Olomana Loomis; their recommendations

were in line with what OWDB believed we needed. Additionally, via the work of WDC's equivalent to this OWDB committee, there will be a launch of pilot program for Zippy's for some workers to be trained across specialties. Connie Mitchell asked if elevator speech will be shared. Chair Chang confirmed access will be given.

iii. Data Management and Technology Committee
Rodney Lee was unable to attend, Chair Chang stated no report for this committee.

iv. Finance Committee
Vice Chair Wong stated that the committee approved Jackie Sakane to do further work for OWDB and mentioned a meeting will be scheduled to finalize PY19 budgets. Fortunately, the questions addressed in PY18 will help streamline the process for PY19.

v. Sector Strategies and Career Pathways Committee
Meli James said there have been several discussions with UH and the Chamber of Commerce Hawaii regarding extra funding for a proposed new manufacturing sector. A meeting with resources for consumer-packaged goods was held in May. Settled on consumer-packaged goods for a sector event. July 26th was the initial date but we learned that a Manufacturing CEO Roundtable had occurred. The committee needs to consider how it can dive deep and help out ongoing work rather than launch something new if things are already being done.

vi. Performance Measures and Accountability Committee
(10:10am). James Hardway said a meeting was held in June at the AJCH. Last couple of full meetings referred to design of evaluation tool at AJCH. A USDOL briefing at KCC in May 2018 shared that after co-locating partners, performance needs to be tracked. A takeaway from this was how to measure performance for staff. The committee will work with consultant Jackie Sakane on the process of certifying the AJCH as comprehensive. Alison Lum stated that this process will start soon since WDC requested completion by January 31st. James Hardway asked if the local plan is completed first. Alison Lum clarified that the state plan is first, then the local plan follows. Certification of AJCH happens at the local level, before we start the local plan. James Hardway added that research needs to be done on our ability as OWDB to improve pay to staff through reclassification. James Hardway mentioned the recent waiver WDC submitted to USDOL on behalf of ETPs will release them from collecting and reporting performance data, and mentioned that while it seemed to be UH only at first, WDC clarified that the waiver was submitted on behalf of all ETPs. James Hardway added that discussion was held regarding ETP performance evaluations; what happens to locally-owned ETPs and how do we track their performance? Also, outside of performance that we track for clients, are there

other metrics we should track? The committee's next meeting is September 13th at 1pm.

VI. WIOA Core Partner Updates

- Adult Education – Matt Wong for Pat Anbe, Waipahu Community School for Adults (WCSA) Matt Wong thanked OWDB for allowing him to attend as Pat Anbe's designee. 130 students graduated in July; 122 of these students are a part of the last C-Base class. WCSA understands that it needs to graduate people who are desirable for employers. High school equivalency completions has had more success in terms of retention via the use of the HISET exam. More classes are being offered per content area. WCSA ensures that its students take the HISET subtest quickly. This approach has had success with younger students, especially combined with transition of counseling. Trauma-informed classrooms are a current focus of WCSA, since a hurdle to finishing one's education is sometimes a matter of feeling comfortable coming back to school. A new logo for WCSA is now featured on its website.

- Vocational Rehabilitation – Maureen Bates, DVR Administrator
  Rusnell underwent RSA – topic area was AJCH and IFA. 795 on waitlist for OOS. Priority 1 opened to most significant disability. 2017 and 2018 budget deficiency affects 2020-2021 funding. Of 5000 active participants, 3700 continue to work while going to school and training. 203 - $16/hr.

- Wagner-Peyser – Carol Thornton, Workforce Development Division
  Carol Thornton shared they have created an events team at the AJCH to plan hiring/recruiting events at the center. A mini job fair is held quarterly with 8-10 employers. The next one is in August, due to influx of employers contacting the AJCH for services. The new local DVOP is Ramon Ruiz. There is a vacant DVOP position that needs to be filled.

VII. Executive Director's Report – Alison Lum

See attachment, "Oahu Workforce Development Board report for WDC Quarterly Meeting."

An Executive Directors' meeting for all of the counties will happen quarterly starting August 15th on Oahu. There are new Executive Directors on Maui and Kauai and an increased need to share best practices. All AJCHs on the islands are at different stages of growth. These meetings had been on hiatus for at least two years.

In June, WDC monitored OWDB for fiscal and programs; there were no findings. Last year there were three findings and one concern. We have addressed and corrected all of them. Alison Lum thanked Leinaala Nakamura, OSO, and the AJCH team for their cooperation. The OWDB response to the fiscal and program monitoring is due July 31.

Alison Lum shared an updated funding chart from WDC which identifies all public funding streams in Workforce Development in Hawaii. From 2016-2018, state funding decreased, and federal funding increased. WIOA asks us to be transparent and to share funds and services. Bernadette Howard commented the chart is color-coded which illustartes where the funds are and what we can spend them on.

The meeting with Jesse Isleman was a great opportunity. He had good questions that demonstrated his knowledge of workforce; we spoke to him about WIOA as formula grant that needs to be updated. There are multiple data sets involved in deciding the funding amounts given to states; but the unemployment rate is given too much weight. It is a deceiving number which doesn't account for underemployment and other issues unique to Hawaii. Alison Lum thanked Leinaala Nakamura for organizing the meeting at the AJCH.

Alison Lum shared that different partners came together for the US Conference of Mayors and thanked Kapiolani Community College for hosting the USCOM's Workforce Development Council excursion. This is the third time in history that Hawaii has hosted this conference, and the first time since 1963. Alison Lum represented OWDB at the meeting. Many people involved in workforce system came together to discuss best practices; Alison Lum expressed appreciation to the City and County of Honolulu for allowing OWDB to have a seat on the USCOM's WDC. DCS Deputy Director, Rebecca Soon, may share this seat with OWDB. Glowing remarks were made about the food at KCC and Sally Pestana and Stan Fitchman's great presentations about non-traditional apprenticeships in healthcare and culinary arts.

VIII. Announcements

Alison Lum mentioned the upcoming event "Connecting with your Community" through OLA with the State. This is an all-day event on Oahu on August 7th and September 11th. This event offers strategies to serve Hawaii's multilingual population.

Next meeting is October 17, 2019 at location TBA.

IX. Adjournment

Chair Chang adjourned the meeting at 10:58am.

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
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KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

EXECUTIVE COMMITTEE:
JAMES P. HARDWAY
MELI JAMES
RODNEY LEE

ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, October 17, 2019 – 9:00am to 11:00am
House Conference Room #329
415 S. Beretania Street, Honolulu HI 96813

I. Call to Order…….…… Chair Jason Chang

II. Welcome and Introductions

III. Review and Approval of July 18, 2019 Minutes

IV. Presentation

Waipahu Community School for Adults - Pathways to College and Careers

Pat Anbe, Principal

Christine Park, iCAN Program Coordinator

V. Reports related to WIOA

- One Stop Operator ……Leinaʻala Nakamura, WorkHawaii Administrator
- WIOA Title I Programs…….Erick Pascua and Nisa Tokunaga, Managers
- OWDB Committee Reports on Activities
  A. Executive Committee…….Chair Jason Chang
  B. Employer Engagement Committee …… Chair Jason Chang
  C. Data Management and Technology Committee …… Rodney Lee
  D. Finance Committee …….Vice Chair Tim Wong
  E. Sector Strategies and Career Pathways Committee ……Meli James

VI. WIOA Core Partner Updates

- Adult Education and Career Pathways …….Pat Anbe, Principal, Waipahu CSA

- Institute of Higher Education, UH System…….Michael Moser, University of Hawaii
- Vocational Rehabilitation ……..Maureen Bates, DVR Administrator
- Wagner Peyser …….Carol Thornton, Workforce Development Division

VII. Executive Director's Report …… Alison Lum

VIII. Announcements

IX. Adjournment

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KIRK CALDWELL
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TIM WONG
VICE CHAIR

ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, October 17, 2019 – 9:00am to 11:00am
House Conference Room #329
415 S. Beretania Street, Honolulu HI 96813

Members Present: Pat Anbe, Trevor Bracher, Chair Jason Chang, Russel Cheng, James Hardway, Meli James, Brent Kakesako, Joy Kimura, Rodney Lee, Michael Moser, Mel Resonable, Mimi Sroat, Janice Wakatsuki, Tim Wong

Guests Present: Michael Blake, Morgan Castro, Raymond Duong, Stacy Ferreira, Kevin Ginoza, Lance Jyo, Sheri Komatsu, Tanya Lee, Gordon Lum, Tina Matsuo, Christine Park, Erick Pascua, Shannon Toriki, Manny Valbuena, Marcus Watabu, Matt Wong, Reid Yamashiro

I. Call to Order…… Chair Jason Chang
Chair Chang called the meeting to order at 9:08am.

II. Welcome and Introductions

III. Review and Approval of July 18, 2019 Minutes
Chair Chang entertained approval of minutes. Janice Wakatsuki motioned to approve. Seconded by Joy Kimura. Unanimously approved.

IV. Presentation:
Waipahu Community School for Adults (WCSA) - Pathways to College and Careers
Pat Anbe, Principal
Christine Park, iCAN Program Coordinator

Pat Anbe shared that the Workforce Development Diploma Program (WDDP) is a new course offering at WCSA. He provided background context including information about the Hawaii Workforce Pathway System, the role of Hawaii State Department of Education (HIDOE) in supporting WIOA, and the importance of continuing efforts to prepare out-of-school youth and adults seeking entry-level employment and high school equivalency. Pat Anbe addressed the need for both academic rigor and work experience and stated that WDDP allows WCSA to work with students on both of these areas. Christine Park showed a video testimonial to the board.

Gordon Lum provided additional context for the goals and intentions of the WDDP as well as information about the learner audience. He remarked that WDDP is exploratory because it blends academics and workforce competencies and explained that the program includes two modules, which requires WCSA to develop increased business partnerships for student internships; these could include paid and unpaid internships. Module 1 includes two major courses: "Reading in the Workplace" and "Work Skills," which involves active listening and situational judgment. Students must attend 75% of all sessions per class and complete assigned tasks. 120 hours of on-site classes and computer-based learning is also required, along with making one grade level gain on pre- and post-tests. Module 2 requires students to identify career goals and obtain work or volunteer experience. They must be employed or volunteer for 100 hours within a six-month period from the start or end of the program at one organization. They must complete iCan requirements or one credit of post-secondary study at an accredited institution. WDDP provides students with motivation to move beyond attaining their high school equivalencies and consider postsecondary study or additional job training. WDDP also includes more assessments to help students better understand strengths/interests.

Rodney Lee asked how many students are in WDDP and iCan at any given time. Gordon Lum responded that WDDP has approximately 30 to 50 students, and iCan has 50 to 75. He added that WDDP can take six months to a year or longer to complete, with students being regularly tested to measure progress and gains. Students come to WCSA with the intention of passing HiSet and GED, and when they test, they realize they need added help to pass. WDDP and iCan are able to address different learning styles.

Russel Cheng asked about the types of employment that students can look forward to. Gordon Lum commented that WDDP focuses on entry-level for now. We have to help them understand their options and skill fit. Fisher Hawaii and Tamura's have agreed to take WCSA students. We want commitment in the WDDP. Students must demonstrate growth in essential tasks. Stacy Ferreira asked if WCSA is working with Society for Human Resource Management (SHRM) to brand WDDP. Kevin Ginoza confirmed that this is a goal. Gordon Lum added that there is a newsletter in the handouts to the Board from Faustino Dagdag in which he introduces the WDDP to SHRM members.

Kevin Ginoza commented that WDDP allows students to build job skills along with math and reading so that they are equipped for the GED. It is important for WCSA to produce employable students. Christine Park shared how Quizzizz is used to engage students through mobile devices regarding workplace situations/soft skills development and provided Board members an opportunity to try out questions from the National Work Readiness Exam using their personal devices and WCSA iPads.

Michael Moser asked what the barriers WCSA students are experiencing as they are faced with next steps. Christine said that work with partners has been a tremendous help to get students through the door with employers. Chair Chang asked if any statistics have been gathered thus far. Gordon Lum commented that we don't yet have long-term data and need to start measuring. The biggest program for WDDP is at Waipahu. 40 students thus far; most started in the summer and are working on academic gain and job placements. Some opt to go to iCan. Kevin Ginoza remarked that some students

just want their high school equivalency and are using their time in WDDP to prep only for that and aren't necessarily interested in getting the WDDP.

Meli James asked if graduates are tracked and added that their stories could be powerful for showing business that there is success for this program. Pat Anbe remarked that WDDP is new, and unfortunately in terms of data, there is only one semester of completions on record. He added that the prior Competency Based (CB) program provided considerable data, but that cannot be used to compare to WDDP because of WDDPs different goals and intentions. Additionally, adult schools across the nation rely on SSN, but WCSA cannot collect this information. Alison Lum remarked that perhaps with co-enrollment, would longer tracking be a possibility? Erick Pascua commented that iCan and WDDP is offered at AJCH, the partnership between the AJCH and adult schools is excellent. He added that the AJCH helps to pay cost of iCan but it is important to help clients measure/develop progress from one module to another. Alison Lum and Erick Pascua agreed that we need programs to support ongoing tracking of credentials obtained, employment rate, and measurable skills.

V. Reports related to WIOA

- One Stop Operator ……Leina'ala Nakamura, WorkHawaii Administrator

  Morgan Castro reported for Leina'ala Nakamura and stated that there have been three major events in the past quarter. On August 7th, the AJCH Partners Meeting recorded 52 attendees and featured interesting presentations on apprenticeships at Kapiolani Community College and McKinley Community School for Adults' discussion of the WDDP. On August 30th, the AJCH received a visit from Senator Mazie Hirono, who toured all suites and met clients and business partners who benefited from federal money. Sen. Hirono shared with the OSO that she was impressed with our center. Alison Lum remarked that Sen. Hirono was inundated with information during her visit at the AJCH and also mentioned her visit on Hawaii Public Radio.

  In late September, Larry Robbin provided three days of workforce development training. Honolulu Community College held Larry Robbin's training on campus for all three days; we are pleased to report that there were 113 attendees. Alison Lum added that workforce development counterparts from Saipan and Guam were also in attendance.

- WIOA Title I Programs…….Erick Pascua and Nisa Tokunaga, Managers

  Erick Pascua reported on behalf of Nisa Tokunaga. He shared two reports from WIOA Adult and WIOA Youth to highlight achievements from the busy past quarter. Erick Pascua observed that Quarter 1 shows a decrease in participants; however, that does not include individuals who attended hiring events. He added his observations about the shortfall on employment rate after 2nd quarter after exit. Staff is diligently working to follow up on where clients are in order to meet performance measures. Staff continues to try to enroll people in training; 220 clients have

been assisted for pre-eligibility assessment. The AJCH staff is trying their best to increase Adult and Dislocated Worker Program numbers but are noticing that a lot of clients are not interested in the training aspect and just want to find employment. More individuals are being offered jobs through the AJCH's customized job fairs; businesses are pleased with the AJCH's ability to screen qualified candidates for them. On October 23rd, there will be an event with Hawaiian Airlines and Kamehameha Schools.

Rodney Lee asked about the disconnection between the lack of clients who were interested in training versus those who expressed a desire for quick employment only. Erick Pascua stated that this is a gray area; further training is sometimes required or a part of a job offer that a client receives.

- OWDB Committee Reports on Activities

A. Executive Committee…….Chair Jason Chang

Chair Chang announced that the OWDB Membership was recertified by the WDC in September and thanked the new members for taking their oaths. Chair Chang shared that the committee last met on August 5th to address a matter of conflict of interest. As a result of this meeting, James Hardway removed himself as chairperson of the Performance Measures and Accountability Committee and as a member of the Executive Committee and Finance Committee. He will remain on the Employer Engagement committee. Chair Chang thanked James Hardway for his commitment to OWDB.

Chair Chang added that OWDB by-laws will be reviewed and revised with Reid Yamashiro from City Corporation Counsel and announced that Janice Wakatsuki will be the new chairperson of the Performance Measures and Accountability Committee.

B. Employer Engagement Committee …… Chair Jason Chang

Chair Chang stated that the next meeting date of this committee will be announced. He remarked that the WDC has finalized the research it was doing through Olomana Loomis and came to the same conclusions that the committee did.

C. Data Management and Technology Committee …… Rodney Lee

Rodney Lee shared that a meeting was held on September 27th and welcomed Mimi Sroat as the committee's newest member. Rodney Lee stated that there was much discussion around RFP for a new MIS for the State and AJCH. Proposals were due but the committee wanted to see what the State might do regarding HireNet. This RFP was very large and covered many areas; one system might not be able to do it all. Fortunately, Erick Pascua from the AJCH is on the RFP panel and can provide the kinds of feedback the committee needs addressed for its work with WIOA. The committee wants to know if this new MIS can help both the jobseeker and business client. More research on this issue is necessary.

Chair Chang commented that this committee will make employers happy if it is able to address their needs. Tanya Lee asked if the committee's work indicates that the State is moving away from HireNet. Rodney Lee commented that this is not necessarily the case, but that the committee wants to make sure the requirements are set and realistic for the MIS that we obtain at the State level.

D. Finance Committee …….Vice Chair Tim Wong

Vice Chair Tim Wong stated that there has been no meeting since May and that there are no new reports for this committee.

E. Sector Strategies and Career Pathways Committee ……Meli James

Meli James mentioned that there has been no major update to the committee's work since the last full board meeting in July.

VI. WIOA Core Partner Updates

- Adult Education and Career Pathways …….Pat Anbe, Principal, Waipahu CSA

  Pat Anbe announced a College and Career Fair at the Waipahu campus on October 30th.

- Institute of Higher Education, UH System…….Michael Moser, University of Hawaii

  Michael Moser described some of the outcomes of the Hawaii Grad Initiatives at all UH campuses to ensure that two-year students move onto four-year institutions. He discussed changes and expansion made to online education and noted that President David Lassner and his team wants to prioritize returning adults and adult learners. Their efforts have significant reach to the work of OWDB. UHCC office will start strategic planning conversations shortly.

  Michael Moser reminded OWDB that HiNET was a result of WCC being in partnership with Pankaj Bhanot and the Hawaii State Department of Human Services (DHS). This resulted in seven general-funded positions to help address gaps between DHS and UH. The UHCCs were experiencing high dropout rates due to things DHS was able to address, such as resources for food, childcare, and transportation. The CCs are seeing a 72% persistence rate versus 51% without HiNET help. And are serving 58%-62% Native Hawaiians. It is important to help students keep SNAP benefits and allow them to finish their studies sooner.

- Vocational Rehabilitation ……..Maureen Bates, DVR Administrator

  Rusnell Pascual-Kestner stated that DVR is the only partner not yet co-located at the AJCH; however, on October 24th, this will change with the help of Sheri Komatsu. DVR is now working to update the IFA. Regarding the Order of Selection: 772 clients were waitlisted, 156 clients

have been removed from the waitlist. Income is generated for the program for every client who has social security and is placed. DVR is collaborating with high schools to create workplace opportunities for students in special education programs. More alignment is needed for students with disabilities to enter the DVR program; this involves streamlining processes. There are 19,000 students with disabilities in the school system, but DVR is only serving 1200 with forecasting models. Partnerships are needed to show students their available options.

- Wagner Peyser …….Carol Thornton, Workforce Development Division

  Carol Thornton was not present at the meeting. No report was made.

VII. Executive Director's Report …… Alison Lum

Alison Lum shared copies of the OWDB report for WDC that was submitted in September and stated that she is pleased that DVR will be on-site at the AJCH. She thanked Michael Moser for UHCC representation at the AJCH and added that some of the AJCH employees have been going out to the Leeward Community College campus.

Alison Lum shared that she traveled to Long Beach, CA with the Hawaii P-20 Partnership including Steven Schatz, Tammy Chun, and Erika Lacro, where they learned that the Long Beach school system is scaled for career pathways. Long Beach has a college promise; students who graduate from any Long Beach high school is qualified for free college through spots that are reserved for them at Long Beach State University. However, no gap year is allowed. Alison Lum also visited The Workplace, which is Long Beach's American Job Center. Like the AJCH, The Workplace also features human-centered design. It has child-friendly hours during certain times in the afternoons to allow parents to stop by and interview or meet with employment counselors. OWDB will keep in touch with this AJC to learn about the outcomes, since Long Beach received special funds for the pilot. Alison Lum added that she attended the California Workforce Association's Meeting of the Minds conference in Monterrey.

Lastly, the WDC is preparing for the new WIOA Unified State Plan for 2020 to 2023. There will be an Oahu stakeholders' meeting on November 19th from 8:30am to 12:30pm. WDC needs information from all stakeholders to better develop the State Plan. After the State Plan is completed, OWDB needs to write its own Local Plan that aligns with the State's. Early feedback is critical for all parties involved. WDC is hoping for 50 attendees at the stakeholders meeting. An agenda will be sent out soon.

VIII. Announcements

Chair Chang commented that meeting dates for 2020 will be determined and that the January meeting date will be announced.

IX. Adjournment

Chair Chang adjourned the meeting at 10:43am.

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KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, January 9, 2020 – 9:00am to 11:00am
House Conference Room #423
415 S. Beretania Street, Honolulu HI 96813

I. Call to Order…….…… Chair Jason Chang

II. Welcome and Introductions

III. Review and Approval of October 17, 2019 Minutes

IV. Presentations:

Emsi's Ongoing Support of OWDB and the AJCH
Connie Sharp, Workforce Development Specialist
Emsi

V. Reports related to WIOA

- One Stop Operator …… Leina'ala Nakamura, WorkHawaii Administrator
- WIOA Title I Programs…… Erick Pascua and Nisa Tokunaga, Managers
- OWDB Committee Reports on Activities

A. Executive Committee…… Chair Jason Chang

- Action Item: Vote to ratify approval of the completed WDC Assessment Tool for Certification of the American Job Center at Dillingham (AJCH)

B. Employer Engagement Committee …… Chair Jason Chang

C. Data Management and Technology Committee …… Rodney Lee

D. Finance Committee ……Vice Chair Tim Wong

E. Sector Strategies and Career Pathways Committee …… Meli James

F. Performance Measures and Accountability Committee ……Janice Wakatsuki

VI. WIOA Core Partner Updates

- Adult Education and Career Pathways …… Pat Anbe, Principal, Waipahu CSA
- Institute of Higher Education, UH System…… Representative from the Office of the Vice President for Community Colleges, University of Hawaii
- Vocational Rehabilitation ……. Maureen Bates, DVR Administrator
- Wagner Peyser …… Carol Thornton, Workforce Development Division

VII. Executive Director's Report …….. Alison Lum

VIII. Announcements

IX. Adjournment

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EXECUTIVE DIRECTOR

Full Board Meeting
Thursday, January 9, 2020 – 9:00am to 11:00am
House Conference Room #423
415 S. Beretania Street, Honolulu HI 96813

Members Present: Chair Jason Chang, Vice Chair Tim Wong, Pat Anbe, Russel Cheng, Tammi Chun for Erika Lacro, Lorna Fredeluces for Carol Thornton, Meli James, Brent Kakesako, Rodney Lee, Rusnell Pascual-Kestner, Suzie Schulberg, Mimi Sroat

Guests Present: Iva-Starr Cain, Morgan Castro, Stacy Ferreira, Tanya Lee, Lei Nakamura, Erick Pascua, Keala Peters, Nisa Tokunaga, Matt Wong, Reid Yamaguchi

Staff Present: Alison Lum, Lyn Uratani, Raymond Duong

I. Call to Order…… Chair Jason Chang

Chair Chang called the meeting to order at 9:15 a.m. and thanked Representative Linda Ichiyama for sponsoring the conference room. He took the agenda out of order to review and approve the October 17, 2019 minutes prior to conducting introductions. Chair Chang added that the Meli James's report for Sector Strategies and Career Pathways Committee as well as the Executive Committee action item to ratify the WDC Assessment Tool for Certification of the American Job Center at Dillingham (AJCH) will be given after review and approval of the minutes.

II. Welcome and Introductions

III. Review and Approval of October 17, 2019 Minutes

Chair Chang entertained a motion to approve the October 17, 2019 minutes. Rodney Lee motioned to approve. Seconded by Russel Cheng. Unanimously approved.

IV. Presentations:

Emsi's Ongoing Support of OWDB and the AJCH
Connie Sharp, Workforce Development Specialist
Emsi

Chair Chang introduced Connie Sharp. Connie Sharp expressed excitement about visiting Oahu to train AJCH staff, partners, and Hawaii State Department of Labor and Industrial

Relations (DLIR) staff in using Emsi Developer for business engagement and to assist clients. She explained that she provided support and technical assistance to OWDB over the past two years through the WIOA Local Plan Update for Oahu as well as helping the board use Emsi Developer to research need for new training providers, business partnerships, and determining skill gaps. She thanked the board for sending Lyn Uratani to the Emsi Annual Conference in September 2019.

Connie Sharp stated that her presentation will preview a few reports that she will present in detail during her visit in the coming week. She opened the Economy Overview report and explained that it is the first report in the Emsi Developer home page. She scrolled through the page to point out how the Economy Overview report collects and highlights the previous year's information on regional employment and noted that income data is based on 2017 and is provided directly by the government. Oahu has the lion's share of the population for Hawaii. The report reveals trends in population and historical growth of jobs and each chart has data and citations from federal and state entities to support findings. The "Where Talent Works versus Where Talent Lives" section is useful to study commute patterns; Emsi clients with other workforce boards across the nation have shared that this has been a benefit to their work.

Connie Sharp explained that Emsi operates on a one-quarter lag so the counties should also be in dialog with the State should there be any need for additional data. The Economy Overview report in Emsi Developer is a great place to start the conversation about Oahu's labor force, unemployment, and worker shortages.

Chair Chang commented that he was pleased with the data and how it was presented. Connie Sharp commented that Emsi Developer highlights the services and information that Emsi can offer to its clients.

Connie Sharp opened the Job Postings Analytics report and explained that it is one of the newer tools provided to clients with Emsi Developer access. This report takes into account posted jobs and the intensity of job postings. All public posts and public resumes are pooled together from social media from places like CareerBuilder, Monster, Indeed, and LinkedIn. Anyone with an online presence that agrees to share data with third-party sources allows Emsi to examine profiles and skills and use this information to compare to existing job postings. This allows us to see job clusters and growth based on postings data and the posting intensity, as well as earnings. Alison Lum thanked Connie Sharp for being the board's go-to person for all of our LMI questions and that she has been a great support to the board's work on the WIOA Local Plan Update in 2018.

Connie Sharp explained that she had helped Oklahoma with local plans for seven years and had used Emsi data the whole time. She commented that her board was data-driven and needed Emsi data for grants and other plans. Emsi prioritizes the accuracy of data and are transparent about instances where the data is not detailed as they want to be. Sources and methodology are made clear and accessible to users.

Rodney Lee asked for a quick summary of Oahu trends that Connie notices in our data or major takeaways that the board should be aware of. Connie Sharp commented that Oahu's local plan needs to address how to incorporate individuals not in the labor force and how to reach out and employ this large missing chunk of the population. These individuals need to be reengaged and placed in training. This issue is not something unique to Oahu; Denver is having a similar labor shortage paired with a huge homeless population. During the 2019 Emsi Conference, Lyn Uratani was introduced to Todd Nielsen from the Denver workforce board; Todd is a great resource who can provide insight into his board's efforts in this situation. What Oahu needs to also think about is how the issue of labor shortage also involves the formerly justice-involved; this is not a conversation that we across the nation are thinking enough about.

Connie Sharp explained the Company Talent Profile which allows us to see the kinds of jobs needed, jobs quarter-by-quarter, and likewise, what skills are being sought by employers. Alison Lum commented that this is a great place to transition the discussion to Emsi's new tool, Business Engage. She added that when AJCH talks to business, this is a tool to help us find more partners and help them rethink hiring.

Connie Sharp opened the Business Engage tool and stated it that takes industry data and correlates it to individual businesses to understand available talent. She discussed the talent growth index featured in the tool to reveal details about turnover and showed how users can see a list of local businesses, amount of employees, online profiles of employees, where they live, graduate pipelines, and earnings. She explained that the difference between Job Posting Analytics in Emsi Developer and Emsi's Business Engage tool is that Business Engage has daily job posting updates rather than monthly. All reports can be saved, exported, and printed across both tools. Business Engage allows AJCH staff t o step in and start the conversation with employers if they notice that a business is struggling and at-risk of layoffs.

Stacy Ferreira asked how the talent growth index calibrates with the State's economic forecast. Does it look to the State forecast or is it pulling raw numbers? Connie Sharp stated that the talent growth index pulls from raw numbers and added that State forecasts consider a 15-10-5-year timeframe and use historic numbers to read for growth over those periods; this data does not necessarily look at plans. Connie Sharp added that she reads plans to understand a local area. Alison Lum reminded the board that Connie Sharp will be visiting Oahu in the coming week and that a schedule of her training will be provided to board members. Connie Sharp thanked the board for their time. Chair Chang remarked that her demonstration was impressive.

V. New Business

- One Stop Operator Request for Proposals (RFP)……Chair Jason Chang

  Chair Chang stated that the RFP for the One Stop Operator (OSO) will need to be

renewed and that volunteers for an RFP review committee will be needed. He commented that five volunteers are needed with three from government; thus, two volunteers will need to be from the private sector. Alison Lum thanked Pat Anbe and Carol Thornton for volunteering as government representatives for the committee. Chair Chang asked any interested persons to contact OWDB staff.

VI. Reports related to WIOA

- One Stop Operator …… Leinaʻala Nakamura, WorkHawaii Administrator

  Lei Nakamura stated that the AJCH Partner Meeting in December 2019 had 45 attendees. She remarked that HUD had been an elusive partner and was pleased to report that Ramona Mullahey was in attendance. She provided historical background about how YouthBuild used to be a part of HUD and in 2007 it was moved to USDOL. The previous emphasis for YouthBuild was on adding to the affordable housing supply, but it is now focused on helping young people become stronger community members. HUD has an unfunded mandate called Section 3. This encourages entities who receive HUD funds to offer openings to public housing residents. Ramona Mullahey was recently asked to resurrect this effort and reached out. Lei Nakamura will soon meet with Ramona Mullahey and Pam Witty-Oakland.

  The OSO continues to work with Leeward Community College (LCC) to stand up the AJCH satellite center next summer on the Leeward side. There is an untapped pipeline of workers that requires us to provide extra support in mental health and substance abuse issues. Family Tree Project will join this conversation. Kamehameha Schools and its Nanakuli campus will focus on youth ages 16-24 and the AJCH will continue to partner there. A strong partnership with Waipahu Community School for Adults (WCSA) continues.

  A tour with Zippy's human resources is upcoming. There are 100 vacancies at Zippy's locations here on Oahu; Zippy's is committed working with the AJCH.

  In November 2019, Mayor Kirk Caldwell asked Lei Nakamura and Pam Witty-Oakland to go to South Korea to speak about Oahu's social services as Korea plans to enhance its own care policies. Korea's issues pertain to fertility rates and a large aging population. Korea wants to move away from institutionalizing its elderly and develop more streamlined youth services. Lei Nakamura and Pam Witty-Oakland shared best practices and will continue their dialogue with policymakers and advocates. Seoul is a sister city of Honolulu.

  HONU continues to make the news. WorkHawaii has provided direct services at HONU. It has been exciting to see firsthand those who are unsheltered and the many kinds of services they can receive. Our staff work to move unsheltered

homeless to shelters in 72 hours. This is an untapped population that can fill workforce need, but we must change hiring practices and offer support. The current location is Waipahu Cultural Gardens; it is the 27th day of operations. No one is turned away. Between December 13, 2019 to January 8, 2020, we have served over 100 individuals. 80% have been placed into shelter and housing. Hospitals were discharging straight to HONU prior to the official opening.

- WIOA Title I Programs…… Erick Pascua and Nisa Tokunaga, Managers

  Erick Pascua shared a few highlights from the past quarter; from October to December 2019, there was a significant increase of individuals at the AJCH who were experiencing homelessness at 141 individuals. The AJCH needs to place them in training but has had a difficult time locating them to report their second quarter after exit. AJCH staff have been going out to search for clients.

  IHS Hawaii work readiness training continues every Wednesday. In October 2019 there were 62 participants and 16 were hired. In November there were 42 participants of which 9 were hired.

  Nisa Tokunaga shared updates for the Youth Services Center. The previous quarter was a slow one; 38 participants were waitlisted. Students will be starting on Monday January 13, 2020; they will work on laptops to complete HiSET and participate in in-house trainings. On site, they will meet with LCC staff as well as instructors from WCSA. The 2019 YouthBuild grant was secured; programs to be continued include foodservice, customer service, and medical billing which replaces patient services representative training. Continued networking with business is needing to hire youth with disabilities. DEI staff member, Mark Gray, moved out of state in October 2019 and the Center is looking to fill his position.

- OWDB Committee Reports on Activities

  A. Executive Committee…… Chair Jason Chang

     - Action Item: Vote to ratify approval of the completed WDC Assessment Tool for Certification of the AJCH

  Chair Chang recommended approval for the assessment tool and stated that the Executive Committee will submit it to WDC. Russel Cheng noted that the assessment tool seemed extensive. Chair Chang explained that the assessment tool, created by the WDC, was intended to be 10 questions but had morphed into hundreds; OWDB staff needed to change it into a more useable format because the scoring did not add up. As a scoring tool for Oahu's achievements, this will be a baseline for ongoing improvement; it will not be pass or fail. Chair Chang entertained motion to ratify approval of the

completed assessment tool. Meli James motioned to approve. Seconded by Rodney Lee. Unanimously approved.

B. Employer Engagement Committee …… Chair Jason Chang

Chair Chang stated that there is no update for this committee and thanked board members for attending the November 18, 2019 Oahu Stakeholder meeting for the WIOA Unified State Plan.

C. Data Management and Technology Committee …… Rodney Lee

Rodney Lee stated that his committee is waiting for the State's selection of the management information system (MIS); current reports suggest that it is an updated version of HireNet. A meeting will be called when the announcement is made. The committee wants to explore the benefits of the new MIS and how it will help Oahu.

D. Finance Committee …….Vice Chair Tim Wong

Vice Chair Wong stated that no meeting was held, so no report will be given.

E. Sector Strategies and Career Pathways Committee …… Meli James

Meli James stated that there is no report for the Sector Strategies and Career Pathways Committee since no meeting was held in the previous quarter.

F. Performance Measures and Accountability Committee ……Janice Wakatsuki

Janice Wakatsuki was not present, so Vice Chair Wong reported that the committee met on November 8, 2019 at the AJCH. The timeline for the OSO RFP was discussed and the committee also worked on the evaluation tool to be used.

VII. WIOA Core Partner Updates

- Adult Education and Career Pathways …… Pat Anbe, Principal, Waipahu CSA

Pat Anbe reported that both McKinley Community School for Adults (MCSA) and WCSA were given $5,000 each to help students who are trying to complete their HiSET or GED. HMSA would like to determine whether there is a correlation between students with an ample education and a healthy lifestyle. A question they would like to answer is how many students complete the HiSET/GED versus those who do not.

Both MCSA and WCSA continue to build career pathway partnerships since the Workforce Development Diploma Program (WDDP) requirements rely on business partnerships. MCSA and WCSA are also working on the accreditation

process. This will be a six-year accreditation with the Western Association of Schools and Colleges (WASC). Kristin Hirata retired at the end of November 2019. She had filled Debbie Miyao's spot; her position is now vacant.

WCSA now has a partnership with Chaminade University and UH Hilo and will be working with their counseling departments to receive college interns.

- Institute of Higher Education, UH System…… Representative from the Office of the Vice President for Community Colleges, University of Hawaii

  Tammi Chun stated that she had no update and expressed enthusiasm about Pat Anbe's comments regarding the HMSA grant. She added that students completing the HiSET or GED can more easily access federal financial aid.

- Vocational Rehabilitation ……. Maureen Bates, DVR Administrator

  Rusnell Pascual-Kestner stated that the infrastructure funding agreements (IFAs) are under construction. 355 out-of-school individuals have been moved off the waitlist. There are 562 clients overall and DVR is looking to serve the more significantly disabled. He introduced Iva Cain, the new DVR Assistant Administrator and commented that she brings a wealth of knowledge from the State Department of Human Services (DHS) Benefit, Employment and Support Services Division (BESSD). Alison Lum commented that DVR has increased their hours at the AJCH to eight hours a week: 4 hours on two separate days.

- Wagner Peyser …… Carol Thornton, Workforce Development Division

  Lorna Fredeluces stated that following new staff movement to the AJCH, WDD is now fully staffed with 13 on-site employees spanning Wagner-Peyser, Veterans, and clerical support. She thanked Erick Pascua for accommodating everyone so that their staff will not be split between two offices. There will be a recruitment event next week with Southwest Airlines, which is the second time that Southwest has chosen to utilize the AJCH for an event. The previous recruitment led to 24 interviews of which 18 were hired. This particular recruitment seeks ramp agents, operations support, and customer service representatives.

VIII. Executive Director's Report …….. Alison Lum

Alison Lum stated that the December 2019 meeting for the State Workforce Development Council (WDC) was canceled. The Unified State Plan is being completed and timing was not conducive for a full WDC meeting. WDC will hold a meeting in February 2020, and at that time we will send our AJCH success stories to be included in the WDC report.

Two quarterly meetings for the Executive Directors of the county workforce boards have been held thus far. The first meeting was on Oahu, and the second was in Hilo. The Hilo AJC is a small center that is bursting at the seams; Hawaii County needs a much larger facility. Next week's meeting will be on Maui, Linda Puppolo is the Executive Director of the Maui Workforce Development Board and she will be hosting the meeting. It has been great to see everyone face-to-face and support the other counties seeking feedback.

In December 2019, a Youth Services Program graduation ceremony was held for LCC Office Administration and Technology students as well as for students completing their foodservices program requirements through Windward Community College (WCC). The WCC students prepared a gourmet lunch that was offered to attendees. During the same month, WDC provided a WIOA budget and financial program training.

There will be a three-day training by USDOL at the end of January to provide more in-depth budget training. This will take place from January 28, 2020 to January 30, 2020 at the Punchbowl location. The City's Budget and Fiscal Services (BFS) team as well as AJCH managers for the WIOA programs will attend.

OWDB received an interesting email from the former US Senator Jeff Stone, who accepted an appointment from President Trump to a position with USDOL. He intends to visit Hawaii in February 2020 and would like to visit the AJCH.

Alison Lum asked Lyn Uratani to provide an update about Marcus Watabu, former intern for OWDB supporting the AJCH. Lyn Uratani stated that Marcus Watabu graduated in December with his bachelor's degree in English from UH Manoa. She had given Marcus Watabu a list of assignments to complete during his semester-long internship; these included but were not limited to providing tutoring and feedback to Youth participants studying for their high school equivalency exams, participating in sessions led by WCSA, and attending a variety of orientations and meetings.

Alison Lum commented that financial disclosure information has been provided to the board members as a part of their handout packet.

IX. Announcements

Chair Chang stated that the next board meeting will take place on April 9, 2020 from 9:00 a.m. to 11:00 a.m. Location is to be determined.

X. Adjournment

Chair Chang adjourned the meeting at 10:53 a.m.

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
PHONE: (808) 768-7790 • www.OahuWDB.org

KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

ALISON P.M. LUM
EXECUTIVE DIRECTOR

Full Board Meeting
Wednesday, October 7, 2020 – 8:00am to 10:00am

Virtual Conference Call

Note: Per the State Office of Information Practices (OIP), a link to the meeting recording will be posted on OahuWDB.org following adjournment. Members of the public may contact OahuWDB@honolulu.gov to be added to a mailing list for future meeting announcements.

I. Call to Order…… Chair Jason Chang

II. Welcome and Introductions

(Note: Per the State OIP, OWDB members are allowed to attend board meetings on audio only. Their votes will still count and their attendance will also count toward quorum. However, board members must state their names clearly during introductions and before all of their comments during the meeting.)

III. Review and Approval of January 9, 2020 Minutes

IV. Presentations:

Creating Safe Spaces with PERSEUS (Protocol & App)

Presenters: Kevin Vaccarello, Founder & Executive Director
Matt Lorin, Strategic Advisor
Sustain Hawaii

V. New Business…… Chair Jason Chang

- Action Item: Approval of the Local Plan to be released for public comment

VI. Reports related to WIOA

- One Stop Operator …… Leina‘ala Nakamura, WorkHawaii Administrator
- WIOA Title I Programs…… Erick Pascua and Nisa Tokunaga, Managers
- OWDB Committee Reports on Activities

A. Executive Committee…… Chair Jason Chang

- Action Item: Naming of Chair for Sector Strategy and Career Pathways Committee

B. Employer Engagement Committee …… Chair Jason Chang

C. Data Management and Technology Committee …… Rodney Lee

D. Finance Committee …….Vice Chair Tim Wong

E. Sector Strategies and Career Pathways Committee …….…… Vacant

F. Performance Measures and Accountability Committee ……Janice Wakatsuki

VII. WIOA Core Partner Updates

- Adult Education and Career Pathways …… Pat Anbe, Principal, Waipahu CSA
- Institute of Higher Education, UH System……..Erika Lacro, University of Hawaii
- Vocational Rehabilitation ……. Maureen Bates, DVR Administrator
- Wagner Peyser …… Carol Thornton, Workforce Development Division

VIII. Executive Director's Report …….. Alison Lum

IX. Announcements

X. Adjournment

Should you require special accommodations for a disability, please contact OWDB Administration at (808) 768-7790 and/or email oahuwdb@honolulu.gov at least 48 hours prior to the meeting.

ATTACHMENT I

AJCH Partner Memorandums of Understanding (MOU) with Infrastructure Funding Agreement (IFA) and Signature Pages

Section 5.14

City and County of Honolulu

WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

AMERICAN JOB CENTER NETWORK

MEMORANDUM OF UNDERSTANDING

2017-2020

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American Job Center Oahu Network

WORKFORCE INNOVATION AND OPPORTUNITY ACT

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is executed between the Chief Local Elected Official, Mayor of the City and County of Honolulu (hereinafter "Mayor"), the Oahu Workforce Development Board ("OWDB"), and the American Job Center One-Stop Partners (hereinafter "Partners"). They are collectively referred to as the "Parties" to this MOU.

1. PURPOSE

The purpose of this MOU is to establish a viable framework in which OWDB and Partners will be able to provide one-stop services for employers, their employees, those seeking employment, and other interested parties within the City and County of Honolulu.

The purpose of the American Job Center ("AJC") is two-fold: (1) to create a seamless system of service delivery that will enhance access to the individual programs' services while improving long-term employment outcomes for both job seeker and employers; and 2) to ensure that workforce development activities are provided by one-stop partners and are accessible at not less than one physical center (referred to as a one-stop), thus giving access to continuum of workforce activities.

In entering into this agreement, the parties make the commitment to maintain not only the basic provisions of Workforce Innovation and Opportunity Act (WIOA), but also to enact the basic guiding principles for Oahu's One-Stop delivery system that services be:

- Integrated (offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills) and affording universal access;
- Comprehensive (offering a large array of useful information with wide and easy access to needed services);
- Customer Focused (providing the means for customers to judge the quality of services and make informed choices); and
- Performance Based (or based on clear outcomes to be achieved; mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction).

2. VISION/MISSION OF THE AJC

All job-seekers will have the skills needed for sustainable employment and self-sufficiency now and in the future, and all employers who sustain, grow, and diversify our local economy will have competitively-skilled employees.

To reach this vision the City and County of Honolulu will work to achieve the following goals:

- provide coordinated, aligned services
- prioritize services to vulnerable populations with barriers to employment as described under WIOA, including veterans, unemployed workers, youth with disabilities, homeless individuals and Native Hawaiians, which are currently of critical concern in the State

- develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into high need industries and growth industries that will diversify the economy;
- strengthen a high employment rate by supporting sustainable employment and self-sufficiency
- fully engage employers in the workforce development system to address the talent shortage.

3. PARTNERS

Partner Program	Partner Organization	Signatory Official	Contact Information
WIOA Title I Adult Program	WorkHawaii Division City and County of Honolulu Department of Community Services	**Pamela A. Witty-Oakland** Director	**City and County of Honolulu** **Department of Community Services** 925 Dillingham Blvd., Suite 200 Honolulu, HI 96817 808-768-7762 pwittyoakland@honolulu.gov
AEFLA program - Adult Education and Family Literacy Act	Waipahu Community School for Adults McKinley Community School for Adults	**Dr. Christina Kishimoto** State Superintendent	**Hawaii Department of Education** Queen Liliuokalani Building 1390 Miller Street Honolulu, HI 96813 Mailing address: P.O. Box 2360 Honolulu, HI 96804 808-586-3313 Christina_Kishimoto@notes.k12.hi.us
Career and Technical Education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006	Community College System on Oahu	**Dr. John Morton** Vice President of Community Colleges	**University of Hawaii-Community Colleges** **Career and Technical Education Center** 2444 Dole Street Honolulu, HI 96822 808-956-7461
Community Services Block Grant Employment and Training Activities	Honolulu Community Action Program	**Robert N.E. Piper, Esq.** Executive Director	**Honolulu Community Action Program** 1132 Bishop Street, Suite 100 Honolulu, HI 96813 (808) 521-4531 hcap@hcapweb.org

WIOA title I Dislocated Worker Program	WorkHawaii Division City and County of Honolulu Department of Community Services	**Pamela A. Witty-Oakland** Director	**City and County of Honolulu** **Department of Community Services** 925 Dillingham Blvd., Suite 200 Honolulu, HI 96817 808-768-7762 pwittyoakland@honolulu.gov
Housing and Urban Development Program	WorkHawaii Division City and County of Honolulu Department of Community Services	**Pamela A. Witty-Oakland** Director	**City and County of Honolulu** **Department of Community Services** 925 Dillingham Blvd., Suite 200 Honolulu, HI 96817 808-768-7762 pwittyoakland@honolulu.gov
Indian & Native American Program WIOA title	Alu Like, Inc.	**Winona Whitman** Statewide Department Director, Employment and Training	**ALU LIKE, Inc. Central Administration** Hale O Nā Limahana 2969 Mapunapuna Place, Suite 200 Honolulu, HI 96819 808-535-6761 wiwhitm@alulike.org
Jobs for Veterans State Grants Chapter 41 of title 38	Department of Labor and Industrial Relations Workforce Development Division	**Elaine Young** Administrator	**Department of Labor and Industrial Relations** **Workforce Development Division** Keelikolani Building 830 Punchbowl Street Honolulu, HI 96813 808-586-8812 elaine.n.young@hawaii.gov
Job Corps	Job Corps Hawaii	**Ellen May** Center Director	**Hawaii Job Corps Center** 41-467 Hihimanu Street Waimanalo, HI 96795 808-259-6005 may.ellen@jobcorps.org
National Farmworker Jobs Program /Migrant & Seasonal Farmworker Programs WIOA title I	Maui Economic Opportunity, Inc.	**Debbie Cabebe** Chief Executive Officer	**Maui Economic Opportunity, Inc.** 99 Mahalani Street Wailuku, HI 96793 808-249-2990 debbie.cabebe@meoinc.org

Programs authorized under the Social Security Act title IV, part A (TANF)	Department of Human Services	**Pankaj Bhanot** Director	**Department of Human Services** Attn: Director's Office P.O. Box 339 Honolulu, HI 96809-0339 (808) 586-4997 pbhanot@dhs.hawaii.gov
Senior Community Service Employment Program title V of the Older Americans Act of 1965	Honolulu Community Action Program	**Robert N.E. Piper, Esq.** Executive Director	**Honolulu Community Action Program** 1132 Bishop Street, Suite 100 Honolulu, HI 96813 (808) 521-4531 hcap@hcapweb.org
Second Chance Act	WorkNet Inc.	**Chas Williams** Executive Director	**WorkNet, Inc.** 1130 N. Nimitz Hwy., #B-224 Honolulu, HI 96817 808-521-7770 worknethawaii@gmail.com
Respite Companion Services, Program title V of the Older Americans Act of 1965	Department of Human Services	**Minerva del Banco** Program Director	**Department of Human Services** Attn: Director's Office P.O. Box 339 Honolulu, HI 96809-0339 (808) 586-4997
State VR program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV	Division of Vocational Rehabilitation	**Susan Foard** Vocational Rehabilitation Acting Administrator	**Division of Vocational Rehabilitation** 600 Kapiolani Blvd., Rm. 304 Honolulu, HI 96813 808-586-9741 SFoard@dhs.hawaii.gov
Unemployment Compensation Programs	Unemployment Insurance Division	**Linda Uesato** Administrator	**Department of Labor and Industrial Relations** Unemployment Insurance Division 830 Punchbowl Street Room 325 Honolulu, HI 96813 808-586-9069 Linda.Y.Uesato@hawaii.gov

Wagner-Peyser Act Employment Service, as authorized under the Wagner-Peyser Act, as amended by WIOA title III	Workforce Development Division	**Elaine Young** Administrator	**Department of Labor and Industrial Relations** **Workforce Development Division** Keelikolani Building 830 Punchbowl Street Honolulu, HI 96813 808-586-8812 elaine.n.young@hawaii.gov
WIOA title I Youth Program	WorkHawaii Division City and County of Honolulu Department of Community Services	**Pamela A. Witty-Oakland** Director	**Department of Community Services** 925 Dillingham Blvd., Suite 200 Honolulu, HI 96817 808-768-7762 pwittyoakland@honolulu.gov
YouthBuild	WorkHawaii Division City and County of Honolulu Department of Community Services	**Pamela A. Witty-Oakland** Director	**Department of Community Services** 925 Dillingham Blvd., Suite 200 Honolulu, HI 96817 808-768-7762 pwittyoakland@honolulu.gov

4. PARTNER SERVICES TO BE PROVIDED THROUGH THE AJC

At a minimum, Partners will make the below services available, as applicable to the program, consistent and coordinated via the AJC network system. Additional services may be provided on a case by case basis and with the approval of the OWDB and Mayor.

BUSINESS SERVICES

- Serve as a single point of contact for businesses, responding to all requests in a timely manner
- Provide information and services related to Unemployment Insurance taxes and claims
- Assist with disability and communication accommodations, including job coaches
- Conduct outreach regarding Local workforce system's services and products
- Conduct on-site Rapid Response activities regarding closures and downsizings
- Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
- Provide access to labor market information
- Provide customized recruitment and job applicant screening, assessment and referral services
- Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
- Assist with the interpretation of labor market information
- Conduct job fairs
- Develop customized training opportunities to meet specific employer and/or industry cluster needs
- Use of one-stop center facilities for recruiting and interviewing job applicants
- Consult on human resources issues
- Coordinate with employers to develop and implement layoff aversion strategies
- Post job vacancies in the state labor exchange system and take and fill job orders
- Provide information regarding disability awareness issues
- Provide incumbent worker upgrade training through various modalities
- Provide information regarding workforce development initiatives and programs
- Provide information regarding assistive technology and communication accommodations
- Develop, convene, or implement industry or sector partnerships

JOB SEEKER SERVICES

Basic Career Services:

- Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system
- Initial assessments of skill level(s), aptitudes, abilities and supportive service needs
- In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)
- Access to employment opportunity and labor market information
- Performance information and program costs for eligible providers of training, education, and workforce services
- Information on performance of the Local workforce system
- Information on the availability of supportive services and referral to such, as appropriate
- Information and meaningful assistance on Unemployment Insurance claim filing
- Determination of potential eligibility for workforce Partner services, programs, and referral(s)
- Information and assistance in applying for financial aid for training and education programs not provided under WIOA

Individualized Career Services:

- Comprehensive and specialized assessments of skills levels and service needs
- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals
- Referral to training services
- Group counseling
- Literacy activities related to work readiness
- Programs that combine workplace training with related instruction which may include cooperative education
- Information on performance of the Local workforce system
- Individual counseling and career planning
- Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance
- Work experience, transitional jobs, registered apprenticeships, and internships
- Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional

Training Services:

- Occupational skills training through Individual Training Accounts (ITAs)
- On-the-Job training (OJT)
- Incumbent worker training
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training
- Adult education and literacy activities, including activities of English language acquisition

YOUTH SERVICES

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential
- Alternative secondary school services, or dropout recovery services, as appropriate
- Paid and unpaid work experiences that have as a component academic and occupational education, which may include Youth Services
- Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities
- Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
- Supportive services

- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- Follow-up services for not less than 12 months after the completion of participation, as appropriate
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
- Activities that help youth prepare for and transition to postsecondary education and training

5. METHODS OF REFERRAL

Partners agree to develop, implement, and modify the processes, procedures, and forms necessary for the seamless referral of AJC customers. Parties agree to cross-train and/or cross-inform each other's staff on their policies, procedures and services. As appropriate, site visits, field trips and joint training shall be available for appropriate staff.

The primary principle of the Single Sign On system is to provide integrated and seamless delivery of service to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

Customer referrals from one Partner to another Partner require that:

1. Partners agree to use the Single Sign On system when identified by the Workforce Development Council.
2. Partners familiarize themselves with basic eligibility and participation requirements, as well as, with the available services and benefits offered, for each of the Partners; programs represented in the OWDB AJC network.
3. Partners develop materials summarizing their program requirements and making them available for Partners and customers.
4. Partners regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
5. Partners commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

6. ROLES AND RESPONSIBILITIES OF ALL PARTIES

The Parties to this agreement will work closely together to ensure that AJC(s) are high-performing work places with staff who will ensure quality of service.

All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336), as amended,
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression

and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers,
- Agree to participate in a continuous improvement process and increase customer satisfaction, and participate in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration, and

MAYOR

The Mayor will, at a minimum:

- In Partnership with the OWDB and other applicable Partners within the county, develop and submit a single Local Area Plan that includes a description of the activities that shall be undertaken by OWDB and their Partners.
- Approve the OWDB budget and workforce center cost allocation plan, and
- Coordinate with the OWDB to oversee the operations of the AJC Oahu network.

OWDB

The OWDB ensures the workforce-related needs of employers, workers, and job seekers in the local area are met, to the maximum extent possible, with available resources. The OWDB will, at a minimum, in partnership with the Mayor and other applicable Partners within the City and County of Honolulu, develop and submit a Local area plan that includes a description of the activities that shall be undertaken by the OWDB and its Partners. This includes, but is not limited to:

- Adequate, sufficient, and accessible one-stop center location(s) and facilities,
- Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
- A human-centered design system of supporting services, and
- One or more competitively procured one-stop operators.
- In collaboration with the Mayor, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),

- Determine the role and scope of services of the one-stop operator,
- Approve annual budget allocations for operation of the AJC network, and
- Review and evaluate performance of the AJC and one-stop operator.

LOCAL WORKFORCE DEVELOPMENT BOARD STAFF

- Assist the Mayor and the OWDB with the development and submission of a single Local Area Plan,
- Support the OWDB with the implementation and execution of the local area's vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- Provide operational and grant-specific guidance to the one-stop operator,
- Investigate and resolve elevated customer complaints and grievance issues,
- Prepare regular reports and recommendations to the OWDB, and
- Oversee negotiations and maintenance of MOU with one-stop Partners.

PARTNERS

Partners will further promote system integration to the maximum extent feasible through:

- Cross-training and/or cross informing of staff, as learning opportunities that promote continuous quality improvement
- Effective communication, information sharing, and collaboration with the one-stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
- Use of common intake (core partners), assessment, referral, and case management processes,
- The use of common and/or linked data management systems and data sharing methods, as appropriate, and
- Leveraging of resources, including other public agency and non-profit organization services.

ONE-STOP OPERATOR

The OWDB, with the agreement of the Mayor, is competitively procuring and will select the One-Stop Operator for The City and County of Honolulu.

The Parties agree that the One-Stop Operator, at a minimum, will:

- Manage daily operations,
- Manage and coordinate Partner responsibilities, as defined by this MOU,
- Coordinate daily work schedules and work flow based upon operational needs, and
- Assist the OWDB in establishing and maintaining the AJC network structure including but not limited to:
    - Ensuring the State requirements for center certification are met and maintained
    - Ensuring that career services outlined in WIOA sec. 134 (c)(2) are available and accessible
    - Ensuring that OWDB policies are implemented and adhered to
    - Adhering to the provisions outlined in the contract with the OWDB and the Local Area Plan
    - Ensuring staff are properly trained by their formal leadership organization and provided technical assistance, as needed
    - Integrate systems and coordinate services for the center and its Partners, placing priority on customer service
    - Oversee and coordinate partner, program, and AJC network performance

- Providing and/or contributing to reports of center activities, as requested by the OWDB
- Identifying and facilitating the timely resolution of complaints, problems, and other issues
- Collaborating with the OWDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management system
- Ensuring open communication with Partners in order to facilitate efficient and effective center operations
- Evaluating customer satisfaction data and propose service strategy changes to the OWDB based on findings
- Manage fiscal responsibilities and records for the center.

7. CAPACITY BUILDING

A. Parties to the MOU agree that high standards of professional service and conduct as well as professional work environments are required in the AJC.
B. Capacity-building efforts shall be examined periodically for their effectiveness in staff adaptability to change, improvements in customer service, and continuous improvement progress.
C. The Parties agree to ensure collaboration with State and regional efforts to identified capacity building needs.

8. MARKETING

The Parties to the MOU agree to work with the One-Stop Operator and assist in efforts regarding marketing/rebranding strategy informing job seekers, employed individuals, employers and the community at large about the services available through the AJC will be required and will be developed.

9. SITE SUPERVISION

A. Parties to the MOU recognize that by implementing the responsibility of the One-Stop Operator of AJC operations, broad-based agency practices and management structures as well as day-to-day AJC site supervision.

B. Partners also agree to respect each other's organizational practices and management structures in the provision of services under the agreement.

10. COST ALLOCATION

In accordance with the Workforce Innovation and Opportunity Act (WIOA) Program, each local workforce investment area must establish a One-Stop System which is accessible at not less than one physical center (referred to as a one-stop center), where career and training services are made available and access to other activities can be carried out by its Partners.

The One-Stop Operating Budget and Infrastructure Funding Agreement is being established in order to create a financial plan, including terms and conditions, to fund the services and operating costs of the AJC network. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the City and County of Honolulu Local Area's high-standard AJC network. The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker and business customers, as well as to the overall community.

A cost allocation budget will be established according to the WIOA Bulletin No. 12-16.

Monitoring

The Partners agree that performance and operations, as well as the cost allocations methodology, of this MOU will be reviewed by the One-Stop Operator quarterly. The One-Stop Operator will provide the Partners the results of this review so the Partners may determine if they wish to modify the MOU in accordance with Section 13.B.

11. ACCESSIBILITY

Accessibility to the services provided by the AJC(s) and all Partners is essential to meeting the requirements and goals of the AJC network. Job seekers and businesses must be able to access information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

AJC(s) will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the high standards of accessible design. Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.
Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

12. CONFIDENTIALITY

Parties to this MOU agree to comply with the confidentiality provisions of WIOA, Hawai`i Administrative Rules, Employment Security Law of the State of Hawai`i, and/or any other Partner's law or requirement. Except as otherwise required by law, the Parties agree that:

A. All applications and individual records related to services provided under this MOU, including eligibility for services, enrollment, and referral shall be kept confidential by each Partner except that such information may be shared with other Partners purposes directly connected with the delivery of such services.

B. No person will publish or disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJC applicants, participants, or customers overall.

13. GENERAL TERMS AND PROVISIONS

A. APPROVAL

This MOU is of no force or effect until signed by authorized representatives of all Parties. The MOU, once executed, becomes a part of the OWDB Local Area Plan.

B. MODIFICATION

1. If a Party wants to modify the MOU, the Party must first provide written notification to all signatories of the existing MOU and outline the proposed modifications.
2. Upon notification, the OWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Parties in a timely manner and as appropriate.
3. Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the OWDB Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.
4. If determined that a Party is unwilling to agree to the MOU modification, the OWDB Chair (or designee) must ensure that the process in the Dispute and Resolutions section is followed.

C. DISPUTES AND RESOLUTIONS

Parties shall continue with the responsibilities under this MOU during any dispute. Disputes shall be resolved in a timely manner, directly involving the parties to the dispute. In the event that an impasse should arise between the Partner and/or the OWDB regarding the terms and conditions, the performance, or administration of this MOU, the following procedure will be initiated: (1) the OWDB and Partners should document the negotiations and efforts that have taken place to resolve the issue. (2) The OWDB Chairperson would meet with the Mayor and/or the Partner(s) and/or the One-Stop Operator based on the nature of the impasse to resolve the issue. (3) If an agreement cannot be reached, the Workforce Development Council Hawai`i will provide assistance in resolving the issue.

D. TERMINATION

This MOU will remain in effect until the end date specified in the Effective Period section below, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the OWDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching Party(s) shall have the right to terminate this MOU by giving written notice thereof to the Party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed. Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.

All Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

E. EFFECTIVE PERIOD

This MOU will become effective when signed by all parties and must terminate on June 30, 2020, unless any of the reasons in the Termination section above apply.

F. MONITORING/AUDITS

The OWDB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- Those laws, regulations, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- All MOU terms and conditions are fulfilled.
- All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

The Bureau of State Audits, the Mayor, and other parties as appropriate, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to performance under this MOU, subject to the confidentiality requirements stated in section 12, Confidentiality. Auditors will be allowed access to such information or records during normal business hours. Parties to the MOU agree to maintain such records for three years unless differing periods are stipulated by impacted funding sources. Further, the parties to this MOU agree to include similar audit provisions in any related contract, subcontract or other financial agreement.

G. NON-DISCRIMINATION CLAUSE

Parties to this MOU shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to gender, race, color, ancestry, creed, religion, national origin, physical or mental disability, medical conditions, and age, veteran's status, or marital status. Parties shall comply with the provisions Hawaii Revised Statutes (HRS) Chapter 378 part 1, and the Hawai`i Administrative Rules (HAR) Chapter 12 - 46 and related, applicable regulations. Parties shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other such agreement.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Parties assure compliance with the Americans with Disabilities Act of 1990 ("ADA"), which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Parties to this MOU shall include non-discrimination and compliance provisions of this clause in all related subcontracts or financial agreements.

H. GOVERNING LAW

This MOU is governed by and shall be interpreted in accordance with the laws of Hawai`i. All Parties shall comply with all applicable Federal and State laws and regulations, and local laws of the City and County of Honolulu, State of Hawai`i, Workforce Development Council, and the WIOA.

I. INDEMNIFICATION

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each Party to this MOU shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other Party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge the OWDB and the One-Stop Operator have no responsibility and/or liability for any actions of the AJC employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the OWDB or the One-Stop Operator.

J. UNENFORCEABLE PROVISIONS

In the event that any provision of this MOU is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this MOU have force and effect, and shall not be affected.

K. PRIORITY OF SERVICE

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance.

SIGNATURE PAGE 1

Chief Elected Official:

_____

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

_____

Signature & Date

Oahu Workforce Development Board

James Tollefson, Chair

RECOMMEND APPROVAL:

_____

Director
Budget and Fiscal Services

Date:_____

APPROVAL AS TO FORM AND LEGALITY:

_____

Deputy Corporation Counsel
City and County of Honolulu

Date:_____

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, _____, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget
- The Future Infrastructure Funding Agreement (IFA)

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

_____ _____

Signature Date

_____

Printed Name and Title

_____

Agency Name

_____

Agency Program

City & County of Honolulu

WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

INFRASTRUCTURE FUNDING AGREEMENT

1505 Dillingham Blvd. #110
Honolulu, HI 96817

Agreement Period:

1/1/2020	to:	12/30/2020

Period Ending:

6/30/2020

Updated 10/23/2020

1505 Dillingham Blvd. #110 ● Honolulu, Hawaii 96817 ● Phone (808) 768-5700 ● Fax (808) 843-0256

IFA PROCEDURES

i.e. Current month March and preparing invoice for April.

1. WH Admin staff will notify OWDB of any **floor plan changes** effective April.

2. WH Admin will send OWDB the **AJC's most recent month of operating expenses for both 110 and 206**, which will include the invoices for:

Rent
Hawaiian Telcom (Fax & Telephone)
Alert Alarm
Pitney Bows (Postage)
Xerox
Spectrum

3. OWDB will **update the infrastructure model** with April invoicing amounts and send back to the OSO staff to print out the invoices and distribute to partners.

4. OSO staff will collect payments by May 15th and reimburse funds to the appropriate account.

Partners - Room 1300 - 110

Room 1300 - 110					
	Dimension				
Area	Length	Width	Total Sq	Program	Assigned Space
A	16.00	12.00	192.00	Common Area	Shared Space - Oahu Room
A1	7.00	6.00	42.00	WIOA Adult/DW	Storage
B	10.80	6.50	68.45	WIOA Adult/DW	Receptionist
B1	12.00	22.60	270.00	Common Area	Client Waiting Area and Assessment Area
C	8.00	17.00	136.00	WIOA Adult/DW	Storage
D	8.00	8.00	64.00	Common Area	WIOA Shared Space for Employment Counselors
E	8.50	10.00	84.17	Wagner-Peyser	C. Thornton
F	8.50	8.00	53.87	WIOA Adult/DW	WIOA Shared Space for Employment Counselors
F(shared)			13.47	DVR	
G	12.60	5.20	64.59	Wagner-Peyser	L. Liberato
G1	12.60	5.20	64.59	Wagner-Peyser	K. Kajiyama
H	12.60	5.80	70.84	Wagner-Peyser	J.Kajiwara
I	8.00	12.00	96.00	Wagner-Peyser	D. Takahashi
J	5.50	12.00	65.00	Common Area	Server Room / Shared Space
K	8.50	9.50	79.26	WH Admin	C. Fujitani
L	12.00	17.00	204.00	Hoala FTW	D. Fife
M	12.00	11.00	132.00	Hoala FTW	J. Tom
N	12.00	13.00	156.00	Hoala FTW	K. Akagi & S. Nishihara
O	8.00	10.00	80.00	McKinley CSFA (AEFLA)	R. Nagamine
P	8.00	8.50	67.34	JVSG DVOP LVER	R. Ruiz
Q	8.00	8.00	64.00	JVSG DVOP LVER	T. Avila
R	8.00	8.00	64.00	JVSG DVOP LVER	J. Doringer
S	8.00	8.00	64.00	JVSG DVOP LVER	I. Higa
T	8.00	8.00	64.00	JVSG DVOP LVER	G. Patton
U	6.00	7.50	44.50	General Funds	Storage for all WH IT computers/peripherals
V	6.00	7.50	44.50	General Funds	Storage for all WH IT computers/peripherals
W	13.25	18.00	234.00	Common Area	Revitalization Space - Maile Room
X	11.00	16.00	176.00	Common Area	Business Technology Room - Maka'ala Room
Y	8.00	17.00	136.00	WIOA Adult/DW	F. Pascua
Z	11.00	12.50	136.59	WH Admin	L. Fautanu/M.Foronda
A2	11.00	22.00	242.00	Common Area	Shared Space - Maui Room
A3	8.00	8.00	64.00	Waipahu CSFA (AEFLA)	Waipahu CSFA (AEFLA)
A4	8.00	8.00	64.00	WIOA Adult/DW	WIOA Shared Space for Employment Counselors
A5	10.50	8.20	85.08	Wagner-Peyser	T. Kuhns
A6	10.50	8.00	83.34	Wagner-Peyser	J. Ah Sam
A7	10.50	8.00	83.34	Wagner-Peyser	S. Ling
A8	10.50	8.20	85.08	Wagner-Peyser	L. Fredeluces
A9	13.00	8.00	104.00	Unemployment Insurance	Rotating
A10	9.00	9.00	81.00	WIOA Adult/DW	K. Mcgee
A11	9.00	9.00	81.00	WIOA Adult/DW	L. Williams-Naeole
A12	9.00	6.00	54.00	WIOA Adult/DW	R. Okuna
A13	9.00	6.00	54.00	WIOA Adult/DW	V. Landford-Bright
A14	9.00	6.00	54.00	WIOA Adult/DW	E. Lokboj
A15	9.00	6.00	54.00	WIOA Adult/DW	S. Dyel
A16	28.00	40.00	1,120.00	Common Area	Shared Space - Hawai'I Room
A17	8.00	5.50	43.34	WIOA Adult/DW	KCC & HCC 2 hours a few days a week
TOTAL			**5,383**		

Updated 10/23/2020

Square Footage - Room 1300 - 110

AJC Total Square Footage	5,383
Dedicated Program Square Footage	3,020
Shared Square Footage	2,363

Square Footage

	Program Sq Ft	% of Shared Space Assigned	Total Sq Ft of Shared Space	% Total of Sq Ft	Total Sf Ft
Program					
DEI	-	0.00%	0	0.00%	0
DEI Adult	-	0.00%	0	0.00%	0
General Funds	89	2.95%	70	2.95%	159
Hoala FTW	492	16.29%	385	16.29%	877
JVSG DVOP LVER	323	10.71%	253	10.71%	576
McKinley CSFA (AEFLA)	80	2.65%	63	2.65%	143
Unemployment Insurance	104	3.44%	81	3.44%	185
Wagner-Peyser	717	23.74%	561	23.74%	1,278
Waipahu CSFA (AEFLA)	64	2.12%	50	2.12%	114
WH Admin	216	7.15%	169	7.15%	385
WIOA Adult/DW	922	30.52%	721	30.52%	1,643
DVR	13	0.45%	11	0.45%	24
-					
TOTAL	3,020	100.00%	2,363	100.00%	5,383

Updated 10/23/2020

Full-Time Employees - Room 1300 - 110

FTEs								
	Required Partner FTEs Commited to Provide Onsite Program Services	Contributing Partner 1 Providing Services on Behalf of the Partner in Column A (if applicable)	FTEs Cross-trained to provide other Program Services	Contributing Partner 2 Providing Services on Behalf of the Partner in Column A (if applicable)	FTEs Cross-trained to provide other Program Services	Total Onsite FTEs	Offsite FTEs Providing Program Services in the Center via Direct Linkage	Total FTEs
Program								
DEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEI Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Funds	2.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Hoala FTW	3.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
JVSG DVOP LVER	5.00	0.00	0.00	0.00	0.00	5.00	0.00	5.00
McKinley CSFA (AEFLA)	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Unemployment Insurance	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Wagner-Peyser	9.00	0.00	0.00	0.00	0.00	9.00	0.00	9.00
Waipahu CSFA (AEFLA)	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
WH Admin	2.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
WIOA Adult/DW	13.00	0.00	0.00	0.00	0.00	13.00	0.00	13.00
DVR	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	38.00					38.00		38.00

Updated 10/23/2020

Infrastructure Funding Agreement - Room 1300 - 110

Annual Infrastructure Funding Total	$ 297,135	
FTE Infrastructure Share	$ 148,568	50%
Square Footage Infrastructure Share	$ 148,568	50%
AJC Total Square Footage	5,383	

American Job Center Hawaii

	(1300 - 110) Expenses	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Total
Labor														
One-Stop Center Manager	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
One-Stop Center Administrative Assistant	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Operating Expenses														
Rent	24,668	24,668	24,668	24,668	24,668	24,668	24,668	24,668	24,668	24,668	24,668	24,668	24,668	**296,015**
Hawaiian Telcom (Fax & Telephone)	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Alert Alarm	93	93	93	93	93	93	93	93	93	93	93	93	93	**1,121**
Pitney Bowes (Postage)	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Xerox	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Spectrum Interet	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
CAM	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Sub-Total	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**24,761**	**297,135**
TOTAL EXPENSES	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 24,761**	**$ 297,135**

Cost Sharing

	Program FTE	FTE % of Total	FTE Cost Share	Square Footage	Square Footage % of Total	Square Footage Cost Share	Total Shared Cost	% of Total
Program								
DEI	0.00	0.00%	$ -	-	0.00%	$ -	$ -	0.00%
DEI Adult	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
General Funds	2.00	5.26%	7,819.35	159	2.95%	4,378.05	12,197.40	4.10%
Hoala FTW	3.00	7.89%	11,729.02	877	16.29%	24,201.15	35,930.18	12.09%
JVSG DVOP LVER	5.00	13.16%	19,548.37	576	10.71%	15,904.68	35,453.05	11.93%
McKinley CSFA (AEFLA)	1.00	2.63%	3,909.67	143	2.65%	3,935.15	7,844.82	2.64%
Unemployment Insurance	1.00	2.63%	3,909.67	185	3.44%	5,115.69	9,025.37	3.04%
Wagner-Peyser	9.00	23.68%	35,187.07	1,278	23.74%	35,269.04	70,456.11	23.71%
Waipahu CSFA (AEFLA)	1.00	2.63%	3,909.67	114	2.12%	3,148.12	7,057.79	2.38%
WH Admin	2.00	5.26%	7,819.35	385	7.15%	10,617.51	18,436.86	6.20%
WIOA Adult/DW	13.00	34.21%	50,825.76	1,643	30.52%	45,335.65	96,161.42	32.36%
DVR	1.00	2.63%	3,909.67	24	0.45%	662.58	4,572.25	1.54%
-	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
TOTAL	**38.00**	**100.00%**	**$ 148,568**	**5,383**	**100.00%**	**$ 148,568**	**$ 297,135**	**100.00%**

Updated 10/23/2020

Partners - Room 206

Room 206					
Area	Dimension Length	Width	Total Sq	Program	Assigned Space
A	37.00	16.00	592.00	Common Area	Classroom
B	12.00	6.00	72.00	Common Area	Waiting Area
C	7.50	7.00	52.50	WIOA Youth	M. Moku -Reception Area
D	7.00	5.00	35.00	WIOA Youth	Volunteer
E	7.67	7.58	58.14	WIOA Youth	J.Hidalgo
F	7.67	6.33	48.55	WIOA Youth	K. Higa
G	7.67	7.42	56.91	WIOA Youth	C. Garan
H	7.67	6.25	47.94	WIOA Youth	J. Tabangay
I	7.67	7.67	58.83	Youth Build	B. Tulikihihifo
J	6.25	7.75	48.44	DEI Youth	M. Menard
K	7.75	7.75	60.06	WIOA Youth	V. Fujita
L	7.08	7.75	54.87	Youth Build	B. Nagamine
M[1]	12.00	21.00	252.00	Common Area	Storage Room
N	8.00	10.00	80.00	Common Area	Meeting Space
O[2]	18.00	10.00	180.00	Common Area	Lunch Room
P[3]	12.00	8.50	102.00	Common Area	Conference Room 2
Q	7.00	9.00	63.00	JJC	E. Curiel
R	7.00	9.00	63.00	WIOA Youth	Vacant
S	8.00	9.00	72.00	ADAD	L. Blair
T	8.00	10.00	80.00	OSO Admin	M. Castro
U	6.00	8.00	48.00	General Funds	Vacant
V	11.00	15.00	165.00	General Funds	L. Nakamura
W	21.00	15.00	315.00	Common Area	Conference Room
X	10.00	15.00	150.00	WIOA Youth	N. Tokunaga
Y	6.00	7.75	46.50	Common Area	Vacant
TOTAL			**2,802**		

[1] & [2] are odd shaped spaces.

Updated 10/23/2020

Square Footage - Room 206

AJC Total Square Footage	2,802
Dedicated Program Square Footage	1,209
Shared Square Footage	1,593

Square Footage

	Program Sq Ft	% of Shared Space Assigned	Total Sq Ft of Shared Space	% Total of Sq Ft	Total Sf Ft
Program					
ADAD	72	6.19%	99	6.09%	171
DEI Youth	48	4.17%	66	4.10%	115
DVR	-	0.00%	0	0.00%	0
JJC	63	5.42%	86	5.33%	149
McKinley CSFA (AEFLA)	-	0.00%	0	0.00%	0
OSO Admin	80	6.88%	110	6.77%	190
WH Admin	-	0.00%	0	0.00%	0
WIOA Youth	572	49.22%	784	48.41%	1,356
Youth Build	114	9.78%	156	9.62%	270
General Funds	213	18.33%	292	18.02%	505
TOTAL	1,162	100.00%	1,593	98.34%	2,755

Updated 10/23/2020

Full-Time Employees - Room 206

FTEs								
	Required Partner FTEs Commited to Provide Onsite Program Services	Contributing Partner 1 Providing Services on Behalf of the Partner in Column A (if applicable)	FTEs Cross-trained to provide other Program Services	Contributing Partner 2 Providing Services on Behalf of the Partner in Column A (if applicable)	FTEs Cross-trained to provide other Program Services	Total Onsite FTEs	Offsite FTEs Providing Program Services in the Center via Direct Linkage	Total FTEs
Program								
ADAD	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
DEI Youth	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
DVR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JJC	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
McKinley CSFA (AEFLA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OSO Admin	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
WH Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WIOA Youth	9.00	0.00	0.00	0.00	0.00	9.00	0.00	9.00
Youth Build	2.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
General Funds	2.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	17.00					17.00		17.00

Updated 10/23/2020

Infrastructure Funding Agreement - Room 206

Annual Infrastructure Funding Total	$ 143,029	
FTE Infrastructure Share	$ 71,514	50%
Square Footage Infrastructure Share	$ 71,514	50%
AJC Total Square Footage	2,802	

American Job Center Hawaii

	(216) Expenses	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Total
Labor														
One-Stop Center Manager	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
One-Stop Center Administrative Assistant	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Operating Expenses														
Rent	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	**142,504**
Hawaiian Telcom (Fax & Telephone)	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Alert Alarm	44	44	44	44	44	44	44	44	44	44	44	44	44	**525**
Pitney Bowes (Postage)	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Xerox	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Spectrum Interet	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
CAM	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Sub-Total	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**11,919**	**143,029**
TOTAL EXPENSES	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 11,919**	**$ 143,029**

Cost Sharing

	Program FTE	FTE % of Total	FTE Cost Share	Square Footage	Square Footage % of Total	Square Footage Cost Share	Total Shared Cost	% of Total
Program								
ADAD	1.00	5.88%	$ 4,206.73	171	6.09%	$ 4,356.75	$ 8,563.48	6.04%
DEI Youth	1.00	5.88%	4,206.73	115	4.10%	2,930.97	7,137.70	5.03%
DVR	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
JJC	1.00	5.88%	4,206.73	149	5.33%	3,812.15	8,018.88	5.65%
McKinley CSFA (AEFLA)	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
OSO Admin	1.00	5.88%	4,206.73	190	6.77%	4,840.83	9,047.56	6.38%
WH Admin	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
WIOA Youth	9.00	52.94%	37,860.54	1356	48.41%	34,618.06	72,478.61	51.10%
Youth Build	2.00	11.76%	8,413.45	270	9.62%	6,879.97	15,293.42	10.78%
General Funds	2.00	11.76%	8,413.45	505	18.02%	12,888.71	21,302.17	15.02%
0	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
0	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
0	0.00	0.00%	0.00	0	0.00%	0.00	0.00	0.00%
TOTAL	**17.00**	**100.00%**	**$ 71,514**	**2,755**	**98.34%**	**$ 70,327**	**$ 141,842**	**100.00%**

Updated 10/23/2020

Rent					
Room	**Rate (%)**	**1300 - 110**	**206**	**Total**	
Base Rent		$ 13,100.75	$ 6,083.00	**$ 19,183.75**	
GET for Base Rent	4.712%	617.31	286.63	**903.94**	
Operating Expense Recov.		7,725.80	3,521.70	**11,247.50**	
GET for Op. Exp. Recov.	4.712%	364.04	165.94	**529.98**	
Electricity Recovery		2,731.29	1,736.24	**4,467.53**	
GET Electricity Recovery	4.712%	128.70	81.81	**210.51**	
Total		**$ 24,667.89**	**$ 11,875.32**	**$ 36,543.21**	$ 438,518.52

[1] Dillingham Plaza Associates, LLC - July 2018 Rent & Electricity

Hawaiian Telcom (Fax & Telephone)				
Room	**1300 & 206**	**1300 - 110**	**206**	**Total**
Account Level Charges	$ -	$ -	$ -	**$ -**
Local Charges	-	-	-	**-**
Long Distance Charges	-	-	-	**-**
Internet Charges	-	-	-	**-**
Total	**$ -**	**$ -**	**$ -**	**$ -**

Internet shared equally between Adult, Dislocated Worker,Youth, Youth Build, Wagner Peyser, and JVSG ($104.17)

[1] 1300 & 206 shares one account
[2] 216 has own fax line

Alert Alarm				
Room		**1300 - 110**	**206**	**Total**
Burglar Monitoring		$ 86.09	$ 41.77	**$ 127.86**
Fire Monitoring		3.08	-	**3.08**
Tax		4.21	1.97	**6.18**
Total	**$ -**	**$ 93.38**	**$ 43.74**	**$ 137.12**

Pitney Bowes (Postage)				
Room		**1300 - 110**	**206**	**Total**
Leasing Charges		$ -	$ -	**$ -**
ValueMax		-	-	**-**
Tax		-	-	**-**
Total	**$ -**	**$ -**	**$ -**	**$ -**

Xerox				
Room	**206 - 216**	**1300 - 110**	**206**	**Total**
Base Charge	$ -	$ -	$ -	**$ -**
Total	**$ -**	**$ -**	**$ -**	**$ -**

[1] 206 and 216 shares printer lease

Subtotal		**$ 24,761.27**	**$ 11,919.06**	**$ 36,680.33**

SPECTRUM (Internet)				
Room	**0**			**Total**
Statis IP	$ -			**$ -**
SB Internet 1G	$ -			**$ -**
SB Internet Plus	$ -			**$ -**
Tax	$ -			**$ -**
Total	**$ -**	**$ -**	**$ -**	**$ -**

Internet shared equally between Adult, Dislocated Worker,Youth, Youth Build, Wagner Peyser, and JVSG

Total Expense		**$ 24,761.27**	**$ 11,919.06**	**$ 36,680.33**

CAM				
Room		**1300 - 110**	**206**	**Total**
2019 CAM Reconciliation		$ -	$ -	**$ -**
GET		-	-	**-**
Total	**$ -**	**$ -**	**$ -**	**$ -**

One-Stop Operating Budget

Honolulu County American Job Center (Comprehensive)

Cost Category	Cost Pool	Cost Item	Allocation Base	Cost
Career Services	Consultants & Contract Expenses	External Workshop Conductors	Customers Served	$ -
Career Services	Consultants & Contract Expenses	Resource Room Staffing	Customers Served	$ -
Infrastructure Costs	Accessbility Software & Tools	Assistive Technology for Individuals with Disabilities	Customers Served	$ -
Infrastructure Costs	Equipment Costs	Equipment Repairs / Maintenance	FTE	$ -
Infrastructure Costs	Equipment Costs	Purchase of New Equipment	FTE	$ -
Infrastructure Costs	General Office Expense	Internet Connections	Number of Internet Connections	$ -
Infrastructure Costs	General Office Expense	Office Space - Assigned	FTE	$ 18,881
Infrastructure Costs	General Office Expense	Office Space - Common Areas / Shared Areas	Square Footage	$ 17,662
Infrastructure Costs	General Office Expense	Office Supplies	FTE	$ -
Infrastructure Costs	General Office Expense	Postage & Freight	Using Postage	$ -
Infrastructure Costs	General Office Expense	Printing	Using Printer	$ -
Infrastructure Costs	General Office Expense	Fax & Telephone	Number of Telephone Lines	$ -
Infrastructure Costs	Outreach Costs	Outreach	Customers Served	$ -
Shared Services	Consultants & Contract Expenses	Intake & Triage Staff	Customers Served	$ -
Shared Services	Contracted Services	Front Desk Staffing	Customers Served	$ -
Infrastructure Costs	General Office Expense	Security	Square Footage	$ 137
Shared Services	Software	Assessment Software/System	Customers Served	$ -
Shared Services	Travel/Training Costs	Training - Staff	FTE	$ -
Resource Room				
Infrastructure Costs	Facilities	Insurance	Customers Served	$ -
Infrastructure Costs	Facilities	Lease	Customers Served	$ -
Infrastructure Costs	General Office Expense	Legal Notices	Customers Served	$ -
Infrastructure Costs	Signage	Signage	Customers Served	$ -
Infrastructure Costs	Utilities & Maintenance	Electricity	Customers Served	$ -
Infrastructure Costs	Utilities & Maintenance	Janitorial Services	Customers Served	$ -
Infrastructure Costs	Utilities & Maintenance	Landscaping/Groundskeeping	Customers Served	$ -
Infrastructure Costs	Utilities & Maintenance	Pest Control	Customers Served	$ -
Infrastructure Costs	Utilities & Maintenance	Trash	Customers Served	$ -
Infrastructure Costs	Utilities & Maintenance	Water	Customers Served	$ -
Shared Services	Contracted Services	Security	Customers Served	$ -
Remaining Areas				
Infrastructure Costs	Facilities	Insurance	Square Footage	$ -
Infrastructure Costs	Facilities	Lease	Square Footage	$ -
Infrastructure Costs	General Office Expense	Legal Notices	Square Footage	$ -
Infrastructure Costs	Signage	Signage	Square Footage	$ -
Infrastructure Costs	Utilities & Maintenance	Electricity	Square Footage	$ -
Infrastructure Costs	Utilities & Maintenance	janitorial services	Square Footage	$ -
Infrastructure Costs	Utilities & Maintenance	Landscaping/Groundskeeping	Square Footage	$ -
Infrastructure Costs	Utilities & Maintenance	Pest Control	Square Footage	$ -
Infrastructure Costs	Utilities & Maintenance	Trash	Square Footage	$ -
Infrastructure Costs	Utilities & Maintenance	Water	Square Footage	$ -
Shared Services	Contracted Services	Security	Square Footage	$ -
			TOTAL	**$ 36,680**

Square Feet
4,229
3,956

Resource Room	15%
Remaining Areas	85%
	Total Cost
Insurance	$ -
Lease	$ -
Legal Notices	$ -
Signage	$ -
Electricity	
Janitorial Services	$ -
Landscaping/Groundskeeping	
Pest Control	$ -
Trash	$ -
Water	$ -
Security	$ -

Total Cost by Allocation Base

Row Labels	Sum of Cost
Customers Served	**$ -**
Infrastructure Costs	$ -
Shared Services	$ -
Career Services	$ -
FTE	**$ 18,881**
Infrastructure Costs	$ 18,881
Shared Services	$ -
Number of Internet Connections	**$ -**
Infrastructure Costs	$ -
Postage Use	**$ -**
Infrastructure Costs	$ -
Printing Use	**$ -**
Infrastructure Costs	$ -
Number of Telephone Lines	**$ -**
Infrastructure Costs	$ -
Square Footage	**$ 17,799**
Infrastructure Costs	$ 17,799
Shared Services	$ -
TOTAL	**$ 36,680**

Office Sharing / Payment Ratio

Honolulu County American Job Center (Comprehensive)

Partner Program	# of Staff	Weekly Staff Hours	# of FTEs	Payment Ratio	Required Partner
ADAD	1	40	1.0	100%	-
Alu Like (Native American)					Yes
HCAP					Yes
DEI				100%	-
DEI Adult				100%	-
DEI Youth	1	40	1.0	100%	-
DHS (SCSEP)					Yes
General Funds	4	160	4.0	100%	-
HCAP (SCSEP)					Yes
Hoala FTW	3	120	3.0	100%	-
HUD					Yes
JJC	1	40	1.0	100%	-
Job Corps					Yes
JVSG DVOP LVER	5	200	5.0	100%	Yes
McKinley CSFA (AEFLA)	1	40	1.0	100%	Yes
Maui Economic Opportunity					Yes
OSO Admin	1	40	1.0	100%	-
TANF					Yes
University of Hawaii System					Yes
Unemployment Insurance	1	40	1.0	100%	Yes
DVR	1	40	1.0	100%	Yes
Wagner-Peyser	9	360	9.0	100%	Yes
Waipahu CSFA (AEFLA)	1	40	1.0	100%	Yes
WH Admin	2	80	2.0	100%	-
WIOA Adult/DW	13	520	13.0	100%	Yes
WIOA Youth	9	360	9.0	100%	Yes
Youth Build	2	80	2.0	100%	Yes
TOTAL	**55**	**2,200**	**55**		**18**

Updated 10/23/2020

FTE

Honolulu County American Job Center (Comprehensive)

Partner Program	Assigned Space / Square Footage	Payment Ratio	Square Footage Paid for Based on Office Sharing Payment Ratio	% of Total Assigned Square Footage	Assigned Square Footage Cost	Square Footage Cost Breakdown by Cost Category		
						Infrastructure Costs	Shared Services	Career Services
ADAD	72	100%	72	1.72%	$ 325	$ 325	$ -	$ -
Alu Like (Native American)								
HCAP								
DEI		100%						
DEI Adult		100%						
DEI Youth	48	100%	48	1.16%	$ 219	$ 219	$ -	$ -
DHS (SCSEP)								
General Funds	302	100%	302	7.22%	$ 1,363	$ 1,363	$ -	$ -
HCAP (SCSEP)								
Hoala FTW	492	100%	492	11.76%	$ 2,221	$ 2,221	$ -	$ -
HUD								
JJC	63	100%	63	1.51%	$ 284	$ 284	$ -	$ -
Job Corps								
JVSG DVOP LVER	323	100%	323	7.73%	$ 1,460	$ 1,460	$ -	$ -
McKinley CSFA (AEFLA)	80	100%	80	1.91%	$ 361	$ 361	$ -	$ -
Maui Economic Opportunity								
OSO Admin	80	100%	80	1.91%	$ 361	$ 361	$ -	$ -
TANF								
University of Hawaii System								
Unemployment Insurance	104	100%	104	2.49%	$ 469	$ 469	$ -	$ -
DVR	13	100%	13	0.32%	$ 61	$ 61	$ -	$ -
Wagner-Peyser	717	100%	717	17.14%	$ 3,237	$ 3,237	$ -	$ -
Waipahu CSFA (AEFLA)	64	100%	64	1.53%	$ 289	$ 289	$ -	$ -
WH Admin	216	100%	216	5.16%	$ 974	$ 974	$ -	$ -
WIOA Adult/DW	922	100%	922	22.04%	$ 4,161	$ 4,161	$ -	$ -
WIOA Youth	572	100%	572	13.68%	$ 2,583	$ 2,583	$ -	$ -
Youth Build	114	100%	114	2.72%	$ 513	$ 513	$ -	$ -
TOTAL OFFICE SPACE SQUARE FOOTAGE	**4,183**							
TOTAL COMMON / SHARED AREA SQUARE FOOTAGE	**3,956**							
TOTAL	**8,139**				**$ 18,881**	**$ 18,881**	**$ -**	**$ -**

Updated 10/23/2020

Square Footage

Honolulu County American Job Center (Comprehensive)

Partner Program	Assigned Space / Square Footage	Payment Ratio	Square Footage Paid for Based on Office Sharing Payment Ratio	% of Total Assigned Square Footage	Shared Space / Square Footage	% of Total Square Footage	Square Footage Cost	Square Footage Cost Breakdown by Cost Category		
								Infrastructure Costs	Shared Services	Career Services
ADAD	72	100%	72	1.72%	68	1.72%	$ 306	$ 306	$ -	$ -
Alu Like (Native American)										
HCAP										
DEI		100%								
DEI Adult		100%								
DEI Youth	48	100%	48	1.16%	46	1.16%	$ 206	$ 206	$ -	$ -
DHS (SCSEP)										
General Funds	302	100%	302	7.22%	286	7.22%	$ 1,285	$ 1,285	$ -	$ -
HCAP (SCSEP)										
Hoala FTW	492	100%	492	11.76%	465	11.76%	$ 2,094	$ 2,094	$ -	$ -
HUD										
JJC	63	100%	63	1.51%	60	1.51%	$ 268	$ 268	$ -	$ -
Job Corps										
JVSG DVOP LVER	323	100%	323	7.73%	306	7.73%	$ 1,376	$ 1,376	$ -	$ -
McKinley CSFA (AEFLA)	80	100%	80	1.91%	76	1.91%	$ 340	$ 340	$ -	$ -
Maui Economic Opportunity										
OSO Admin	80	100%	80	1.91%	76	1.91%	$ 340	$ 340	$ -	$ -
TANF										
University of Hawaii System										
Unemployment Insurance	104	100%	104	2.49%	98	2.49%	$ 443	$ 443	$ -	$ -
DVR	13	100%	13	0.32%	13	0.32%	$ 57	$ 57	$ -	$ -
Wagner-Peyser	717	100%	717	17.14%	678	17.14%	$ 3,051	$ 3,051	$ -	$ -
Waipahu CSFA (AEFLA)	64	100%	64	1.53%	61	1.53%	$ 272	$ 272	$ -	$ -
WH Admin	216	100%	216	5.16%	204	5.16%	$ 919	$ 919	$ -	$ -
WIOA Adult/DW	922	100%	922	22.04%	872	22.04%	$ 3,922	$ 3,922	$ -	$ -
WIOA Youth	572	100%	572	13.68%	541	13.68%	$ 2,435	$ 2,435	$ -	$ -
Youth Build	114	100%	114	2.72%	108	2.72%	$ 484	$ 484	$ -	$ -
TOTAL OFFICE SPACE SQUARE FOOTAGE	**4,183**			**TOTAL**	**3,956**					
TOTAL COMMON / SHARED AREA SQUARE FOOTAGE	**3,956**									
TOTAL	**8,139**						**$ 17,799**	**$ 17,799**	**$ -**	**$ -**

Updated 10/23/2020

Internet Connections

Honolulu County American Job Center (Comprehensive)

Partner Program	Internet Connections Cost	Internet Connections Cost Breakdown by Cost Category		
		Infrastructure Costs	Shared Services	Career Services
ADAD		$ -	$ -	$ -
Alu Like (Native American)				
HCAP				
DEI		$ -	$ -	$ -
DEI Adult		$ -	$ -	$ -
DEI Youth		$ -	$ -	$ -
DHS (SCSEP)				
General Funds		$ -	$ -	$ -
HCAP (SCSEP)				
Hoala FTW		$ -	$ -	$ -
HUD				
JJC		$ -	$ -	$ -
Job Corps				
JVSG DVOP LVER	$ 104	$ -	$ -	$ -
McKinley CSFA (AEFLA)		$ -	$ -	$ -
Maui Economic Opportunity				
OSO Admin		$ -	$ -	$ -
TANF				
University of Hawaii System				
Unemployment Insurance	$ -	$ -	$ -	$ -
DVR		$ -	$ -	$ -
Wagner-Peyser	$ 104	$ -	$ -	$ -
Waipahu CSFA (AEFLA)		$ -	$ -	$ -
WH Admin		$ -	$ -	$ -
WIOA Adult/DW	$ 207	$ -	$ -	$ -
WIOA Youth	$ 104	$ -	$ -	$ -
Youth Build	$ 104	$ -	$ -	$ -
TOTAL OFFICE INTERNET CONNECTIONS	**$ 622**	**$ -**	**$ -**	**$ -**

Updated 10/23/2020

Postage

Honolulu County American Job Center (Comprehensive)

Partner Program	Using Postage? (Yes/No)	# of FTEs	% of Total Postage Based on # of FTEs	Postage Cost		Postage Cost Breakdown by Cost Category		
						Infrastructure Costs	Shared Services	Career Services
ADAD	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Alu Like (Native American)								
HCAP								
DEI	Yes							
DEI Adult	Yes							
DEI Youth	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
DHS (SCSEP)								
General Funds	Yes	4.0	10.00%	$ -		$ -	$ -	$ -
HCAP (SCSEP)								
Hoala FTW	Yes	3.0	7.50%	$ -		$ -	$ -	$ -
HUD								
JJC	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Job Corps								
JVSG DVOP LVER	No	0.0	0.00%	$ -		$ -	$ -	$ -
McKinley CSFA (AEFLA)	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Maui Economic Opportunity								
OSO Admin	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
TANF								
University of Hawaii System								
Unemployment Insurance	No	0.0	0.00%	$ -		$ -	$ -	$ -
DVR	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Wagner-Peyser	No	0.0	0.00%	$ -		$ -	$ -	$ -
Waipahu CSFA (AEFLA)	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
WH Admin	Yes	2.0	5.00%	$ -		$ -	$ -	$ -
WIOA Adult/DW	Yes	13.0	32.50%	$ -		$ -	$ -	$ -
WIOA Youth	Yes	9.0	22.50%	$ -		$ -	$ -	$ -
Youth Build	Yes	2.0	5.00%	$ -		$ -	$ -	$ -
TOTAL PARTNERS USING POSTAGE:	**15**	**40**		**$ -**		**$ -**	**$ -**	**$ -**

Updated 10/23/2020

Telephone Lines

Honolulu County American Job Center (Comprehensive)

Partner Program	Number of Telephone Lines	Telephone Lines Paid for Based on Office Sharing Payment Ratio	% of Total Telephone Lines Utilized	Telephone Line Cost	Telephone Line Cost Breakdown by Cost Category		
					Infrastructure Costs	Shared Services	Career Services
ADAD	1	1.0	2.56%	$ -	$ -	$ -	$ -
Alu Like (Native American)							
HCAP							
DEI	1	1.0	2.56%	$ -	$ -	$ -	$ -
DEI Adult	1	1.0	2.56%	$ -	$ -	$ -	$ -
DEI Youth	1	1.0	2.56%	$ -	$ -	$ -	$ -
DHS (SCSEP)							
General Funds	5	5.0	12.82%	$ -	$ -	$ -	$ -
HCAP (SCSEP)							
Hoala FTW	3	3.0	7.69%	$ -	$ -	$ -	$ -
HUD							
JJC	1	1.0	2.56%	$ -	$ -	$ -	$ -
Job Corps							
JVSG DVOP LVER	0	0.0	0.00%	$ -	$ -	$ -	$ -
McKinley CSFA (AEFLA)	0	0.0	0.00%	$ -	$ -	$ -	$ -
Maui Economic Opportunity							
OSO Admin	2	2.0	5.13%	$ -	$ -	$ -	$ -
TANF							
University of Hawaii System							
Unemployment Insurance	0	0.0	0.00%	$ -	$ -	$ -	$ -
DVR	1	1.0	2.56%	$ -	$ -	$ -	$ -
Wagner-Peyser	0	0.0	0.00%	$ -	$ -	$ -	$ -
Waipahu CSFA (AEFLA)	1	1.0	2.56%	$ -	$ -	$ -	$ -
WH Admin	3	3.0	7.69%	$ -	$ -	$ -	$ -
WIOA Adult/DW	10	10.0	25.64%	$ -	$ -	$ -	$ -
WIOA Youth	6	6.0	15.38%	$ -	$ -	$ -	$ -
Youth Build	3	3.0	7.69%	$ -	$ -	$ -	$ -
TOTAL OFFICE TELEPHONE LINES	**39**			**$ -**	**$ -**	**$ -**	**$ -**

Updated 10/23/2020

Printing

Honolulu County American Job Center (Comprehensive)

Partner Program	Using Printer? (Yes/No)	# of FTEs	% of Total Postage Based on # of FTEs	Postage Cost		Printing Cost Breakdown by Cost Category		
						Infrastructure Costs	Shared Services	Career Services
ADAD	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Alu Like (Native American)								
HCAP								
DEI	Yes							
DEI Adult	Yes							
DEI Youth	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
DHS (SCSEP)								
General Funds	Yes	4.0	10.00%	$ -		$ -	$ -	$ -
HCAP (SCSEP)								
Hoala FTW	Yes	3.0	7.50%	$ -		$ -	$ -	$ -
HUD								
JJC	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Job Corps								
JVSG DVOP LVER	No	0.0	0.00%	$ -		$ -	$ -	$ -
McKinley CSFA (AEFLA)	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Maui Economic Opportunity								
OSO Admin	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
TANF								
University of Hawaii System								
Unemployment Insurance	No	0.0	0.00%	$ -		$ -	$ -	$ -
DVR	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
Wagner-Peyser	No	0.0	0.00%	$ -		$ -	$ -	$ -
Waipahu CSFA (AEFLA)	Yes	1.0	2.50%	$ -		$ -	$ -	$ -
WH Admin	Yes	2.0	5.00%	$ -		$ -	$ -	$ -
WIOA Adult/DW	Yes	13.0	32.50%	$ -		$ -	$ -	$ -
WIOA Youth	Yes	9.0	22.50%	$ -		$ -	$ -	$ -
Youth Build	Yes	2.0	5.00%	$ -		$ -	$ -	$ -
TOTAL PARTNERS USING POSTAGE:	**15**	**40**		**$ -**		**$ -**	**$ -**	**$ -**

Updated 10/23/2020

Total Partner Contributions - By Cost Category

Honolulu County American Job Center (Comprehensive)

Partner Program	Infrastructure Costs	Shared Services	Career Services	Total
ADAD	$ 631	$ -	$ -	$ 631
Alu Like (Native American)				$ -
HCAP				$ -
DEI				$ -
DEI Adult				$ -
DEI Youth	$ 425	$ -	$ -	$ 425
DHS (SCSEP)				$ -
General Funds	$ 2,649	$ -	$ -	$ 2,649
HCAP (SCSEP)				$ -
Hoala FTW	$ 4,315	$ -	$ -	$ 4,315
HUD				$ -
JJC	$ 553	$ -	$ -	$ 553
Job Corps				$ -
JVSG DVOP LVER	$ 2,836	$ -	$ -	$ 2,836
McKinley CSFA (AEFLA)	$ 702	$ -	$ -	$ 702
Maui Economic Opportunity				$ -
OSO Admin	$ 702	$ -	$ -	$ 702
TANF				$ -
University of Hawaii System				$ -
Unemployment Insurance	$ 912	$ -	$ -	$ 912
DVR	$ 118	$ -	$ -	$ 118
Wagner-Peyser	$ 6,288	$ -	$ -	$ 6,288
Waipahu CSFA (AEFLA)	$ 561	$ -	$ -	$ 561
WH Admin	$ 1,893	$ -	$ -	$ 1,893
WIOA Adult/DW	$ 8,083	$ -	$ -	$ 8,083
WIOA Youth	$ 5,017	$ -	$ -	$ 5,017
Youth Build	$ 997	$ -	$ -	$ 997
TOTAL	**$ 36,680**	**$ -**	**$ -**	**$ 36,680**

Updated 10/23/2020

Total Partner Contributions - By Allocation Base

Honolulu County American Job Center (Comprehensive)

Partner Program	Assigned Space FTE Cost	Shared Space Square Footage Cost	Internet Connections Cost	Postage Cost	Printer Cost	Telephone Lines Cost	Monthly Total	Annual Total	± In-Kind Contribution	Adjusted Annual Total	Adjusted Monthly Invoice	$ Cost pes SF
ADAD	$ 325	$ 306					$ 631	$ 7,577		$ 7,577	$ 631.43	$ 4.51
Alu Like (Native American)												
HCAP												
DEI												
DEI Adult												
DEI Youth	$ 219	$ 206					$ 425	$ 5,097		$ 5,097	$ 425	$ 4.51
DHS (SCSEP)												
General Funds	$ 1,363	$ 1,285					$ 2,649	$ 31,782		$ 31,782	$ 2,649	$ 4.51
HCAP (SCSEP)												
Hoala FTW	$ 2,221	$ 2,094					$ 4,315	$ 51,777		$ 51,777	$ 4,315	$ 4.51
HUD												
JJC	$ 284	$ 268					$ 553	$ 6,630		$ 6,630	$ 553	$ 4.51
Job Corps												
JVSG DVOP LVER	$ 1,460	$ 1,376	$ 104				$ 2,939	$ 35,272		$ 35,272	$ 2,939	$ 4.67
McKinley CSFA (AEFLA)	$ 361	$ 340					$ 702	$ 8,419	$ (3,305)	$ 5,114	$ 426	$ 2.74
Maui Economic Opportunity												
OSO Admin	$ 361	$ 340					$ 702	$ 8,419		$ 8,419	$ 702	$ 4.51
TANF												
University of Hawaii System												
Unemployment Insurance	$ 469	$ 443					$ 912	$ 10,945	$ (17,757)	$ (6,813)	$ (568)	$ (2.81)
DVR	$ 61	$ 57					$ 118	$ 1,418		$ 1,418	$ 118	$ 4.51
Wagner-Peyser	$ 3,237	$ 3,051	$ 104				$ 6,392	$ 76,701		$ 76,701	$ 6,392	$ 4.58
Waipahu CSFA (AEFLA)	$ 289	$ 272					$ 561	$ 6,735	$ (3,914)	$ 2,821	$ 235	$ 1.89
WH Admin	$ 974	$ 919					$ 1,893	$ 22,716		$ 22,716	$ 1,893	$ 4.51
WIOA Adult/DW	$ 4,161	$ 3,922	$ 207				$ 8,290	$ 99,483	$ 17,757	$ 117,240	$ 9,770	$ 5.45
WIOA Youth	$ 2,583	$ 2,435	$ 104				$ 5,121	$ 61,452	$ 7,219	$ 68,671	$ 5,723	$ 5.14
Youth Build	$ 513	$ 484	$ 104				$ 1,101	$ 13,210		$ 13,210	$ 1,101	$ 4.98
TOTAL	**$ 18,881**	**$ 17,799**	**$ 622**	**$ -**	**$ -**	**$ -**	**$ 37,303**	**$ 447,633**	**$ -**	**$ 447,633**	**$ 37,303**	**$ 4.58**

Updated 10/23/2020

SHORT NAME	CHOOSE	LOCATION		In-Kind PMT Ref	Outstanding Bal Ref	Invoice Amount	Payment	In-Kind Balance
ADAD	ALCOHOL & DRUG ABUSE DIVISION	#206 S	ADAD	3	5	6	2	7
DEI	DISABILITY EMPLOYMENT INITIATIVE		DEI	10	12	13	9	14
DEI Adult	DISABILITY EMPLOYMENT INITIATIVE - ADULT	#110 A12	DEI Adult	17	19	20	16	21
DEI Youth	DISABILITY EMPLOYMENT INITIATIVE - YOUTH	#206 J	DEI Youth	24	26	27	23	28
DVR	DIVISION OF VOCATIONAL REHABILITATION	#110 F	DVR	31	33	34	30	35
General Funds	GENERAL FUNDS	#110 U, V	General Funds	38	40	41	37	42
Hoala FTW	HO'ALA (FIRST-TO-WORK)	#110 L, M, N	Hoala FTW	45	47	48	44	49
JJC	JUVENILE JUSTICE CENTER	#206 Q	JJC	52	54	55	51	56
JVSG DVOP LVER	JOBS FOR VETERANS STATE GRANTS	#110 P, Q, R, S, T	JVSG DVOP LVER	59	61	62	58	63
McKinley CSFA (AEFLA)	MCKINLEY COMMUNITY SCHOOL FOR ADULTS (AEFLA)	#110 O	McKinley CSFA (AEFLA)	66	68	69	65	70
OSO Admin	ONE-STOP OPERATOR	#206 U, V	OSO Admin	73	75	76	72	77
Unemployment Insurance	UNEMPLOYMENT INSURANCE	#110 A9	Unemployment Insurance	80	82	83	79	84
Wagner-Peyser	WORKFORCE DEVELOPMENT DIVISION - WAGNER-PEYSER	#110 E, G, G1, H, I, A5, A6, A7, A8	Wagner-Peyser	87	89	90	86	91
Waipahu CSFA (AEFLA)	WAIPAHU COMMUNITY SCHOOL FOR ADULTS (AELFA)	#110 A3	Waipahu CSFA (AEFLA)	94	96	97	93	98
WH Admin	WORKHAWAII DIVISION - ADMIN	#110 K, Z	WH Admin	101	103	104	100	105
WIOA Adult/DW	WORKHAWAII DIVISION - WIOA ADULT & DISLOCATED WORKER PROGRAMS	#110 A1, B, C, F, Y, A4, A10, A11, A13, A	WIOA Adult/DW	108	110	111	107	112
WIOA Youth	WORKHAWAII DIVISION - WIOA YOUTH PROGRAMS	#206 C, D, E, F, G, H, K, R, X	WIOA Youth	115	117	118	114	119
Youth Build	YOUTHBUILD	#206 I, L	Youth Build	122	124	125	121	126

AmericanJobCenter HAWAII

1505 Dillingham Blvd. #110 ● Honolulu, Hawaii 96817 ● Phone (808) 768-5700 ● Fax (808) 843-0256

BILLING STATEMENT FOR: JUNE 2020

TENTANT'S NAME: DIVISION OF VOCATIONAL REHABILITATION

LOCATION: #110 F

CURRENT MONTH'S BREAKDOWN

RENT (INCL., CAM, GET, ELECTRICITY & ALERT ALARM)	118.13
SPECTRUM (INTERNET)	0.00
PITNEY BOWES (POSTAGE)	0.00
XEROX (PRINTING)	0.00
HAWAIIAN TELCOM (FAX & TELEPHONE)	0.00
SUBTOTAL	118.13
ADDITIONAL CHARGES AND ADJUSTMENTS:	0.00
DELINQUENT / OUTSTANDING BALANCE AS OF THE DATE OF THIS STATEMENT:	1,186.54
TOTAL BALANCE DUE	**1,304.67**

PLEASE MAKE CHECK PAYABLE TO: CITY & COUNTY OF HONOLULU
ATTENTION: ONE-STOP OPERATOR
1505 DILLINGHAM BLVD. #206
HONOLULU, HAWAII 96817

AND REMIT PAYMENT BY: JULY 15, 2020

MAHALO!

AmericanJobCenter®
HAWAII

1505 Dillingham Blvd. #110 ● Honolulu, Hawaii 96817 ● Phone (808) 768-5700 ● Fax (808) 843-0256

BILLING STATEMENT FOR: JUNE 2020

TENTANT'S NAME: KAPIOLANI COMMUNITY COLLEGE

NUMBER OF HOURS PER DAY						2.00
	Mon	Tue	Wed	Thu	Fri	TOTAL
NUMBER OF DAYS IN MONTH	5		4		4	13
ROOM HOURLY RATE ($)						$10.00
TOTAL BALANCE DUE						**260.00**

PLEASE MAKE CHECK PAYABLE TO: CITY & COUNTY OF HONOLULU
ATTENTION: ONE-STOP OPERATOR
1505 DILLINGHAM BLVD. #206
HONOLULU, HAWAII 96817

AND REMIT PAYMENT BY: JULY 15, 2020

MAHALO!

AmericanJobCenter HAWAII

1505 Dillingham Blvd. #110 ● Honolulu, Hawaii 96817 ● Phone (808) 768-5700 ● Fax (808) 843-0256

BILLING STATEMENT FOR: JUNE 2020

TENTANT'S NAME: WAIPAHU COMMUNITY SCHOOL FOR ADULTS

NUMBER OF STALLS	1.00
MONTHLY RATE ($)	$47.12
TOTAL BALANCE DUE	**47.12**

PLEASE MAKE CHECK PAYABLE TO: CITY & COUNTY OF HONOLULU
ATTENTION: ONE-STOP OPERATOR
1505 DILLINGHAM BLVD. #206
HONOLULU, HAWAII 96817

AND REMIT PAYMENT BY: THE END OF THE FIRST WEEK OF JUNE 2020

MAHALO!

1 GO TO COVER

2 GO TO INVOICE

3 GO TO RECEIPT

INPUT PAYMENTS AS POSITIVE VALUES

	0	Short Name	Annual In-Kind Balance	Monthly Payment	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
x	1	ADAD	0.00	631.43	649.20	631.69	627.65	640.32	640.32	631.43	631.43	631.43	631.43	631.43	631.43	631.43
	2	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	3	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	4	Current Month			649.20	631.69	627.65	640.32	640.32	631.43	631.43	631.43	631.43	631.43	631.43	631.43
	5	Oustanding Balance			6,310.07	6,959.27	7,590.96	8,218.61	8,858.93	9,499.25	10,130.68	10,762.11	11,393.54	12,024.97	12,656.40	13,287.83
	6	Invoice Amount			6,959.27	7,590.96	8,218.61	8,858.93	9,499.25	10,130.68	10,762.11	11,393.54	12,024.97	12,656.40	13,287.83	13,919.26
	7	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	8	DEI	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-
	9	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	10	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	11	Current Month			-	-	-	-	-	-	-	-	-	-	-	-
	12	Oustanding Balance			1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18
	13	Invoice Amount			1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18	1,379.18
	14	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	15	DEI Adult	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-
	16	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	17	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	18	Current Month			-	-	-	-	-	-	-	-	-	-	-	-
	19	Oustanding Balance			910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50
	20	Invoice Amount			910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50	910.50
	21	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	22	DEI Youth	0.00	424.79	-	-	-	373.52	373.52	424.79	424.79	424.79	424.79	424.79	424.79	424.79
	23	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	24	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	25	Current Month			-	-	-	373.52	373.52	424.79	424.79	424.79	424.79	424.79	424.79	424.79
	26	Oustanding Balance			5,337.20	5,337.20	5,337.20	5,337.20	5,710.72	6,084.24	6,509.03	6,933.82	7,358.61	7,783.40	8,208.19	8,632.98
	27	Invoice Amount			5,337.20	5,337.20	5,337.20	5,710.72	6,084.24	6,509.03	6,933.82	7,358.61	7,783.40	8,208.19	8,632.98	9,057.77
	28	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	29	DVR	0.00	118.13	121.46	118.17	117.43	119.79	119.79	118.13	118.13	118.13	118.13	118.13	118.13	118.13
	30	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	31	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	32	Current Month			121.46	118.17	117.43	119.79	119.79	118.13	118.13	118.13	118.13	118.13	118.13	118.13
	33	Oustanding Balance			589.90	711.36	829.53	946.96	1,066.75	1,186.54	1,304.67	1,422.80	1,540.93	1,659.06	1,777.19	1,895.32
	34	Invoice Amount			711.36	829.53	946.96	1,066.75	1,186.54	1,304.67	1,422.80	1,540.93	1,659.06	1,777.19	1,895.32	2,013.45
	35	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	36	General Funds	0.00	2,648.52	2,723.04	2,649.62	2,632.65	2,685.84	2,685.84	2,648.52	2,648.52	2,648.52	2,648.52	2,648.52	2,648.52	2,648.52
	37	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	38	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	39	Current Month			2,723.04	2,649.62	2,632.65	2,685.84	2,685.84	2,648.52	2,648.52	2,648.52	2,648.52	2,648.52	2,648.52	2,648.52
	40	Oustanding Balance			26,743.54	29,466.58	32,116.20	34,748.85	37,434.69	40,120.53	42,769.05	45,417.57	48,066.09	50,714.61	53,363.13	56,011.65
	41	Invoice Amount			29,466.58	32,116.20	34,748.85	37,434.69	40,120.53	42,769.05	45,417.57	48,066.09	50,714.61	53,363.13	56,011.65	58,660.17
	42	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	43	Hoala FTW	0.00	4,314.75	4,436.15	4,316.54	4,288.90	4,375.56	4,375.56	4,314.75	4,314.75	4,314.75	4,314.75	4,314.75	4,314.75	4,314.75
	44	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	45	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	46	Current Month			4,436.15	4,316.54	4,288.90	4,375.56	4,375.56	4,314.75	4,314.75	4,314.75	4,314.75	4,314.75	4,314.75	4,314.75
	47	Oustanding Balance			49,549.46	53,985.61	58,302.15	62,591.05	66,966.61	71,342.17	75,656.92	79,971.67	84,286.42	88,601.17	92,915.92	97,230.67
	48	Invoice Amount			53,985.61	58,302.15	62,591.05	66,966.61	71,342.17	75,656.92	79,971.67	84,286.42	88,601.17	92,915.92	97,230.67	101,545.42
	49	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	50	JJC	0.00	552.50	867.89	1,151.56	1,144.19	560.29	560.29	552.50	552.50	552.50	552.50	552.50	552.50	552.50
	51	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	52	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	53	Current Month			867.89	1,151.56	1,144.19	560.29	560.29	552.50	552.50	552.50	552.50	552.50	552.50	552.50
	54	Oustanding Balance			7,773.96	8,641.85	9,793.41	10,937.60	11,497.89	12,058.18	12,610.68	13,163.18	13,715.68	14,268.18	14,820.68	15,373.18
	55	Invoice Amount			8,641.85	9,793.41	10,937.60	11,497.89	12,058.18	12,610.68	13,163.18	13,715.68	14,268.18	14,820.68	15,373.18	15,925.68
	56	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	57	JVSG DVOP LVER	0.00	2,939.34	3,017.93	2,938.77	2,921.16	2,979.30	2,979.30	2,939.34	2,939.34	2,939.34	2,939.34	2,939.34	2,939.34	2,939.34
	58	Cash Payment			-										-	-
	59	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	60	Current Month			3,017.93	2,938.77	2,921.16	2,979.30	2,979.30	2,939.34	2,939.34	2,939.34	2,939.34	2,939.34	2,939.34	2,939.34
	61	Oustanding Balance			7,745.25	10,763.18	13,701.95	16,623.11	19,602.41	22,581.71	25,521.05	28,460.39	31,399.73	34,339.07	37,278.41	40,217.75
	62	Invoice Amount			10,763.18	13,701.95	16,623.11	19,602.41	22,581.71	25,521.05	28,460.39	31,399.73	34,339.07	37,278.41	40,217.75	43,157.09
	63	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	64	McKinley CSFA (AEFLA)	(3,304.63)	701.59	721.32	701.88	697.38	711.48	711.48	701.59	701.59	701.59	701.59	701.59	701.59	701.59
	65	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	66	In-Kind Payment			721.32	701.88	697.38	711.48	472.57	-	-	-	-	-	-	-
	67	Current Month			-	-	-	-	238.91	701.59	701.59	701.59	701.59	701.59	701.59	701.59
	68	Oustanding Balance			-	-	-	-	-	238.91	940.50	1,642.09	2,343.68	3,045.27	3,746.86	4,448.45
	69	Invoice Amount			-	-	-	-	238.91	940.50	1,642.09	2,343.68	3,045.27	3,746.86	4,448.45	5,150.04
	70	In-Kind Balance			**(2,583.31)**	**(1,881.43)**	**(1,184.05)**	**(472.57)**	-	-	-	-	-	-	-	-
	71	OSO Admin	0.00	701.59	721.32	701.88	697.38	711.48	711.48	701.59	701.59	701.59	701.59	701.59	701.59	701.59
	72	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	73	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	74	Current Month			721.32	701.88	697.38	711.48	711.48	701.59	701.59	701.59	701.59	701.59	701.59	701.59
	75	Oustanding Balance			11,351.79	12,073.11	12,774.99	13,472.37	14,183.85	14,895.33	15,596.92	16,298.51	17,000.10	17,701.69	18,403.28	19,104.87
	76	Invoice Amount			12,073.11	12,774.99	13,472.37	14,183.85	14,895.33	15,596.92	16,298.51	17,000.10	17,701.69	18,403.28	19,104.87	19,806.46
	77	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	78	Unemployment Insurance	(17,757.31)	912.06	937.72	912.44	906.60	924.91	924.91	912.06	912.06	912.06	912.06	912.06	912.06	912.06
	79	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	80	In-Kind Payment			937.72	912.44	906.60	924.91	924.91	912.06	912.06	912.06	912.06	912.06	912.06	912.06
	81	Current Month			-	-	-	-	-	-	-	-	-	-	-	-
	82	Oustanding Balance			-	-	-	-	-	-	-	-	-	-	-	-
	83	Invoice Amount			-	-	-	-	-	-	-	-	-	-	-	-
	84	In-Kind Balance			**(16,819.59)**	**(15,907.15)**	**(15,000.55)**	**(14,075.64)**	**(13,150.73)**	**(12,238.67)**	**(11,326.61)**	**(10,414.55)**	**(9,502.49)**	**(8,590.43)**	**(7,678.37)**	**(6,766.31)**
x	85	Wagner-Peyser	0.00	6,391.76	6,567.48	6,392.61	6,352.89	6,480.37	6,480.37	6,391.76	6,391.76	6,391.76	6,391.76	6,391.76	6,391.76	6,391.76
	86	Cash Payment													-	-
	87	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	88	Current Month			6,567.48	6,392.61	6,352.89	6,480.37	6,480.37	6,391.76	6,391.76	6,391.76	6,391.76	6,391.76	6,391.76	6,391.76
	89	Oustanding Balance			4,746.95	11,314.43	17,707.04	24,059.93	30,540.30	37,020.67	43,412.43	49,804.19	56,195.95	62,587.71	68,979.47	75,371.23
	90	Invoice Amount			11,314.43	17,707.04	24,059.93	30,540.30	37,020.67	43,412.43	49,804.19	56,195.95	62,587.71	68,979.47	75,371.23	81,762.99
	91	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	92	Waipahu CSFA (AEFLA)	(3,914.28)	561.27	577.06	561.50	557.91	569.18	569.18	561.27	561.27	561.27	561.27	561.27	561.27	561.27
	93	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	94	In-Kind Payment			577.06	561.50	557.91	569.18	569.18	561.27	561.27	561.27	561.27	561.27	561.27	561.27
	95	Current Month			-	-	-	-	-	-	-	-	-	-	-	-
	96	Oustanding Balance			-	-	-	-	-	-	-	-	-	-	-	-
	97	Invoice Amount			-	-	-	-	-	-	-	-	-	-	-	-
	98	In-Kind Balance			**(3,337.22)**	**(2,775.72)**	**(2,217.81)**	**(1,648.63)**	**(1,079.45)**	**(518.18)**	**43.09**	**604.36**	**1,165.63**	**1,726.90**	**2,288.17**	**2,849.44**
x	99	WH Admin	0.00	1,892.96	1,946.23	1,893.75	1,881.62	1,919.64	1,919.64	1,892.96	1,892.96	1,892.96	1,892.96	1,892.96	1,892.96	1,892.96
	100	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	101	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	102	Current Month			1,946.23	1,893.75	1,881.62	1,919.64	1,919.64	1,892.96	1,892.96	1,892.96	1,892.96	1,892.96	1,892.96	1,892.96
	103	Oustanding Balance			28,805.84	30,752.07	32,645.82	34,527.44	36,447.08	38,366.72	40,259.68	42,152.64	44,045.60	45,938.56	47,831.52	49,724.48
	104	Invoice Amount			30,752.07	32,645.82	34,527.44	36,447.08	38,366.72	40,259.68	42,152.64	44,045.60	45,938.56	47,831.52	49,724.48	51,617.44
	105	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
x	106	WIOA Adult/DW	17,757.31	8,290.24	7,938.21	8,290.10	8,239.44	8,404.16	8,404.16	8,290.24	8,290.24	8,290.24	8,290.24	8,290.24	8,290.24	8,290.24
	107	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	108	In-Kind Payment			(937.72)	(912.44)	(906.60)	(924.91)	(924.91)	(912.06)	(912.06)	(912.06)	(912.06)	(912.06)	(912.06)	(912.06)
	109	Current Month			8,875.93	9,202.54	9,146.04	9,329.07	9,329.07	9,202.30	9,202.30	9,202.30	9,202.30	9,202.30	9,202.30	9,202.30
	110	Oustanding Balance			101,678.11	110,554.04	119,756.58	128,902.62	138,231.69	147,560.76	156,763.06	165,965.36	175,167.66	184,369.96	193,572.26	202,774.56
	111	Invoice Amount			110,554.04	119,756.58	128,902.62	138,231.69	147,560.76	156,763.06	165,965.36	175,167.66	184,369.96	193,572.26	202,774.56	211,976.86
	112	In-Kind Balance			**16,819.59**	**15,907.15**	**15,000.55**	**14,075.64**	**13,150.73**	**12,238.67**	**11,326.61**	**10,414.55**	**9,502.49**	**8,590.43**	**7,678.37**	**6,766.31**
x	113	WIOA Youth	7,218.91	5,120.97	4,808.46	4,373.96	4,347.16	4,825.43	4,825.43	5,120.97	5,120.97	5,120.97	5,120.97	5,120.97	5,120.97	5,120.97
	114	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	115	In-Kind Payment			(721.32)	(701.88)	(697.38)	(711.48)	(472.57)	-	-	-	-	-	-	-
	116	Current Month			5,529.78	5,075.84	5,044.54	5,536.91	5,298.00	5,120.97	5,120.97	5,120.97	5,120.97	5,120.97	5,120.97	5,120.97
	117	Oustanding Balance			72,743.54	78,273.32	83,349.16	88,393.70	93,930.61	99,228.61	104,349.58	109,470.55	114,591.52	119,712.49	124,833.46	129,954.43
	118	Invoice Amount			78,273.32	83,349.16	88,393.70	93,930.61	99,228.61	104,349.58	109,470.55	114,591.52	119,712.49	124,833.46	129,954.43	135,075.40
	119	In-Kind Balance			**6,497.59**	**5,795.71**	**5,098.33**	**4,386.85**	**3,914.28**	**3,914.28**	**3,914.28**	**3,914.28**	**3,914.28**	**3,914.28**	**3,914.28**	**3,914.28**
x	120	Youth Build	0.00	1,100.86	1,806.68	1,760.19	1,750.11	1,016.82	1,016.82	1,100.86	1,100.86	1,100.86	1,100.86	1,100.86	1,100.86	1,100.86
	121	Cash Payment			-	-	-	-	-	-	-	-	-	-	-	-
	122	In-Kind Payment			-	-	-	-	-	-	-	-	-	-	-	-
	123	Current Month			1,806.68	1,760.19	1,750.11	1,016.82	1,016.82	1,100.86	1,100.86	1,100.86	1,100.86	1,100.86	1,100.86	1,100.86
	124	Oustanding Balance			19,828.65	21,635.33	23,395.52	25,145.63	26,162.45	27,179.27	28,280.13	29,380.99	30,481.85	31,582.71	32,683.57	33,784.43
	125	Invoice Amount			21,635.33	23,395.52	25,145.63	26,162.45	27,179.27	28,280.13	29,380.99	30,481.85	31,582.71	32,683.57	33,784.43	34,885.29
	126	In-Kind Balance			-	-	-	-	-	-	-	-	-	-	-	-
	Total			**37,302.76**	**37,840.15**	**37,394.66**	**37,162.47**	**37,298.09**	**37,298.09**	**37,302.76**	**37,302.76**	**37,302.76**	**37,302.76**	**37,302.76**	**37,302.76**	**37,302.76**

AmericanJobCenter HAWAII

1505 Dillingham Blvd. #110 ● Honolulu, Hawaii 96817 ● Phone (808) 768-5700 ● Fax (808) 843-0256

RENT RECEIPT

RECEIPT FOR:	JUNE 2020
TENTANT'S NAME:	DIVISION OF VOCATIONAL REHABILITATION
LOCATION:	#110 F
DATE PAYMENT RECEIVED:	3/14/2019

CURRENT MONTH'S BREAKDOWN	
RENT (INCL., CAM, GET, ELECTRICITY & ALERT ALARM)	118.13
SPECTRUM (INTERNET)	0.00
PITNEY BOWES (POSTAGE)	0.00
XEROX (PRINTING)	0.00
HAWAIIAN TELCOM (FAX & TELEPHONE)	0.00
SUBTOTAL	118.13
ADDITIONAL CHARGES AND ADJUSTMENTS:	0.00
DELINQUENT / OUTSTANDING BALANCE AS OF THE DATE OF THIS STATEMENT:	1,186.54
TOTAL BALANCE DUE	**1,304.67**

PAYMENT AMOUNT	**0.00**
REMAINING BALANCE DUE	**1,304.67**
REMAINING BALANCE (IN-KIND), IF APPLICABLE	**0.00**

MAHALO FOR YOUR PAYMENT!

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RENT RECEIPT

BILLING STATEMENT FOR: JUNE 2020

TENTANT'S NAME: KAPIOLANI COMMUNITY COLLEGE

DATE PAYMENT RECEIVED: 3/14/2019

NUMBER OF HOURS PER DAY						2.00
	Mon	Tue	Wed	Thu	Fri	TOTAL
NUMBER OF DAYS IN MONTH	5		4		4	13
ROOM HOURLY RATE ($)						$10.00
TOTAL BALANCE DUE						**260.00**
PREVIOUS BALANCE DUE						**0.00**
PAYMENT AMOUNT						**(260.00)**
REMAINING BALANCE DUE						**0.00**

MAHALO FOR YOUR PAYMENT!

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PARKING RECEIPT

BILLING STATEMENT FOR:	JUNE 2020
TENTANT'S NAME:	WAIPAHU COMMUNITY SCHOOL FOR ADULTS
DATE PAYMENT RECEIVED:	3/14/2019

NUMBER OF STALLS	1.00
MONTHLY RATE ($)	$47.12
TOTAL BALANCE DUE	**47.12**
PREVIOUS BALANCE DUE	**0.00**
PAYMENT AMOUNT	**(47.12)**
REMAINING BALANCE DUE	**0.00**

MAHALO FOR YOUR PAYMENT!

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Pamela A. Witty-Oakland, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

APR 5 2018

Date

Pamela A. Witty-Oakland

DIRECTOR

Printed Name and Title

Department of Community Services

Agency Name

WIOA Title I - Adult Program

Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Pamela A. Witty-Oakland, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

APR 5 2018
Date

Pamela A. Witty-Oakland DIRECTOR
Printed Name and Title

Department of Community Services
Agency Name

WIOA Title I - Dislocated Worker Program
Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Pamela A. Witty-Oakland, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

APR 5 2018

Date

Pamela A. Witty-Oakland DIRECTOR

Printed Name and Title

Department of Community Services

Agency Name

WIOA Title I Youth Program

Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Dr. Christina M. Kishimoto, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

04/18/2018
Date

Dr. Christina M. Kishimoto, Superintendent
Printed Name and Title

State of Hawaii, Department of Education
Agency Name

AEFLA PROGRAM Adult Education and Family Literacy Act
Agency Program

APPROVED AS TO FORM
DEPUTY ATTORNEY GENERAL
Education Div. - State of Hawaii
4-16-18

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, John Morton, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU Please note change on page 11.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

5/11/18
Date

John Morton, Vice President for Community Colleges
Printed Name and Title

University of Hawaii System
Agency Name

Community Colleges
Agency Program

*

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Elaine Young, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Elaine Young

Signature

MAR 15 2018

Date

Elaine Young, Administrator

Printed Name and Title

Workforce Development Division

Agency Name

Jobs for Veterans State Grants Chapter 41 of Title 38; Wagner-Peyser Act Employment Service, as authorized under the Wagner-Peyser Act, as amended by WIOA Title III

Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Linda Uesato, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

March 14, 2018
Date

Linda Uesato, UI Administrator
Printed Name and Title

Department of Labor & Industrial Relations
Agency Name

Unemployment Insurance Division
Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Maureen Bates, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Maureen Bates
Signature

7/17/18
Date

Maureen Bates, Administrator
Printed Name and Title

Division of Vocational Rehabilitation
Agency Name

State Vocational Rehabilitation Program
Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Elaine Young, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Elaine Young

Signature

MAR 15 2018

Date

Elaine Young, Administrator

Printed Name and Title

Workforce Development Division

Agency Name

Jobs for Veterans State Grants Chapter 41 of Title 38; Wagner-Peyser Act Employment Service, as authorized under the Wagner-Peyser Act, as amended by WIOA Title III

Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG -3 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Debbie Cabebe, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature: [signature] Date: 7 30 18

Printed Name and Title: Debbie Cabebe

Agency Name: Maw Economic Opportunity, Inc

Agency Program: NFJP National Farmworker Jobs Program/Migrant & Seasonal Farmworker Programs - WIOA Title I

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Pamela A. Witty-Oakland, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

APR 5 2018

Date

Pamela A. Witty-Oakland

DIRECTOR

Printed Name and Title

Department of Community Services

Agency Name

YouthBuild

Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Ellen May, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature: [signature] Date: 5.3.18

Printed Name and Title: Ellen May, Center Director

Agency Name: Job Corps · Hawaii

Agency Program: Hawaii Job Corps - operated by Management and Training Corporation

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Winona Whitman, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of: *

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Winona Whitman 5/2/18

Signature Date

WINONA WHITMAN, Statewide Department Director, Employment and Training

Printed Name and Title

ALU LIKE, Inc.

Agency Name

WIOA Subtitle D, National Programs, Sec. 166, Indian & Native American Program

Agency Program

***See Proviso attachment to signature page**

Oahu AJC One-Stop Operations Allocation
ALU LIKE Inc. Response
PROVISO ATTACHMENT TO AFC MOU SIGNATURE PAGE

Governing Rules For ALU LIKE, Inc.

WIOA Law sec. 121(h)(2)(D)(iv) "NATIVE AMERICAN PROGRAMS – One-stop partners for Native American programs established under section 166 shall not be subject to the provisions of this subsection (other than this clause) or subsection (i)."

WIOA Regulations Sec. 684.330(d) "What is the role of Indian and Native American program grantees in the one-stop delivery system? - Pursuant to WIOA sec. 121 (h)(2)(D)(iv), INA program grantees will not be subject to the funding of the one-stop infrastructure …."

Current Services Provided At ALU LIKE, Inc. Kauai Office

For the period of April 1, 2017 – March 30, 2018, ALU LIKE, Inc. Oahu Island WIOA program has provided employment and training services to 232 youth.

For the period of July 1, 2017 – March 30, 2018, ALU LIKE, Inc. Oahu Island WIOA program has provided employment and training services to 213 adults.

ALU LIKE, Inc. Oahu Island WIOA program has three Program Specialists to assist the increasing numbers of clients and whose job responsibilities include working together with clients on outreach, intake, assessment of skill levels, career planning/counseling, development of individual employment plan, facilitation of occupational skills training, on-the-job training, supportive services, job search and placement assistance, follow-up services, going out in the community visiting clients, schools, work sites, and expanding collaborations, etc.

ALU LIKE, Inc. WIOA is financially responsible for its allocated rent and utilities at the Airport Financial Center, 2969 Mapunapuna Place, Suite 200, Honolulu.

Summary

In conclusion and based on the above aforementioned statements, ALU LIKE, Inc. can participate at the Oahu AJC by co-locating twice a month for 8 hours. In reference to page 13 of the Final MOU, ALU LIKE's commitment to Infrastructure Funding Agreement will be based on in-kind contribution of our Program Specialists' assistance at Oahu AJC.

Winona Whitman 5/2/18

Signature **Date**

WINONA WHITMAN, Statewide Department Director, Employment and Training

Printed Name and Title

ALU LIKE, Inc. – WIOA Subtitle D, National Programs, Sec. 166, Indian & Native American Program

Agency Name and Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Pamela A. Witty-Oakland, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

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- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

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a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature

APR 5 2018

Date

Pamela A. Witty-Oakland DIRECTOR

Printed Name and Title

Department of Community Services

Agency Name

Housing and Urban Development Program

Agency Program

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, CORINNE MURASHIGE, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature _____ JUNE 18, 2018
Date

CORINNE MURASHIGE, DIRECTOR OF FINANCE
Printed Name and Title

HONOLULU COMMUNITY ACTION PROGRAM, INC.
Agency Name

COMMUNITY SERVICE BLOCK GRANT (CSBG)
Agency Program

Honolulu Community Action Program

CERTIFICATE OF BOARD SECRETARY OF HONOLULU COMMUNITY ACTION PROGRAM, INC. BOARD

I, William Shiroma, being the duly appointed, qualified and acting Board Secretary of Honolulu Community Action Program, Inc. (HCAP), a Hawaii non-profit corporation whose principal place of business and post office address is 1132 Bishop Street, Suite 100, Honolulu, Hawaii 96813-2807 HEREBY CERTIFY that a meeting of the Board duly called and held for such purpose and at which a quorum was present and acting throughout, the following resolutions were duly adopted by the Board.

RESOLVED: That the Executive Director of HCAP, Inc. is authorized to execute and deliver for and on behalf of HCAP, Inc., one signature only being required on contracts, agreements and other documents relating to the agency's day-to-day administrative operations, or to other agency programs, grant submissions, contracts of grants, programs, services, and other matters which have been previously approved by the agency's Board of Directors.

RESOLVED: That in the absence of the Executive Director, the Director of Finance shall be and is hereby authorized, empowered and directed to execute and deliver for and on behalf of HCAP, Inc., one signature only being required on contracts, agreements and other documents relating to the agency's day-to-day administrative operation, or to the agency programs, grant submissions, contracts of grants, programs, services, and other matters which have been previously approved by the agency's Board of Directors.

BE IT FURTHER RESOLVED: That the HCAP, Inc. Board hereby ratifies and confirms all drafts, instruments, contracts, agreements, and other documents executed and delivered in accordance with the foregoing resolutions and that no person dealing in good faith with said authorized persons, i.e., the Executive Director or Director of Finance of HCAP, Inc. shall be required to inquire as to the direction of the HCAP, Inc. Board, but may rely upon the representations of said authorized persons.

AND, William Shiroma does hereby further certify that the signatures of the Executive Director and Director of Finance of HCAP, Inc. appear below, and that by such signatures said employees also attest to the foregoing resolutions and to the signature of the undersigned secretary.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of HCAP, Inc. the 27th day of October 2017.

WILLIAM SHIROMA
HCAP Board Secretary

ATTEST:

ROBERT N.E. PIPER, ESQ.
HCAP Executive Director

CORINNE MURASHIGE, CPA, MBA
HCAP Director of Finance

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, CORINNE MURASHIGE, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

Signature _____ Date JUNE 18, 2018

CORINNE MURASHIGE, DIRECTOR OF FINANCE
Printed Name and Title

HONOLULU COMMUNITY ACTION PROGRAM, INC.
Agency Name

SENIOR COMMUNITY SERVICE EPLOYMENT PROGRAM (SCSEP)
Agency Program

Honolulu Community Action Program

CERTIFICATE OF BOARD SECRETARY OF HONOLULU COMMUNITY ACTION PROGRAM, INC. BOARD

I, William Shiroma, being the duly appointed, qualified and acting Board Secretary of Honolulu Community Action Program, Inc. (HCAP), a Hawaii non-profit corporation whose principal place of business and post office address is 1132 Bishop Street, Suite 100, Honolulu, Hawaii 96813-2807 HEREBY CERTIFY that a meeting of the Board duly called and held for such purpose and at which a quorum was present and acting throughout, the following resolutions were duly adopted by the Board.

RESOLVED: That the Executive Director of HCAP, Inc. is authorized to execute and deliver for and on behalf of HCAP, Inc., one signature only being required on contracts, agreements and other documents relating to the agency's day-to-day administrative operations, or to other agency programs, grant submissions, contracts of grants, programs, services, and other matters which have been previously approved by the agency's Board of Directors.

RESOLVED: That in the absence of the Executive Director, the Director of Finance shall be and is hereby authorized, empowered and directed to execute and deliver for and on behalf of HCAP, Inc., one signature only being required on contracts, agreements and other documents relating to the agency's day-to-day administrative operation, or to the agency programs, grant submissions, contracts of grants, programs, services, and other matters which have been previously approved by the agency's Board of Directors.

BE IT FURTHER RESOLVED: That the HCAP, Inc. Board hereby ratifies and confirms all drafts, instruments, contracts, agreements, and other documents executed and delivered in accordance with the foregoing resolutions and that no person dealing in good faith with said authorized persons, i.e., the Executive Director or Director of Finance of HCAP, Inc. shall be required to inquire as to the direction of the HCAP, Inc. Board, but may rely upon the representations of said authorized persons.

AND, William Shiroma does hereby further certify that the signatures of the Executive Director and Director of Finance of HCAP, Inc. appear below, and that by such signatures said employees also attest to the foregoing resolutions and to the signature of the undersigned secretary.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of HCAP, Inc. the 27th day of October 2017.

WILLIAM SHIROMA
HCAP Board Secretary

ATTEST:

ROBERT N.E. PIPER, ESQ.
HCAP Executive Director

CORINNE MURASHIGE, CPA, MBA
HCAP Director of Finance

SIGNATURE PAGE 1

Chief Elected Official:

AUG 9 2018

Signature & Date

City and County of Honolulu

Kirk Caldwell, Mayor

Local Workforce Development Board Chair:

7/30/2018

Signature & Date

Oahu Workforce Development Board

Jason C. Chang, Chair

RECOMMEND APPROVAL:

Director
Budget and Fiscal Services

Date: AUG - 2 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu
REID M. YAMASHIRO

Date: 2/26/18

One completed, signed, and dated Authority and Signature page is required for each signatory official from each partner program

By signing my name below, I, Minerva del Banco, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Future Operating Budget *not included in the MOU at this time
- The Future Infrastructure Funding Agreement (IFA) *not included in the MOU at this time

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three years,
b) Upon amendment, modification, or termination, or
c) On June 30, 2020, whichever occurs earlier.

M. del Banco

Signature

June 26, 2018

Date

Minerva del Banco, Program Director

Printed Name and Title

Respite Companion Program, Department of Human Services

Agency Name

SCSEP

Agency Program

City and County of Honolulu

WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

AMERICAN JOB CENTER NETWORK

MEMORANDUM OF UNDERSTANDING

2017-2020

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American Job Center Oahu Network

WORKFORCE INNOVATION AND OPPORTUNITY ACT

MEMORANDUM OF UNDERSTANDING

Pursuant to 20 CFR Part 678, this Memorandum of Understanding (MOU) is established and executed between the Chief Local Elected Official, Mayor of the City and County of Honolulu (hereinafter Mayor), the Oahu Workforce Development Board (OWDB), and the American Job Center One-Stop Partner, the State Department of Human Services, by its Director (hereinafter DHS or Partner). They are collectively referred to as the "Parties" to this MOU.

1. DHS AND TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

A. Pursuant to chapter 346, Hawaii Revised Statutes (HRS), and chapters 17-656.1 and 17-794.1, Hawaii Administrative Rules (HAR), the DHS is the governing authority of the State's Temporary Assistance for Needy Families (TANF) Program, in accordance with Title IV of the Social Security Act of 1935; as amended; and Catalogue of Federal Domestic Assistance (CFDA) 93.558.

B. There are four (4) purposes of the TANF Program:
   (1) Provide assistance to needy families who meet the eligibility criteria established by the State;
   (2) End the dependence of needy parents by promoting job preparation, work and marriage;
   (3) Prevent and reduce out-of-wedlock pregnancies; and
   (4) Encourage the formation and maintenance of two-parent Families.

C. The services provided through this MOU fulfill TANF purpose 2, and will be paid with Federal TANF funds and State Maintenance of Effort (MOE) funds, subject to available funding and appropriation.

D. An individual who meets the following criteria may be eligible to receive services provided through this MOU:
   (1) The individual is the parent or relative of a child, through blood, marriage, or adoption, and is residing in the same household;
   (2) The individual is a U.S. citizen or documented non-citizen; and
   (3) The individual's family total gross income from all sources does not exceed 250% of the 2018 Federal Poverty Level per month.

2. PURPOSE

The purpose of this MOU is to establish a viable framework in which OWDB and DHS will be able to provide one-stop services for employers, their employees, those seeking employment, and other interested parties within the City and County of Honolulu.

The purpose of the American Job Center (AJC) is two-fold: (1) to create a seamless system of service delivery that will enhance access to the individual programs' services while improving long-term employment outcomes for both job seeker and employers; and 2) to ensure that workforce development activities are provided by one-stop partners and are accessible at not less than one physical center (referred to as a one-stop), thus giving access to a continuum of workforce activities.

In entering into this MOU, the Parties make the commitment to maintain not only the basic provisions of the Workforce Innovation and Opportunity Act (WIOA), but also to enact the basic guiding principles for Oahu's One-Stop delivery system that services be:

- Integrated (offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills) and affording universal access;
- Comprehensive (offering a large array of useful information with wide and easy access to needed services);
- Customer Focused (providing the means for customers to judge the quality of services and make informed choices); and
- Performance Based (or based on clear outcomes to be achieved; mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction).

3. VISION/MISSION OF THE AJC

All job-seekers will have the skills needed for sustainable employment and self-sufficiency now and in the future, and all employers who sustain, grow, and diversify our local economy will have competitively-skilled employees.

To reach this vision the City and County of Honolulu will work to achieve the following goals:

- Provide coordinated, aligned services;
- Prioritize services to vulnerable populations with barriers to employment as described under WIOA, including veterans, unemployed workers, youth with disabilities, homeless individuals and Native Hawaiians, which are currently of critical concern in the State;
- Develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into high need industries and growth industries that will diversify the economy;
- Strengthen a high employment rate by supporting sustainable employment and self-sufficiency; and
- Fully engage employers in the workforce development system to address the talent shortage.

4. PARTIES

Partners	Partner Organization	Signatory Official	Contact Information
The Workforce Innovation and Opportunity Act (WIOA)	City and County of Honolulu	**Kirk Caldwell** Mayor	**City and County of Honolulu** Attn: Office of the Mayor 530 South King Street, Room 300 Honolulu, Hawaii 96813 (808) 768-4141
The Workforce Innovation and Opportunity Act (WIOA)	Oahu Workforce Development Board	**Jason C. Chang** Chair	**Department of Community Services** City and County of Honolulu Attn: Oahu Workforce Development Board 925 Dillingham Boulevard, Suite 200 Honolulu, HI 96817

Partners	Partner Organization	Signatory Official	Contact Information
			(808) 768-7762
Program authorized under the Social Security Act, Title IV, Part A (TANF)	Department of Human Services	**Pankaj Bhanot** Director	**Department of Human Services** Attn: Director's Office P.O. Box 339 Honolulu, HI 96809-0339 (808) 586-4997 pbhanot@dhs.hawaii.gov

5. SERVICES TO BE PROVIDED THROUGH THE AJC

At a minimum, the services indicated below will be made available, as applicable to the TANF program, consistent and coordinated via the AJC network system. Additional services may be provided on a case by case basis with the approval of all Parties.

5.1 The AJC

The AJC will provide the following services:

5.1.1 BUSINESS SERVICES

A. Serve as a single point of contact for businesses, responding to all requests in a timely manner;
B. Provide information and services related to Unemployment Insurance taxes and claims;
C. Assist with disability and communication accommodations, including job coaches;
D. Conduct outreach regarding local workforce system's services and products;
E. Conduct on-site Rapid Response activities regarding closures and downsizings;
F. Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies;
G. Provide access to labor market information;
H. Provide customized recruitment and job applicant screening, assessment and referral services;
I. Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers;
J. Assist with the interpretation of labor market information;
K. Conduct job fairs;
L. Develop customized training opportunities to meet specific employer and/or industry cluster needs;
M. Use of one-stop center facilities for recruiting and interviewing job applicants;
N. Consult on human resources issues;
O. Coordinate with employers to develop and implement layoff aversion strategies;
P. Post job vacancies in the state labor exchange system and take and fill job orders;
Q. Provide information regarding disability awareness issues;
R. Provide incumbent worker upgrade training through various modalities;
S. Provide information regarding workforce development initiatives and programs;
T. Provide information regarding assistive technology and communication accommodations; and
U. Develop, convene, or implement industry or sector partnerships.

5.1.2 JOB SEEKER SERVICES

Basic Career Services:

A. Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system;
B. Initial assessments of skill level(s), aptitudes, abilities and supportive service needs;
C. In- and out–of-area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment);
D. Access to employment opportunity and labor market information;
E. Performance information and program costs for eligible providers of training, education, and workforce services;
F. Information on performance of the Local workforce system;
G. Information on the availability of supportive services and referral to such, as appropriate;
H. Information and meaningful assistance on Unemployment Insurance claim filing;
I. Determination of potential eligibility for workforce Partner services, programs, and referral(s); and
J. Information and assistance in applying for financial aid for training and education programs not provided under WIOA.

Individualized Career Services:

A. Comprehensive and specialized assessments of skills levels and service needs;
B. Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals;
C. Referral to training services;
D. Group counseling;
E. Literacy activities related to work readiness;
F. Programs that combine workplace training with related instruction which may include cooperative education;
G. Information on performance of the Local workforce system;
H. Individual counseling and career planning;
I. Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance;
J. Work experience, transitional jobs, registered apprenticeships, and internships; and
K. Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional.

Training Services:

A. Occupational skills training through Individual Training Accounts (ITAs);
B. On-the-Job training (OJT);
C. Incumbent worker training;
D. Training programs operated by the private sector;
E. Skill upgrading and retraining;
F. Entrepreneurial training;
G. Job readiness training; and
H. Adult education and literacy activities, including activities of English language acquisition.

5.1.3 YOUTH SERVICES

A. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school

diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

B. Alternative secondary school services, or dropout recovery services, as appropriate;
C. Paid and unpaid work experiences that have as a component academic and occupational education, which may include Youth Services;
D. Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities;
E. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
F. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
G. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
H. Supportive services;
I. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
J. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
K. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
L. Financial literacy education;
M. Entrepreneurial skills training;
N. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
O. Activities that help youth prepare for and transition to postsecondary education and training.

5.2 The DHS

5.2.1 REFERRALS OF FIRST-TO-WORK (FTW) PROGRAM PARTICIPANTS AND TANF RECIPIENT ADULTS WHO ARE NOT PARTICIPATING WITH THE FTW PROGRAM

The DHS will:

A. Provide FTW participants information on services, programs, training opportunities, resources, and tools available through the AJC;
B. Refer TANF-recipient adults to the AJC who:
   1) Are unemployed and able to work;
   2) Are not participants of the FTW Program; and
   3) Voluntarily request services described in subsection 5.1;
C. Refer FTW participants for services not provided by the FTW program but that are available through the AJC;
D. Obtain written consent from the FTW participant or TANF-recipient adult before referral is made to the AJC; and
E. Collaborate with the AJC to assist with the needs of the TANF-recipient families.

5.2.2 REFERRALS OF DEPENDENT TEENS WHO ARE FTW PARTICIPANTS

The DHS will:

A. Inform dependent teens, who are FTW program participants, and their parents or legal guardians, about youth services, programs, training opportunities, resources, and tools available through the AJC;
B. Refer dependent teens to the AJC who are:
   1) Between the ages of 16 and 18 years old;
   2) Members of TANF recipient families;
   3) Not full-time students in a secondary school or program of an equivalent level of vocational or technical training, or has not completed secondary school or a program of an equivalent level of vocational or technical training; and
   4) Are participants of the FTW program;
C. Complete an initial assessment to identify any barriers that may impede the dependent teen's progress. If a barrier is identified, the dependent teen will not be referred to the AJC until such barrier is resolved;
D. Obtain the consent from the dependent teen's parent or legal guardian before a referral is made to the AJC; and
E. Collaborate with the AJC to assist with the needs of the FTW dependent teens and their TANF recipient families.

6. METHODS OF REFERRAL

The Parties agree to develop, implement, and modify its processes, procedures, and forms necessary for the seamless referral of AJC customers; and cross-inform each other's staff on their policies, procedures and services. Site visits, field trips and joint training shall be available for appropriate staff.

The primary principle of the local workforce system is to provide integrated and seamless delivery of service to workers, job seekers, and employers. In order to facilitate such a system, the Parties agree to customer referrals that require:

A. Staff to be familiar with basic eligibility and participation requirements, and available services and benefits offered by other partners of the OWDB AJC network;
B. The development of materials summarizing their program requirements and making them available for AJC partners and customers;
C. Regular evaluations to determine ways to improve the referral process, including the use of customer satisfaction surveys; and
D. Commitment to actively follow up on the results of referrals and assuring that the Parties' resources are leveraged at an optimal level.

7. ROLES AND RESPONSIBILITIES OF ALL PARTIES

The Parties to this MOU will work closely together to ensure that the AJC(s) are high-performing work places with staff who will ensure quality service.

The Parties agree that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

A. Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in section 5 above;
B. Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of

customers, maintenance of records, and other confidential information relating to customers; and

C. Agree to participate in a continuous improvement process and increase customer satisfaction, and participate in meetings to exchange information in support of the above and encourage collaboration.

7.1 THE MAYOR

The Mayor will, at a minimum:

A. In partnership with the OWDB and other applicable partners within the county, develop and submit a single Local Area Plan that includes a description of the activities that shall be undertaken by the OWDB and its partners;
B. Approve the OWDB budget and workforce center cost allocation plan; and
C. Coordinate with the OWDB to oversee the operations of the AJC Oahu network.

7.2 THE OWDB

The OWDB ensures the workforce-related needs of employers, workers, and job seekers in the local area are met, to the maximum extent possible, with available resources. The OWDB will, at a minimum, in partnership with the Mayor and other applicable partners within the City and County of Honolulu, develop and submit a Local Area Plan that includes a description of the activities that shall be undertaken by the OWDB and its partners. This includes, but is not limited to:

A. Adequate, sufficient, and accessible one-stop center location(s) and facilities,
B. Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
C. A human-centered design system of supporting services, and
D. One or more competitively procured one-stop operators.
E. In collaboration with the Mayor, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),
F. Determine the role and scope of services of the one-stop operator,
G. Approve annual budget allocations for operation of the AJC network, and
H. Review and evaluate performance of the AJC and one-stop operator.

7.3 THE OWDB STAFF

The OWDB staff will:

A. Assist the Mayor and the OWDB with the development and submission of a single Local Area Plan,
B. Support the OWDB with the implementation and execution of the local area's vision, goals, objectives, and workforce-related policies, including all duties outlined above,
C. Provide operational and grant-specific guidance to the AJC,
D. Investigate and resolve elevated customer complaints and grievance issues,
E. Prepare regular reports and recommendations to the OWDB, and
F. Oversee negotiations and maintenance of MOU with one-stop Partners.

7.4 THE DHS

The DHS will:

A. Cross-inform staff, as learning opportunities that promote continuous quality improvement;
B. Communicate, share information, and collaborate with the AJC;

C. Joint plan and development policies and procedures;
D. Commit to the joint mission, vision, goals, strategies, and performance measures; and
E. Use data sharing methods, as allowed by regulations and statutes.

7.5 THE AJC

The OWDB, with the agreement of the Mayor, is competitively procuring and will select the AJC Operator for the City and County of Honolulu.

The Parties agree that the AJC Operator, at a minimum, will:

A. Manage daily operations;
B. Manage and coordinate Partner responsibilities, as defined by this MOU;
C. Coordinate daily work schedules and work flow based upon operational needs; and
D. Assist the OWDB in establishing and maintaining the AJC network structure including but not limited to:
   1) Ensuring the State requirements for center certification are met and maintained;
   2) Ensuring that career services outlined in WIOA sec. 134 (c)(2) are available and accessible;
   3) Ensuring that OWDB policies are implemented and adhered to;
   4) Adhering to the provisions outlined in the contract with the OWDB and the Local Area Plan;
   5) Ensuring staff are properly trained by their formal leadership organization and provided technical assistance, as needed;
   6) Integrate systems and coordinate services for the center and its Partners, placing priority on customer service;
   7) Oversee and coordinate partner, program, and AJC network performance;
   8) Providing and/or contributing to reports of center activities, as requested by the OWDB;
   9) Identifying and facilitating the timely resolution of complaints, problems, and other issues;
   10) Collaborating with the OWDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management system;
   11) Ensuring open communication with Partners in order to facilitate efficient and effective center operations;
   12) Evaluating customer satisfaction data and propose service strategy changes to the OWDB based on findings; and
   13) Manage fiscal responsibilities and records for the center.

8. CAPACITY BUILDING

The Parties agree that high standards of professional service and conduct are required to fulfill this MOU, and needs of job seekers, employers, and the community must be identified to support capacity-building efforts.

9. MARKETING

The Parties agree to work with the AJC Operator, and assist in marketing efforts and rebranding strategies to inform job seekers, employed individuals, employers, and the community at large about the services available through the AJC.

10. COST ALLOCATION

In accordance with the Workforce Innovation and Opportunity Act (WIOA), each local workforce investment area must establish a One-Stop System which is accessible at not less than one (1) physical center (referred to as a one-stop center), where career and training services are made available and access to other activities can be carried out by its partners.

The One-Stop Operating Budget and Infrastructure Funding Agreement (IFA) will be established in order to create a financial plan, including terms and conditions, to fund services and operating costs of the AJC network, applicable to the DHS and the TANF program. The Parties agree that joint funding is an essential foundation for a one-stop service delivery system and necessary to maintain the City and County of Honolulu local area's high-standard AJC network. The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and the Infrastructure Funding Agreement reflect the commitment of the Parties to their job seekers and business customers, as well as to the overall community.

A cost allocation budget will be established according to the WIOA Bulletin No. 12-16 – One-Stop Infrastructure Funding and Memoranda of Understanding, dated October 3, 2016; Title IV of the Social Security Act of 1935, or its successor regulations; and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or its successor regulations. At this time, no IFA is included in this MOU.

11. MONITORING

The Partners agree that performance and operations of this MOU, as well as the methodology of cost allocations will be reviewed by the AJC Operator quarterly. The AJC Operator will provide the results of this review so the Partners may determine if the MOU requires modification in accordance with subsection 14.2.

12. ACCESSIBILITY

Accessibility to the services provided by the AJC and its partners are essential to meeting the requirements and goals of the AJC network. Job seekers and businesses must be able to access their information, pertaining to the services described in this MOU, via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal laws.

The AJC will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the high standards of accessible design. Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. The AJC will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf or hard of hearing, individuals with vision or speech-language impairments, or individuals with limited English proficiency.

13. CONFIDENTIALITY

The Parties agree to comply with the confidentiality provisions of the WIOA, the TANF federal regulations; applicable Hawai`i Revised Statutes and Hawaii Administrative Rules, the Employment

Security Law of the State of Hawai`i, and applicable county ordinances. Except as otherwise required by law, the Parties agree:

A. All applications and individual records related to services provided under this MOU, including eligibility for services, enrollment, and referral shall be kept confidential by each Party except that such information may be shared with other AJC partners for the purposes directly connected to the delivery of services; and
B. No person will use, permit, or cause the disclosure or publication of confidential information pertaining to the AJC applicants, participants or customers, except as provided or required by law.

14. GENERAL TERMS AND PROVISIONS

14.1 APPROVAL

This MOU is of no force or effect until signed by authorized representatives of all Parties. This MOU, once executed, becomes a part of the OWDB Local Area Plan.

14.2 MODIFICATION

A. If a Party wants to modify the MOU, the Party must first provide written notification to all signatories of the current MOU and outline the proposed modifications.
B. Upon notification, the OWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with the Parties in a timely manner and as appropriate.
C. Depending upon the type of modification, the discussion and negotiations may be accomplished through email communications of all the Parties. If the proposed modification is extensive or is met with opposition, the OWDB Chair (or designee) may call meetings of the Parties to resolve the issue. The proposed modification will be processed upon agreement of the Parties.
D. If a Party is unwilling to agree to the proposed MOU modification after discussions and negotiation attempts, the OWDB Chair (or designee) must ensure that the process in the Dispute and Resolutions section is followed.

14.3 DISPUTES AND RESOLUTIONS

If there is a dispute to a proposed modification, the Parties shall continue with the responsibilities under this MOU during discussions and negotiations. Disputes shall be documented, and must be resolved in a timely manner, with the parties directly involved in the dispute. In the event negotiations regarding the terms and conditions, the performance, or the administration of this MOU come to an impasse, the following procedure will be initiated:

A. The OWDB and DHS must ensure negotiations and efforts to resolve the dispute are documented.
B. The OWDB Chairperson will meet with the Mayor, the DHS, and/or the AJC Operator, based on the nature of the impasse, to resolve the issue.
C. If an agreement cannot be reached, the Workforce Development Council Hawai`i will provide assistance to resolve the dispute.

14.4 TERMINATION

This MOU will remain in effect until the end date specified in subsection 14.5 below, unless:

A. The Parties mutually agree to terminate this MOU prior to the end date;

B. The federal agency charged with the administration of the WIOA or the TANF program, is unable to appropriate funds or if funds are not otherwise made available for continued performance for subsequent fiscal years following the first fiscal year of this MOU. If a Party is unable to perform pursuant to this MOU due to lack of funding, the party shall notify the other Parties immediately upon knowledge that funds may be unavailable to continue the activities of this MOU;
C. The WIOA is repealed or superseded by subsequent federal law;
D. Local area designation is changed under the WIOA; or
E. A party breaches any provision of this MOU and the breach is not cured within thirty (30) days after receiving written notice specifying the breach in reasonable detail, from the OWDB Chair (or designee). In that event, the non-breaching Party(s) shall have the right to terminate this MOU by giving written notice thereof to the Party in breach, upon which termination will go into effect immediately.

Any Party may request to terminate its inclusion in this MOU, including termination for convenience, by following the modification process identified in subsection 14.2 above.

In the event of termination, the Parties to this MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

The Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

14.5 EFFECTIVE PERIOD

This MOU will become effective when signed by all parties, and shall terminate on June 30, 2020, unless sooner terminated for any of the reasons in subsection 14.4.

14.6 AUDITS AND MONITORING

The officials from the State and County administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services, or their designees, have the authority to conduct fiscal and programmatic audits to ensure that:

A. Federal awards are used for authorized purposes in compliance with 2 CFR Part 200 and other applicable federal regulations; and state and county policies are enforced properly;
B. Performance data are recorded, tracked, and reviewed for quality, and completeness;
C. Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
D. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
E. All terms and conditions of this MOU are fulfilled.

The Parties to this MOU acknowledge fiscal and programmatic audits and monitoring may be conducted by each of the above entities, as appropriate; and agree to furnish documents and records that are required for the audits and monitoring.

The Bureau of State Audits, the Mayor, and other parties as appropriate, or their designated representatives, shall have the right to review and to copy any records and supporting documentation pertaining to performance under this MOU, subject to the confidentiality requirements stated in section 13, Confidentiality. Auditors will be allowed access to such information or records during normal business hours. The Parties agree to maintain such records for three (3) years or for the period required according to federal, state or county laws,

whichever occurs later. Further, the Parties to this MOU agree to include similar audit provisions in any related contracts, subcontracts, or other financial agreements.

14.7 NON-DISCRIMINATION CLAUSE

The Parties to this MOU shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment due to:

A. Gender;
B. Age;
C. Race, color, ancestry or national origin;
D. Creed or religion;
E. Physical or mental disability;
F. Medical conditions including pregnancy, childbirth and related medical conditions;
G. Gender, including sex stereotyping, sexual orientation, transgender status, and gender identity;
H. Veteran's status;
I. Political affiliation or belief;
J. Limited English proficiency; or
K. Marital status.

The Parties shall comply with the provisions of chapter 378 part 1, HRS, chapters 12 – 46, HAR, and other related and applicable regulations. The Parties shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other similar agreement.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.); the Non-traditional Employment for Women Act of 1991; Titles VI and VII of the Civil Rights of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1967, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Parts 37 and 38.

The Parties shall assure compliance with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

The Parties to this MOU shall include non-discrimination and compliance provisions of this clause in all related subcontracts or financial agreements.

14.8 GOVERNING LAW

This MOU is governed by and shall be interpreted in accordance with the laws of Hawai`i. All Parties shall comply with all Federal, State, and Local laws and regulations of the City and County of Honolulu, the State of Hawai`i, and the Workforce Development Council.

14.9 INDEMNIFICATION

The Parties recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. No Partner assumes any responsibility for any other Party, government or non-government, for the consequences of any act or omission of any other Party or any third Party.

14.10 UNENFORCEABLE PROVISIONS

In the event that any provision of this MOU is unenforceable or held to be unenforceable, the Parties agree that all other provisions of this MOU have force and effect, and shall not be affected.

14.11 PRIORITY OF SERVICE

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA Title I Adult Program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and the WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance.

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15. AUTHORITY AND SIGNATURE

One completed, signed, and dated 'Authority and Signature' page is required for each Party's signatory official.

In view of the above, the Parties execute this MOU by their signatures below.

CHIEF LOCAL ELECTED OFFICIAL:

By _____
Signature

Print Name Kirk Caldwell

Print Title Mayor

City and County of Honolulu

Date 10/8/18

LOCAL WORKFORCE DEVELOPMENT BOARD:

By _____
Signature

Print Name Jason C. Chang

Print Title Chair

Oahu Workforce Development Board

Date OCT 2 2018

RECOMMEND APPROVAL:

for Director
Budget and Fiscal Services

Date SEP 13 2018

APPROVAL AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu

REID M. YAMASHIRO

AMERICAN JOB CENTER PARTNER:

By _____
Signature

Print Name for Pankaj Bhanot

Print Title Director

Department of Human Services

Date 8/22/18

APPROVAL AS TO FORM:

Deputy Attorney General

ATTACHMENT 4.5

Sample Memorandum of Understanding and Partner List

See Attachment I

ATTACHMENT 4.6

Individual Training Account (ITA) Policy

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

American Job Center WIOA Adult and Dislocated Worker Programs Standard Operating Procedures		
WIOA Policy No.	**Subject**	**Date**
	Individual Training Account (ITA)	October 19, 2017

I. Scope

This procedure applies to employment consultants, center staff, program partners and customers of the American Job Center.

II. Purpose

This is to establish the policy of American Job Center (AJC) in reference to Individual Training Accounts (ITAs) for individuals who are eligible to receive training services and to ensure customer choice in selecting training programs and providers through consultation with Employment Consultants or WIOA program staff.

III. Procedure and Implementation

- Individual training Accounts (ITAs) are the primary method to be used for procuring training services under WIOA Title I Adult and Dislocated Worker program.
- Utilizing ITA funds, Adult and Dislocated Worker participants acquire training services from eligible training providers they select in consultation with American Job Center's Adult and Dislocated Workers Employment Consultant. Individuals are required to utilize information such as skills and literacy assessments, labor market information/trend, and training provider's performance in deciding which program to enroll to.

Need for Training

a. The award of an ITA is not an entitlement, therefore, even though an Adult or Dislocated Worker may be eligible (and meet priority of service) for enrollment into WIOA Title I funded program, the provision of training must be needed for the participant to obtain employment that leads to economic self-sufficiency.
b. ITA funding is limited to a participant who meets the following criteria:
    1. Is unable to obtain grant assistance from another source(s) such as a Pell grant to pay for training cost(s);
    2. Completed an application packet and is deemed eligible to receive WIOA funding as an adult or a dislocated worker participant;
    3. Completed an assessment given by the AJC or a recent assessment conducted by an AJC partner;
    4. Completed an individual employment plan that identifies the selected training course(s);
    5. Completed registration in the AJC designated job search database (i.e. HireNet Hawaii);

6. Selected a training course(s) and/or program(s) that will result in an industry-recognized credential, certificate, license or diploma that is directly linked to employment opportunities in the local area or another area the participant will relocate to, and
7. Maintains satisfactory progress throughout enrollment.

How ITAs are Authorized

a. Participant must submit or complete the following prior to authorization of the ITA:
    1. Individual Employment Plan (IEP),
    2. Acceptance Letter from chosen Eligible Training Provider,
    3. Training or Class Schedule,
    4. Cost of the Program,
    5. eCrim/Driver's license for participants entering the health care and transportation industries,
    6. Signed the AJC Participant Agreement and Understanding,
    7. Signed the Family Educational Rights and Privacy Act,
    8. Degree or training plan signed by the academic advisor,
    9. Free Application for Federal Student Aid application results and award letter from the training institution or college for the academic year, and
    10. Documentation of other grant awards received (if applicable).

c. AJC staff must consider and document in the participant file, the availability of other sources of grants, excluding loans, to pay for training cost(s) so that WIOA funds are used to supplement but not replace other sources. WIOA funds are intended to provide training assistance in circumstances when there is no assistance or insufficient grant assistance from other sources (i.e., Pell Grant). If participant is awarded financial assistance in the form of Pell grant, tuition waivers, or other monies, it will be directly applied towards the training cost(s).
d. If tuition or the training payment has already been made by WIOA program staff prior to receipt of grant, scholarship or other monies, participant is required to reimburse AJC by cashier's check or money order made payable to the "City and County of Honolulu".
e. If the aforementioned payment is not received by ACJ staff by the deadline specified, no further financial assistance will be provided.
f. If participant received financial assistance prior to a bill being sent to AJC from the training institution or college, the participant is required to pay tuition or training cost directly to the institution or college.
g. WIOA funds cannot be used to pay personal loans of an eligible participant.
h. ITAs must be checked and endorsed by the AJC Supervisor and approved by the AJC Center Manager prior to issuance.

Demand Occupation Requirement & Training Period

a. ITAs are authorized only for training programs listed on the State's Eligible Training (ETP) Provider's List at http://dlir.state.hi.us/labor/etp/.
b. ITAs are only authorized for trainings for a demand occupation with a training period up to 24 months.

i. If a participant started training prior to participation in the Adult or Dislocated Worker program, the participant is responsible for the cost incurred prior to participation.

j. If a participant continues to receive training after the approval end date of their participation in the Adult or Dislocated Worker program, the participant is responsible for the cost incurred after the approved end date.
k. ITAs are not authorized for pre-requisite courses and short-term pre-vocational training.
l. ITAs are not authorized for credit classes during summer semesters.

Funding Limits

a. An ITA is limited to $4,000.00 per participant, however a participant maybe considered for additional funding not to exceed $4,000.00 after a 5 year period, if the additional training is to move the participant up the career ladder along the same pathway.
b. The availability of the amount of the $4,000 to be used to cover training cost and related support services is contingent on the availability of funds and the participant's satisfactory progress.
c. The ITA only includes the cost of tuition or training for classroom instruction and related hands-on activities and support services such as required books, uniforms, tools and equipment. Certification examination fees is not an allowable ITA cost.
d. A participant with the AJC staff will establish one ITA with one career goal. Once the ITA is approved, the career goal cannot be changed.
e. AJC staff will review the participant's progress and related costs quarterly or as needed. A participant's progress is considered satisfactory as follows:
    1. A grade point average that does not fall below 2.0 for two consecutive terms;
    2. A grade point average sufficient to graduate from, or receive certification in, the participant's approved area of study; or
    3. Sufficient credit hours to finish the approved course of study within the approved time frame established by the AJC staff.
f. If a participant is placed on "academic probation", failed a module, course, etc., WIOA funds will not be used to pay for training and related support services in the subsequent quarters, semesters or training periods until he or she demonstrates no longer being on academic probation or has increased their academic progress to a satisfactorily or good standing status.
g. A participant must submit their grades before AJC staff can authorize participation in the subsequent quarters, semesters or training periods.
h. AJC staff must ensure the participant is consistently attending training or classes and doing satisfactorily before issuing a purchase order for the next quarter, semester or training period.
i. A participant must complete a training course and pass the related certification examination before a subsequent training course will be considered for approval. Consideration includes the availability of funding and whether the certification is sufficient for the participant to enter the workforce.
j. If a participant is approved to participate in a self-paced or online training, AJC staff will regularly check participant's progress through bi-weekly report submitted by the school.
k. WIOA funds will not pay for retake or substitution classes, modules or penalties.

Training Programs Removed from ETPL

a. When a program or training is removed from the ETP list, the participant and AJC staff will identify a similar program or training to continue their participation in the program. The career goal, available funding amount

and period of performance related to the approved ITA cannot be modified.

l. If a participant drops a course or is dropped by the training institution or college, the participant will return books, tools and supplies purchased with WIOA funds to the AJC staff. Participant will be exited from WIOA program and will no longer qualify for further training.
m. A participant will submit a copy of the industry-recognized certificate within 45 days after the training end date.

Time Limit to Enroll

a. AJC staff and the participant will agree to start using the ITA within 45 days of its issuance. If the ITA is not used within 45 days, it will be cancelled and the participant will need to reapply to be considered to receive WIOA funding after a 90-day wait period.

n. If a participant drops out of training or college, she or he must provide a written statement that notifies the AJC staff of their drop status. Consequently, the Participant's ITA will be cancelled,
o. If a participant wants to request a leave of absence from training, she or he is required to submit a written request for review and approval. The duration of the leave of absence is limited to one quarter, semester or training period. A leave of absence is not allowed for trainings that run less than 60 days and those without an on-going training schedule.
p. A participant will authorize through a consent form that the training institution, provider or college, she or he is attending will release attendance, grades and financial information to the AJC staff.

ATTACHMENT 4.8

Eligible Training Provider (ETP) Policies

DAVID Y. IGE
GOVERNOR

DOUGLAS S. CHIN
LIEUTENANT GOVERNOR

LESLIE WILKINS
CHAIRPERSON

ALLICYN C.H. TASAKA
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WIOA Bulletin No. 10-16 Change 1

DATE: July 3, 2018

TO: WIOA Partners

SUBJECT: Eligible Training Provider Policies

PURPOSE

This bulletin updates the policies and procedures of the statewide Eligible Training Provider List (ETPL) in Hawaii. The procedures describe the roles and responsibilities of the Workforce Development Council (WDC) and the Local Workforce Development Boards (LWDBs) in managing Hawaii's ETPL and training providers delivering services to students. The Workforce Innovation and Opportunity Act (WIOA) emphasizes informed customer choice, performance accountability, and continuous improvement. This directive establishes the State eligibility criteria and processes for initial and subsequent determinations for training providers approved to receive Workforce Innovation and Opportunity Act (WIOA) funds, and adds new performance and Registered Apprenticeship information requirements. These policies and procedures may change as Federal and State requirements are modified.

While LWDBs must address the provisions in these policies and procedures, they may develop stricter application, eligibility, renewal and termination processes to ensure quality training in their local areas. Each LWDB shall establish ETPL policies and procedures for their respective local areas; including either developing a local area specific ETPL application or adopting the sample application provided by WDC (Appendix A). Each LWDB must also establish the in-demand industries and in-demand jobs that qualify for the ETPL in the local area policy. LWDBs must also ensure that Local Plans include their ETPL policies and procedures.

BACKGROUND

WDC must establish procedures for use by LWDBs in determining the initial and subsequent eligibility of public and/or private training providers to be included on the statewide ETPL and receive funds from Individual Training Accounts (ITAs) to pay for training of WIOA eligible participants. WDC is required to develop and operate the ETPL in partnership with LWDBs. The ETPL is designed to gather and display useful information on training providers, their services and the quality of their programs so that customers can make informed choices.

LWDBs receive applications from training providers, determine if the applicant meets State and local criteria for listing, and forwards information on those providers who meet these criteria to WDC.

WDC accepts and verifies certain information forwarded by LWDBs on training providers, compiles them into a comprehensive state list (the ETPL), and disseminates the ETPL with cost information. The official Hawaii ETPL is available online at http://labor.hawaii.gov/wdc/.

An American Job Center (AJC) may issue an ITA to a WIOA-eligible individual (out-of-school youth age 16-24 or an adult or dislocated worker) to fund training services. The training provider must be selected from those listed on the ETPL (exceptions are listed in WIOA Section 122 (h)). The eligible individual can then compare the offerings on the ETPL, and with the assistance of AJC staff, select the most appropriate training program. The AJC may also contract with an ETPL provider for cohort training (20 *Code of Federal Regulations* Section 680.320 (a)(4)) if the following occurs: 1) the LWDB determines it would facilitate the training of multiple individuals in demand occupations; and 2) the contracts do not limit customer choice.

I. General Provisions

A. Definitions

1. **Program of Training Services** is defined (20 CFR § 680.420) as one or more courses or classes, or a structured regimen that leads to one of the following:
   a. A recognized post-secondary credential, secondary school diploma or its equivalent.
   b. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State or the Federal government, an associate or baccalaureate degree.
   c. Employment.
   d. Measurable skill gains toward such a credential or employment.
   e. These training services could be delivered in person, on-line, or in a blended approach.
2. **Completion** is defined as successfully completing an activity and attaining the skills competencies, certification, license, credential, degree, or employment associated with the activity in the customer's employment plan.
3. **Exit** is defined (20 CFR § 677.150) as the status of a customer who has not received a WIOA service for 90 days and for whom no future services are planned. "Service" does not include self-service, information-only activities or follow-up services. AJC staff may "close" a case and enter completion and employment information in HireNet Hawaii, but "exits" occur automatically after 90 days of no service.
4. **Individuals with barriers to employment** (20 CFR § 680.320) include those individuals in one or more of the following categories: displaced homemakers; low-income individuals; Indians, Alaska Natives and Native Hawaiians; individuals with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English learners, have low literacy levels, or face substantial cultural barriers; eligible migrant seasonal farmworkers (MSFW); individuals within two years of exhausting lifetime eligibility under Temporary Assistance for Needy Families (TANF); single-parents (including single pregnant women); long-term unemployed individuals; and members of other groups identified by WDC.
5. **In-demand** refers to occupations, industry sectors or clusters, or career pathways that have been identified in the Unified State Plan or the Local Plan for the area, as emerging, growing, a priority for local workforce partners, or otherwise having the best job prospects due to the workforce needs or hiring demands of employers.
6. **Pre-apprenticeship Skills Training** is defined (20 CFR § 681.480) as a program or set of strategies designed to prepare individuals to enter and succeed in registered apprenticeship programs, and that has a documented partnership (letter of commitment) with at least one, if not more, approved apprenticeship program sponsor.

Such pre-apprenticeship programs should possess or develop a record of enrolling their pre-apprenticeship graduates into a registered apprenticeship or other types of employment and training programs serving target populations.

B. **ETPs and Youth**

WIOA Title I youth funds can be used with ETPs for the provision of training services to out-of-school youth, ages 16 to 24, when appropriate and in accordance with the LWDB's policy on ITAs (WIOA §134(c)(3)(F)(iii)). When using youth funds for ITAs, the ETPL must be used. (20 CFR § 681.550).

C. Types of Training to which these Procedures Apply (WIOA Section 134; 20 CFR § 680.200)

In order for a provider of training services to receive WIOA funds, its program(s) must be listed on the ETPL. These programs may provide training services, such as the following:

1. Occupational skills training, including training for non-traditional employment and training that integrates English-language and math instruction needed to succeed on the job.
2. Programs that combine workplace training with related instruction, which may include cooperative education programs.
3. Training programs operated by the private sector.
4. Skill upgrading and retraining.
5. Entrepreneurial training.
6. Apprenticeship and Pre-Apprenticeship Skills Training.

D. Special Circumstances - Exemptions

There are some training programs that are exempt from direct application to the ETPL or are subject to special ETPL policy provisions. These exceptions include the following:

1. On-the-Job Training, Customized Training, Incumbent Worker Training, Internships, Paid or Unpaid Work Experience and Transitional Employment.
2. Instances where the LWDB determines that:
   a. There is an insufficient number of ETPs in the local area.
   b. There is an effective training program offered in the local area by a community-based or private organization serving individuals with barriers to employment; or
   c. That it would be most appropriate to award a contract to an institution of higher education or other eligible provider to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided customer choice is not limited; or
   d. When a LWDB provides training services through a pay-for-performance contract. Institutions of higher education, such as community colleges, do not need to be on the state's ETPL to provide training through direct contract with a LWDB [20 CFR § 680.320 (a)(4)].
3. For exempted programs, WDC reserves the right to:
   a. Require One-Stop Operators in a local area to collect performance information; and
   b. Determine whether the providers of the exempted programs meet the information requirements and eligibility criteria described in this Policy. Exempted providers that meet the requirements and criteria are considered ETPs. [WIOA §122(h)(1); TEGL 41-14]

II. Provider Application Policy and Procedures

WDC, LWDBs, and providers shall use the process outlined in Appendix B to establish the eligibility of Training Providers to receive WIOA funds before WIOA participants are enrolled into their programs:

A. Eligibility for New Providers

1. New providers must be evaluated based on the requirements set forth in WIOA, as follows:
   a. Providers must submit an application to the LWDBs for the training program(s) they wish to offer. In addition to any local requirements, providers must provide the information outlined in "III. D. Business and WIOA Requirements" and any other information required by the LWDB; and agree to submit student and performance data as listed in Appendices C and D. Timelines and deadlines for the submission of data will be issued at a later date.
   b. Providers are eligible only for programs that qualify and are approved by WDC and LWDBs.
2. Providers must submit evidence of accreditation and/or licensure from the appropriate state or other governing body (see Section III.B. Licensing).
3. Distance learning programs are eligible only when offered by institutions that are fully accredited by a recognized accrediting body (see Section III. E. Technology-Based Learning).
4. Initial eligibility is limited to a period of one (1) fiscal year for each approved program. "Fiscal year" is defined as the 12-month period commencing on the date when initial eligibility is approved for the applicable program. [WIOA Section 122(a)(4)(B), TEGL 41-14]
5. LWDBs are responsible for the retention of the original hard copy of the ETP application and must have them available for monitoring.
6. The LWDB shall provide a written notice of determination of acceptance or rejection of an initial application to an applying entity within thirty (30) calendar days of the receipt of the completed initial eligibility determination application. [WIOA Section 122(c)(1)]
7. The LWDB policy shall determine the circumstances under which reconsideration of an application may be afforded to an entity whose initial application was denied. [WIOA Section 122(c)(1)]

B. Apprenticeship Programs

In Hawaii, the apprenticeship program and its sponsor must be registered (approved) by the United States Department of Labor (USDOL) Office of Apprenticeship or the State Department of Labor and Industrial Relations Workforce Development Division (WDD). The federal DOL is responsible for apprenticeship programs on federal property such as Pearl Harbor Naval Shipyard, and WDD is responsible for other apprenticeship programs. For a list of construction and non-construction apprenticeship programs and their sponsors that are registered (approved) by WDD, go to: http://labor.hawaii.gov/wdd/home/job-seekers/apprenticeship/type-of-apprenticeships-available//

1. Registered Apprenticeship programs are automatically qualified for the ETPL as long as the program remains registered with the United States Department of Labor Office of Apprenticeship, WDD, or until the program asks to be removed from the ETPL by notifying WDC by email at: dlir.workforce.council@hawaii.gov.
2. Registered Apprenticeship sponsors who wish to be listed on the ETPL will send a completed application to WDC by email at dlir.workforce.council@hawaii.gov. The application may be found at: https://labor.hawaii.gov/wdc/add-a-registered-apprenticeship-program-to-the-eligible-training-provider-list/. The following information is needed:
   a. Occupations included within the Registered Apprenticeship program;
   b. The name and address of the Registered Apprenticeship program sponsor;
   c. The name and address of the Related Technical Instruction provider, and the location of instruction if different from the program sponsor's address;
   d. The method and length of instruction; and,
   e. The number of active apprentices.
3. At the end of each program year, WDC will ask WDD for a list of all Registered Apprenticeship programs that were either voluntarily or involuntarily deregistered. These programs will be removed from the list.
4. Registered Apprenticeship program sponsors that do not provide the Related Technical Instruction portion of the apprenticeship program may be required to submit additional information about their educational provider, including the cost of instruction.

5. Pre-apprenticeship programs do *not* automatically qualify for the ETPL. They are subject to the same requirements as regular ETPs.

C. University of Hawaii System

1. The University of Hawaii (UH) System is exempt from the Hawaii Compliance Express, proof of liability insurance, and proof of accreditation requirements.
2. All programs proposed by the UH System must meet the criteria set by the LWDBs and WDC; and the information in IV.A. and B. must be provided. Programs must also meet the all performance criteria and standards set by the LWDBs and WDC.
3. All programs are responsible for submitting performance reports or for ensuring that the program is participating in a system that submits reports to WDC.
4. A sample UH System application is provided as Appendix E. LWDBs may adopt this application or develop a local area specific application.

D. Renewal of Eligibility

1. The provider must renew its eligibility and establish continued eligibility for each approved program to continue receiving WIOA funds after the program's one-year period of initial eligibility ends. [WIOA § 122(c)(2)]
2. Thereafter, providers must contact the Local Board(s) every two years to renew each program's continued eligibility to receive WIOA funds. [WIOA § 122(c)(2)]

III. Criteria to Become an Eligible Training Provider

A. Types of Training Providers

Training providers must meet one of the following criteria to be eligible for the ETPL:

1. Higher education institutions that provide a program that leads to a recognized post-secondary credential;
2. Registered Apprenticeship programs under the National Apprenticeship Act;
3. Public or private training providers, which may include:
   a. joint labor-management organizations; and
   b. adult education and literacy providers – if services are provided with occupational skills training;
4. LWDBs, if they meet the conditions of WIOA § 107(g)(1); and
5. Community-Based Organizations (CBOs) or private organizations of demonstrated effectiveness under contract with the LWDB.

B. Licensing

Hawaii requires significant consumer protection through its licensing requirements. Training providers must be licensed by the appropriate Hawaii or Federal licensing authority, as required by law.

1. Training providers must be licensed or certified by the appropriate governing board or agency. Specific occupations have governing boards that issue licenses, such as the Hawaii Board of Barbering and Cosmetology or the Hawaii Motor Vehicle Repair Industry Board. Other occupations, such as Nurse Aide, are certified through entities contracted by the State Department of Commerce and Consumer Affairs, and pilots or aviation schools are approved by the Federal Aviation Administration (FAA).
2. Trade, vocational, or technical schools are usually licensed by the Hawaii Department of Education (HIDOE) unless they are exempt or accredited by another recognized entity.

Accredited post-secondary institutions with a physical presence in the state are authorized by the Hawaii Post-secondary Education Authorization Program (HPEAP), see the HPEAP website and Hawaii Administrative Rules Title 8 Chapter 101.

3. Private post-secondary training providers, who apply for a Hawaii Private Postsecondary license and are denied due to a determination that the training program is not vocational in nature, are not eligible to be listed on the ETPL.
4. Training providers that provide adult education and literacy activities in combination with occupational skills training are not required to be licensed. However, the provider of the occupational skills training must be licensed if a training license is required by law.
5. Apprenticeships are not licensed but must be registered with WDD.

C. Training Courses Exempt from State Department of Education Licensure

1. Schools maintained or classes conducted by employers for their own employees where no fee or tuition is charged;
2. Courses of instruction given by a fraternal society, benevolent order, or professional organization to its members and which are not operated for profit;
3. Flying schools qualified under the Federal Aviation Administration;
4. Classes conducted for fewer than five students at one time and the same time;
5. Classes or courses of instruction which are conducted for twenty or fewer class sessions during any twelve-month period;
6. Vocational, hobby, recreation, or health classes or courses;
7. Courses of instruction on religious subjects given under the auspices of a religious organization; or
8. Schools registered by the State Department of Commerce and Consumer Affairs. [Eff 12/1/87; comp 3/15/01] (Auth: HRS §302A-101, §302A-424, §302A-427) (Imp: HRS §302A-1112, §302-A-101, §302-A-424, §302A-425)

D. Business and WIOA Requirements

Training providers must:

1. Meet the requirements of the Hawaii Post-Secondary Education Authorization Program (HPEAP), Hawaii Revised Statutes Chapter 305J. Refer to: http://cca.hawaii.gov/hpeap/
2. Be a legal entity, registered to do business in Hawaii.
3. Be current with tax obligations as required by Hawaii Revised Statutes 103D-310(c) and verified by a "Certificate of Vendor Compliance" issued by Hawaii Compliance Express, https://vendors.ehawaii.gov/hce/splash/welcome.html.
4. Obtain from a company authorized by law to issue such insurance in the State of Hawaii, commercial general liability insurance in an amount of at least two million dollars ($2,000,000) coverage for bodily injury and property damage resulting from the provider's performance as a training provider. The provider shall maintain in this liability insurance in effect until the provider is removed from the ETPL AND WIOA participants have exited all programs sponsored by the provider.The provider shall provide to the LWDB a certificate of liability insurance with the provider's ETPL application. The certificate shall provide that the State of Hawaii, the City and County of Honolulu, the County of Hawaii, the County of Maui, the County of Kauai and their officers and employees are Additional Insureds.
5. **Not** be associated with occupations that pay commission only and **not** be debarred by the state or the federal government as they would not be eligible to be included on the ETPL.
6. Have provided training for at least one year at the time of application, and have a proven track record of students successfully completing the programs and meeting all state performance standards. Training providers that have been training in another state for more than a year, and have recently opened a new campus in Hawaii do not need to train a year in Hawaii to be listed on the ETPL. Registered Apprenticeships do not need to complete a year of training participants

to be eligible for the ETPL.

7. Have at least five (5) students enrolled in a program for the minimum performance standards to be used in determining eligibility.
8. Have refund policies specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund policies that indicate that no refunds will be made are not acceptable. Refund policies must be written and published so that students are aware of how to request a refund.
9. Have a grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other college employees. Grievance policies must be written and published so that students are aware of how to file a complaint.
10. Agree to payment policies and procedures determined by the LWDBs.
11. Offer training programs that:
    a. Relate to in-demand industry sectors and occupations in Hawaii;
    b. Are aligned with industry sector strategies and career pathways; and
    c. Are job driven.
12. Comply with all non-discrimination and equal opportunity provisions of WIOA Section 188 and all other applicable federal and state laws.
13. Provide the information and documentation requested on the "Eligible Provider List Application Form."

E. Technology-Based Learning

LWDBs must ensure access to training services throughout the State, including rural areas, by approving programs that use technology-based learning and meet all State and local requirements. Training providers using technology-based learning, also referred to as distance, online, web-based or computer-based learning, must meet the following requirements:

1. Have a mechanism for student interaction with an instructor or instructors;
2. Ensure periodic assessment of each student;
3. Because the student and teacher are not place- or time-bound in distance learning/on-line training programs, providers must have a policy describing the responsibilities of each party in the distance learning experience;
4. Have a mechanism to track students' participation in the ETPL training program; and
5. Comply with any additional requirements of the LWDB.

F. Other Eligibility Factors

At a minimum, eligibility criteria must include performance expectations. Standards for performance are set by WDC and the LWDBs. Providers must submit accurate and timely data, as listed on Appendices C and D, for all students, not just WIOA participants, in their classes. Program-specific performance data will be verified by WDC at these points:

- when reviewing an application for initial eligibility; and
- every twenty-four (24) months following a determination of continued eligibility (*i.e.*, when reviewing an application for renewal of continued eligibility).

WDC will also consider the following factors when determining the eligibility of training providers:

1. Information reported to state agencies on federal and state training programs other than those provided under WIOA;
2. Record of submitting timely and accurate performance reports; and
3. Other factors as needed.

G. ETPL Performance Standards

The following performance measures will be used in determining the standards for training programs to be included on the ETPL. LWDBs may identify additional measures and/or may propose standards that are higher than the State standards. The State will issue standards at a later date.

1. Unsubsidized employment during the second (2nd) quarter after exit;
2. Unsubsidized employment during the fourth (4th) quarter after exit;
3. median earnings of students who are in unsubsidized employment during the 2nd quarter after exit; and
4. The credential attainment rate.

H. Evaluation Period

The evaluation period is at minimum the last two program years, which begins July 1st and ends June 30th of the second year.

IV. Required Program Information

A. The provider must provide the following information for each program:

1. Name of training program;
2. Classification of Instructional Programs (CIP) Code (https://nces.ed.gov/ipeds/cipcode);
3. CIP Name;
4. The in-demand industry sector or occupation that the program serves;
5. A brief description of the program;
6. Method of instruction (classroom, distance learning, or classroom and distance);
7. Description of business or employer partnership in relation to the program;
8. Credential earned ("postsecondary credential" refers to an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State or Federal Government, or an associate or baccalaureate degree (WIOA Sec. 3(50)));
9. Length in weeks;
10. Total hours;
11. Training program website; and
12. Phone number of program contact.

B. Performance Reports

Training providers must annually submit performance data to WDC. Details on the process to submit the data and the specific data will be provided at a later date. It is suggested that providers begin to develop a process to collect student data.

Beginning July 1, 2018, the provider must compile student demographic information and performance data as detailed in Appendices C and D for submission by September 30 after the first full year for performance calculation.

Performance results will be made available for all programs on the ETPL to provide customer choice information for WIOA participants. At a minimum, the following levels of performance achieved by all students in all programs on the ETPL will be made available for public distribution. Data must include all WIOA and non-WIOA students who participated in each training program [WIOA § 116(d)]:

1. The percentage of students in unsubsidized employment during the 2nd quarter after exit from the program;
2. The percentage of students in unsubsidized employment during the 4th quarter after exit from the program;
3. The median quarterly earnings of students in unsubsidized employment during the 2nd

quarter after exit from the program;

4. The percentage of students who obtain a recognized postsecondary credential or a secondary school diploma or its equivalent (GED or HiSet) during participation or within a year after exit (a secondary school diploma or its equivalent is only counted if the student is also employed or enrolled in another education or training program leading to a recognized postsecondary credential within one (1) year after exit); and
5. The total number of individuals that successfully complete the program of study or equivalent.

V. Notice of Ineligibility

In rare cases, providers can be or become ineligible, and not placed on or be taken off the ETPL for reasons, such as failure to meet standards, submitting inaccurate information, or other violations of WIOA requirements.

A. Application or Initial Eligibility Denials

A training provider or program may be denied initial eligibility for the following reasons:

1. The application is not complete or information was not provided in a timely manner.
2. The training program does not meet the WIOA definition of training services, which is a program of one or more courses or classes or a structured regimen that leads to:
   a. A recognized post-secondary credential, secondary school or equivalent;
   b. Employment, or
   c. A measurable skill gain toward such a credential or employment.
3. The training program does not result in a federally or locally recognized credential.
4. Performance data is not included with the application or does not meet the minimum performance measures.
5. The training program does not support occupations in demand within the local area.
6. The training provider is not in compliance with the WIOA statute, regulations, or any agreement executed under WIOA.
7. WDC or LWDB determines that the training provider intentionally supplied inaccurate information.

B. Reapplication

When a training provider or program is denied for any reason other than lack of documentation or information, the provider must wait six months to reapply.

C. Denial or Termination Notice

Within 10 days after a LWDB determines that a training provider's application does not meet the eligibility criteria, or that a provider's eligibility should be terminated, the LWDB shall issue a denial or termination notice to the training provider. A notice shall be issued listing each training program denied or terminated.

1. The notice shall be mailed to the training provider at the address listed on the application and to the attention of the contact person identified on the application. The notice shall clearly:
   a. Display the "date mailed;"
   b. Identify the program that was denied or terminated;
   c. State specific reason(s) for the action; and
   d. State that the training provider has the right to appeal to the LWDB within 14 calendar days of the date the notice is mailed.
2. The LWDB shall send a copy of the notification to WDC.

VI. Removal from the ETPL

A. Removal of Training Programs

A training program may be removed from the ETPL for the following reasons:

1. WDC or LWDB determines that the training provider supplied inaccurate information.
2. The training program no longer meets the WIOA definition of occupational skills training.
3. The program does not meet minimum performance standards. If there were no WIOA participants in the training program during the past year, there will be no performance data to review for continued eligibility. The Local Board must examine the demand for the related occupation to determine if there is still local demand for it and decide whether to keep the program on the ETPL for another year. If no WIOA participants enroll in the training program for more than two years, it may be removed from the ETPL.

B. Removal of Training Providers

Training providers determined by the LWDB to have intentionally supplied inaccurate information or to have substantially violated any provision of Title I of WIOA or WIOA regulations, including 29 CFR Part 38, must be removed from the ETPL, in accordance with the enforcement provisions of WIOA Section 122(f). A provider who is terminated under these conditions must be terminated for no less than two (2) years and is liable to pay all Youth, Adult and Dislocated Worker training funds it received during the period of non-compliance. [20 CFR § 680.480]

Training providers may also be removed for the following reasons:

1. All of a training provider's programs have been removed.
2. The training provider has not maintained required licenses and liability insurance, or is found to be noncompliant with the training providers' assurances.
3. The training provider is found knowingly to make false claims to prospective participants about costs or WIOA eligibility.

C. Removal Due to Higher Performance Standards

Local areas that have implemented higher performance standards may remove programs that have not met requirements based on their local ETPL policy for removal of programs.

VII. Appeal Procedure

To appeal a termination or denial of eligibility, the training provider must file the written appeal with the LWDB within 14 calendar days of the date the notice was mailed. Throughout this appeal procedure, "LWDB" refers to "the LWDB or its designee."

A. Administrative Reconsideration

Within 10 working days of receiving the appeal, the LWDB shall review the appeal and may reverse the original decision if an administrative error was made, or if additional information from the training provider changes the basis of the original decision.

1. If the LWDB reverses its prior decision of termination or denial of eligibility, the LWDB shall:
   a. Forward the written decision, with the basis for the decision, and a copy of the appeal file to WDC;
   b. Notify the training provider in writing of the decision and its basis, and that the LWDB has notified WDC; and

c. Return the provider to the Initial or Renewal Eligibility process.

2. If the LWDB determines to continue to deny eligibility, the LWDB shall:
   a. Inform the training provider in writing of its decision to deny reversal of the original decision, including a basis for that denial; and
   b. Provide the training provider with information regarding the formal appeals process.

B. Formal Appeal

1. Within 14 calendar days from the mailing date of the decision from 2.a. above, the training provider may file a formal appeal with the DLIR's Employment Security Appeals Referees' Office (ESARO).
2. Within 30 calendar days of the receipt of the formal appeal, a hearing officer from the ESARO will:
   a. Conduct a hearing at which the training provider and the LWDB will be allowed to present their cases; no new information will be allowed;
   b. Decide the case based on the review of the written record and the hearing arguments; and
   c. No later than 30 working days of the conclusion of the hearing, issue a written decision to the training provider and the LWDB. The hearing officer's decision will be final and conclusive.
3. If the hearing officer reverses the denial, the LWDB shall comply with the decision in a prompt and efficient manner. Procedures shall be followed for designating the training provider as eligible, inclusion of the training provider's program on the statewide list, and written notification to the training provider.

VIII. Roles and Responsibilities

A. LWDB Responsibilities

LWDBs have the following responsibilities for the training provider eligibility process:

1. Issuing ETPL policies and procedures.
2. Developing a local area specific ETPL application or adopting the sample application provided by WDC (Appendix A).
3. Assisting in determining the initial eligibility of training providers;
4. Ensuring distribution and appropriate use of the ETPL through the local area One-Stop system;
5. Coordinating with WDC and training providers to ensure that training provider programs that are approved are placed on the statewide ETPL in a timely manner;
6. Determining whether proposed programs are training programs, career services or pre-vocational training programs;
7. Monitoring training providers for compliance and performance;
8. Reviewing training programs for initial eligibility;
9. Collecting performance and cost information, and any other required information related to programs from training providers;
10. Executing procedures prescribed by WDC to assist in determining the continued eligibility of all training programs;
11. Evaluating performance data of all training providers during the continued eligibility review to verify that the training programs meet minimum performance standards;
12. Consulting with the State ETPL Coordinator in cases where termination of an eligible provider is considered;
13. Coordinating with WDC to ensure the removal of training programs that are found to not meet ETPL requirements and performance levels, and/or are out of compliance with provisions of the WIOA;
14. Issuing written notices of acceptance or rejection of an initial application to applying entities

within thirty (30) calendar days of receipt of the application, and notifying the State ETPL Coordinator of denial of programs at the local level;

15. Working with the State ETPL Coordinator to ensure there are a sufficient number and types of training services in their respective local areas, including eligible training providers with expertise in assisting individuals with disabilities, and providers with expertise in assisting adults in need of adult education and literacy activities;
16. Establishing policy for determining circumstances under which reconsideration of an application may be afforded to an entity whose initial application was denied; and
17. Giving training providers an opportunity to appeal a denial or termination of eligibility of programs that includes an opportunity for a hearing at the local level, a timely decision and a right to appeal to WDC.

B. Training Provider Responsibilities

Training providers have the following responsibilities:

1. Completing and submitting the appropriate application to the LWDB where the training will take place, according to the LWDB's requirements;
2. Submitting student data and performance information as instructed;
3. Collecting information about all students attending a training program as required for reporting of performance measures;
4. Submitting updated information or changes to a training program to the appropriate LWDB as soon as the change occurs;
5. Providing periodic updates on WIOA training participants, including copies of credentials and transcripts received by WIOA participants as required and requested by the LWDB;
6. Notifying WDC and LWDB(s) of impending school move, sale or closure; and
7. Notifying WDB and LWDB(s) of change in contact person and any relevant information; and
8. Complying with the provisions of Title I of WIOA and WIOA regulations, including 29 CFR Part 38.

REFERENCES:

- Workforce Innovation and Opportunity Act of 2014 (WIOA or Opportunity Act), Public Law (Pub. L.) 113-128, Title I; enacted July 22, 2014

- Workforce Innovation and Opportunity Act, Final Rule, 20 CFR 680 Subparts C and D, 2017

- Training and Employment Guidance Letter (TEGL 41-14), *Workforce Innovation and Opportunity Act Title I Training Provider Eligibility Transition,* June 26, 2015

- Training and Employment Notice (TEN) No. 1-15, *Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide*, July 7, 2015

- Training and Employment Guidance Letter (TEGL) No. 3-15, *Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services*, July 1, 2015

- Training and Employment Guidance Letter (TEGL) No. 41-14, Change 1, November 24, 2015

- Training and Employment Guidance Letter (TEGL) No. 15-10, *Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System*, Attachment 2, "Credential Resource Guide," December 15, 2010

APPENDICES:

Appendix A: Sample Eligible Training Provider Application (Parts I and II)
Appendix B: Eligible Training Provider List Application Process
Appendix C: Required Student Data
Appendix D: Performance Measures
Appendix E: Sample University of Hawaii Application
Appendix F: Eligible Training Provider Approval Request Form for LWDBs to request approval by WDC

INQUIRIES:

Inquiries regarding this bulletin may be directed to Jeanne Ohta at 586-9170 or Maria-Elena Diaz at 586-9285.

ALLICYN C.H. TASAKA
Executive Director

C: ASO-WIOA Unit

Appendix A
Part I Sample Eligible Training Provider Application

This is a two-part application:

Part I: Training Provider Application
Part II: Program(s) application, use the form here

Date of application: Click to enter a date.

TRAINING PROVIDER INFORMATION

1. Name of Training Provider (as it appears on W-9 form): Click here to enter text.

   DBA (if any): Click here to enter text.

2. Provider street address: Address line 1: Click here to enter text.

   Address line 2: Click here to enter text.

   City: Click here to enter text.

   State: Click to enter text.

   Zip Code: Click here to enter text.

3. Provider mailing address (if different from above):

   Address line 1: Click here to enter text.

   Address line 2: Click here to enter text.

   City: Click here to enter text.

   State: Click here to enter text.

   Zip Code: Click here to enter text.

4. Provider phone number: Click here to enter text.

5. Provider Website: Click here to enter text.

6. Provider Contact: Name: Click here to enter text.
   Title: Click here to enter text.
   Phone: Click here to enter text.
   Email: Click here to enter text.

7. How long has the provider been in operation in Hawaii? Click here to enter text.

8. Type of Provider (check only one):
   ☐Postsecondary education institution
   ☐Other public or private provider of training which may include joint-labor management organizations and eligible providers of adult education and literacy activities under Title II of WIOA if such activities are provided in combination with occupational skills training
   ☐A local board that meets the requirements of WIOA Section 107(g)(1)
   ☐Community-based or private organization that provides training under contract with a local board

9. Provider is a private postsecondary career school authorized by the Hawaii Post-Secondary Education Authorization Program (HPEAP): Choose one.

10. What type of training organization are you?
Check any that apply and append the attachment as specified.

☐Post-secondary, degree-granting school accredited by an accreditation body recognized by the U.S. Department of Education (US DOE)

Name of accrediting body: Click here to enter text.
Attach copy of your current accreditation

☐Massage, cosmetology or real estate school registered as a school with the appropriate board under the Hawaii State Department of Commerce and Consumer Affairs (DCCA)
Attach a copy of your current DCCA registration

☐Distance Learning program that is fully accredited by a recognized accrediting body

Name of accrediting body: Click here to enter text.
Attach a copy of your current accreditation

☐Private training school, other than those listed above.

a. If you are licensed by the Hawaii State Department of Education (HIDOE),
Attach a copy of your current HIDOE License

OR

b. If you are exempt from HIDOE requirements, please check exemption that applies below, <u>and</u> **attach documentation** that substantiates your exemption*:

☐schools maintained or classes conducted by employees for their own employees where no fee or tuition is charged;

☐courses of instruction given by a fraternal society, benevolent order, or professional organization to its members and which are not operated for profit;

☐classes conducted for fewer than five students at one time and the same time;

☐classes or courses of instruction which are conducted for twenty or fewer class sessions during any twelve-month period;

☐a vocational, hobby, recreational or health classes or courses;

☐courses of instruction on religious subjects given under the auspices of a religious organization; or

☐schools registered by the Hawaii State Department of Commerce and Consumer Affairs [Eff 12/7/87; comp 3/5/01] (Auth: HRS §302A-1112, 302A-427) (Imp: HRS §302A-1112, 302A-101, 302A-424, 302A-425)

*More information:
(http://www.hawaiipublicschools.org/TeachingAndLearning/AdultEducation/Pages/Licensin

g-a-vocational-school.aspx)

11. All non-governmental/private sector applicants must attach the following to the application:

a. Certificate of Current Hawaii Compliance Express/Tax Clearance (which was issued within the past 6 months)
b. Certificate of Liability Insurance: from a company authorized by law to issue such insurance in the State of Hawaii, commercial general liability insurance in an amount of at least two million dollars ($2,000,000) coverage for bodily injury and property damage resulting from the provider's performance as a training provider. The provider shall maintain in this liability insurance in effect until the provider is removed from the ETPL AND WIOA participants have exited all programs sponsored by the provider.

The certificate shall provide that the State of Hawaii, the City and County of Honolulu, the County of Hawaii, the County of Maui, the County of Kauai and their officers and employees are Additional Insureds.

12. How many complaints about the program from WIOA participants have been filed with your organization within the last two (2) years? Click here to enter text.

How were they resolved?
Click here to enter text.

☐Not applicable – this organization is a first-time applicant

Certifications and Assurances

WIOA REQUIREMENTS:

Under WIOA, WDC is required to collect and verify performance results for the program. Does provider agree to provide any and all data in the prescribed format required by WDC?	Choose one.
As a recipient of WIOA financial aid, providers are required to comply with Section 188 of WIOA which prohibits discrimination on the grounds of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, gender identity, and transgender status), national origin (including limited English proficiency), disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA-Title I financially assisted program or activity. Does your organization agree to comply with all laws governing non-discrimination?	Choose one.

LEARNING ENVIRONMENT, MATERIALS & MANAGEMENT:

Do you certify that your training is carried out in a physical space approved by building code(s) to be used for commercial usage such as described in your application or that it is web-based?	Choose one.
Do you certify that all of your learning materials and equipment for the ETP training program you are seeking approval for are at least the same as those afforded to the general public?	Choose one.
Do you understand that the number of participants referred to any ETP approved organization to attend any particular training course cannot be predetermined or guaranteed?	Choose one.
Do you certify that certificates/credentials are awarded only to WIOA participants who have earned them via coursework requirements and a grading system as expected of all your students?	Choose one.
Does your organization have a written and published grievance policy which describes how students can file complaints with your organization against faculty, staff, or other employees and students?	Choose one.

MONITORING:

Do you certify that the State, LWDB/county and federal government(s), through any authorized representative, are allowed to review, inspect and/or audit your organization's books, records and documents, including performance data related to this application?	Choose one.
Do you certify that documents, papers, books, records and other evidence which sufficiently and properly reflect all expenditures of any nature related to your organization's performance for services under this application are retained for a period of at least three (3) years?	Choose one.
Do you certify that in the event any litigation, claim, investigation, audit or other action arises involving the records retained for services resulting from this solicitation, then such records will be retained for three (3) years from the date of final payment, or the date of the resolution of the action, whichever occurs later?	Choose one.

RELEASE OF INFORMATION:

Do you certify that your organization will adhere to all applicable federal, state and county confidentiality and privacy laws in the management and storage of student files, records and related materials?	Choose one.
Do you certify that your organization will obtain prior written approval from the LWDB/county whenever it identifies or refers to the LWDB, county, one-stop center(s), or the state, its employees or participants, in any and all media releases, public statements, announcements, broadcasts, posters, programs, computer postings, and other printed, published, or electronically disseminated materials?	Choose one.

PAYMENT, WITHDRAWALS, SUBSTITUTIONS & CANCELLATIONS:

Student withdrawals -- Do you certify that the one-stop center shall not be responsible for paying the tuition or other training related expenses if the one-stop center gives you, the training provider, a written withdrawal notice that you will receive at least three business days prior to the start of the scheduled class?	Choose one.
Does your organization have a written and published refund policy that describes how students can request a refund?	Choose one.
Student substitutions – Do you certify that should a participant withdraw from a course that you will give the one-stop case manager the first opportunity to replace the participant with a substitute participant and that you will not charge the one-stop center any additional fees for such substitutions?	Choose one.
Course cancellation -- Do you certify that you will also notify each participant of the cancelled or rescheduled class(es) by telephone, email, postal mail, fax or similar means to be received at least two business days prior to the start date of the canceled or rescheduled class(es) and that you will keep a written log that indicates you attempted to contact each participant no fewer than two times?	Choose one.
Do you certify that you will accept participants funded by other sources and that these participants will be able to select training from the same lists of courses as contained in this application?	Choose one.
Do you agree to defend, indemnify and hold harmless the State of Hawaii, Department of Labor and Industrial Relations, City and County of Honolulu, County of Hawaii, County of Maui, County of Kauai, and their officers, employees, agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits and demands therefore, arising out of or resulting from the acts or omissions of the training provider or the training provider's employees, officers, agents, or subcontractors for training resulting from this application?	Choose one.

CERTIFICATION BY APPLICANT

I hereby attest that I am authorized to act on behalf of this organization and have reviewed the application and have knowledge of the content and the information contained herein. I declare that the information provided and each statement, monetary amount and supporting documentation included is true and correct to the best of my knowledge and belief. I also hereby attest that this organization and its instructors currently hold all licenses, certificates, permits and accreditations required under applicable federal, state and county laws, ordinances, codes and rules, required to provide the training services described herein. This organization is also in good standing with the Hawaii State Department of Commerce and Consumer Affairs. I understand that any noncompliance and/or misrepresentations, including but not limited to, those contained in all amendments to our course offerings that we initiate hereafter, may

result in the termination of this organization from participation in the Eligible Training Provider program for a period of 24 months. I understand that this organization will be held liable for repayment of all funds received via the ETP program for any period of noncompliance. I understand that these are construed to provide remedies and penalties that supplement, but do not supplant, other civil and criminal remedies and penalties. I understand that the ETP program is per the Workforce Innovation and Opportunity Act of 2014.

☐AGREE ☐DISAGREE

Signature

Print Name
Date

To be considered for inclusion on the ETPL, the training provider (provider) must supply all of the information requested in Parts I and II of this application. All completed applications must be submitted to the county where the training will be provided. If there are any questions, please contact your local area Workforce Development Board:

Hawaii County:
Office of Housing and Community Development
50 Wailuku Drive
Hilo, HI 96720
Phone: (808) 961-8379
Email: ohcdwia@hawaiicounty.gov

Maui:
Office of Economic Development
2200 Main Street, Suite 305
Wailuku, HI 96793
Phone: (808) 270-8225
Email: brian.nagami@co.maui.hi.us

Kauai:
Office of Economic Development
4444 Rice Street, Suite 200
Lihue, HI 96766
Phone: (808) 241-4950
Email: kbradford@kauai.gov

Oahu:
Oahu Workforce Development Board
715 South King Street, Suite 211
Honolulu, HI 96813
phone: (808) 768-5889
email: oahuwdb@honolulu.gov

(Appendix A continued) Part II Eligible Training Provider Program Application

Appendix A, PART II
ELIGIBLE TRAINING PROGRAM INFORMATION
(one row per program)

Trainer Provider Name & Campus	Training Program Name	Course Number	CIP Code (Six-Digit)	CIP Name	In-demand Industry Sector or occupation (www.hiwi.org)	Training Program Description (include the number of courses or credits needed to complete the credential path)	Method of Instruction (classroom, distance learning, or combination of classroom and distance)	Business Partnership Description (Is the provider in partnership with a business or employer for the program?)	Credential Earned	Total Cost: Tuition, program fees, other costs for one student	Length (weeks)	Total Hours	Training Program Website	Phone Number of Program Contact	Workfor Area (Cou

Briefly and concisely, provide the information requested in the spreadsheet, using only one row for each program, and forward to the LWDB in an Excel file.

Sample Part I forms, and examples for Part II ETP program applications are posted at: https://labor.hawaii.gov/wdc/how-to-become-an-eligible-training-provider/.

Appendix B
Eligible Training Provider List (ETPL) Application Process

Step 1: Potential and existing ETPs will request the application from the appropriate Local Workforce Development Board (LWDB).

The Local Board in each county will be the main point of contact for the Workforce Innovation and Opportunity Act ETPL program. The provider will contact a representative using the contact list below for the application and for information on the process from submission of the application to approval for inclusion on the ETPL.

Note: Separate applications must be submitted to and approved by LWDB representatives in each county where training is to be provided.

Oahu:
Oahu Workforce Development Board
City & County of Honolulu
715 South King Street, Suite 211
Honolulu, HI 96813
Phone: (808) 768-5889
Email: owib@honolulu.gov

Maui County:
Office of Economic Development
County of Maui
2200 Main Street, Suite 305
Wailuku, HI 96793
Phone: (808) 270-8225
Email: brian.nagami@co.maui.hi.us

Hawaii County:
Office of Housing and Community Development
County of Hawaii
50 Wailuku Drive
Hilo, HI 96720
Phone: (808) 961-8379
Email: ohcdwia@hawaiicounty.gov

Kauai County:
Office of Economic Development
County of Kauai
4444 Rice Street, Suite 200
Lihue, HI 96766
Phone: (808) 241-4950
Email: kbradford@kauai.gov

Step 2: The application is submitted to the appropriate LWDB(s). A sample application is posted at: https://labor.hawaii.gov/wdc/how-to-become-an-eligible-training-provider/

Step 3: The LWDB must check the System for Award Management (SAM) website: www.sam.gov to check for exclusion (suspension or debarment) records and attach the report to the application. The LWDB will forward the approved application along with the ETP Approval Request Form (Appendix F) to the ETPL coordinator at WDC.

Instructions for searching for exclusion records are at this link:
https://www.sam.gov/sam/transcript/Quick_Guide_for_Searching_Exclusions.pdf

Step 4: The programs will appear on the ETPL upon approval by the LWDB and WDC.

Appendix C
Required Student Data

Individual data reported to WDC is not considered public information and is exempt from public disclosure laws pursuant to federal and state guidelines. (TEGL 39-11 and HRS §92F-4, 92F-13,14). For each reporting period, a single comma separated file (.csv) containing all student records for each applicable program will be submitted in the format specified.

Data Element	Description
Student Code	The student ID associated with the institution
SSN	The Social Security associated with each student
Driver's License Number	The driver's license number associated with each student
Driver's License State	The state in which the driver's license was issued for each student
First Name	Student's first name
Last Name	Student's last name
Middle Initial	Student's middle initial (1-character)
DOB	Date of birth of student
Gender	Student's gender (1-digit code) 1 = Female 2 = Male 3 = Not Provided
Hispanic	Student's Hispanic origin (1-digit code) 1 = Hispanic Origin 2 = Not of Hispanic Origin 3 = Unknown/Not Provided
Race	Student's race (2-digit code) 01 = White/Caucasian 02 = Black/African American 03 = American Indian or Alaska Native 04 = Asian 05 = Hawaiian Native or Other Pacific Islander 06 = Multi-Racial 07 = Other 08 = Unknown/Not Provided
Veteran Status	A TRUE/FALSE code indicating a student's veteran status (1 = true, 0 = false)
Disability Status	A code indicating a student's disability status 1 = True 2 = False 3 = Not Provided

Appendix D
Performance Measures

Performance Measures outlined in Table 1 will be made available, beginning in 2018. Performance Measures will be reviewed, modified, and/or expanded by WDC, in accordance with WIOA § 122.

Table 1: WIOA Eligible Training Provider Performance Measures

Performance Measure * Applies to All Students within a WIOA-eligible program	Implementation Year	Description
All Student* Credential Attainment Rate	CY 2018	Total number of students who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit divided by the total number of students exiting the program (both completers and non-completers) within the 12-month reporting period.
All Student* Employment Rate During 2nd Quarter After Exit	CY 2018	Total number of students exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.
All Student* Employment Rate During 4th Quarter After Exit	CY 2018	Total number of students exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 4th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.
All Student* Median Earnings in Employment during 2nd Quarter After Exit	CY 2018	Median earnings expressed as an hourly rate for all students exiting the applicable program **and** working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date).
WIOA Participant Program Completion Rate	CY 2017	Total number of WIOA participants completing the applicable program divided by the total number of WIOA participants exiting the program (both completers and non-completers) within the 12-month reporting period.
WIOA Participant Credential Attainment Rate	CY 2018	Total number of WIOA participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit divided by the total number of WIOA participants exiting the program (both completers and non-completers) within the 12-month reporting period.
WIOA Participant Employment Rate During 2nd Quarter After Exit	CY 2018	Total number of WIOA participants exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of WIOA participants exiting the program.
WIOA Participant Employment Rate During 4th Quarter After Exit	CY 2018	Total number of WIOA participants exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 4th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of WIOA participants exiting the program.
WIOA Participant Median Earnings in Employment During the 2nd Quarter After Exit	CY 2018	Median earnings expressed as an hourly rate for WIOA participants exiting the applicable program **and** working in unsubsidized employment during the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or the completion date).

Appendix E
Sample University of Hawaii System Application
Eligible Training Provider List

PART I:

Date of application: Click to enter a date.

University of Hawaii Training Provider Information

1. Name of Campus: Click here to enter text.
2. Campus Address:
   Address line 1: Click here to enter text.
   Address line 2: Click here to enter text.
   City: Click here to enter text.
   State: Click to enter text.
   Zip Code: Click here to enter text.
3. Mailing address (if different from above):
   Address line 1: Click here to enter text.
   Address line 2: Click here to enter text.
   City: Click here to enter text.
   State: Click here to enter text.
   Zip Code: Click here to enter text.
4. Provider Website: Click here to enter text.
5. Provider Contact:
   Name: Click here to enter text.
   Title: Click here to enter text.
   Phone: Click here to enter text.
   Email: Click here to enter text.
6. Have you identified a process to submit performance reports?

(Appendix E continued) Part II Eligible Training Provider Program Application

Appendix A, PART II ELIGIBLE TRAINING PROGRAM INFORMATION (one row per program)															
Trainer Provider Name & Campus	Training Program Name	Course Number	CIP Code (Six Digit)	CIP Name	In-demand Industry Sector or occupation (www.hiwi.org)	Training Program Description (include the number of courses or credits needed to complete the credential path)	Method of Instruction (classroom, distance learning, or combination of classroom and distance)	Business Partnership Description (Is the provider in partnership with a business or employer for the program?)	Credential Earned	Total Cost: Tuition, program fees, other costs for one student	Length (weeks)	Total Hours	Training Program Website	Phone Number of Program Contact	Workfor Area (Cou

Briefly and concisely, provide the information requested in the spreadsheet, using only one row for each program, and forward to the LWDB in an Excel file.

Sample Part I forms, and examples for Part II ETP program applications are posted at: https://labor.hawaii.gov/wdc/how-to-become-an-eligible-training-provider/.

Appendix F
Eligible Training Provider Approval Request Form
for LWDBs to request approval by WDC

I have reviewed the Eligible Training Provider Application of: Click here to enter text.,

dated: Click to enter a date.

PART I

☐ There are no exclusion (suspension or debarment) records for the provider on the System for Award Management (SAM) website, www.sam.gov. A copy of the report is attached.

☐ #1-9 are complete

#10 ☐A copy of the Accreditation, Licensure, or Registration was provided

☐A copy of the current HIDOE license was provided

☐The applicant is exempt from HIDOE requirements and documentation was provided

#11 ☐This is a non-governmental application

☐Certificate of Current Tax Clearance issued within the past 6 months was provided

☐Certificate of Liability Insurance for $2 million with the required language was provided

#12 ☐ The complaint question was answered

☐ All of the Certifications and Assurances have been answered as "yes"

Part II:

☐ All programs listed meet the criteria for training programs

The local board of Click here to enter name. County has approved this Eligible Training Provider application.

Signed: _____

Name (Print): Click here to enter name. Date: Click to enter a date.

Email this request to: the ETPL coordinator

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/

(SN 27)
WIOA Bulletin No. 27-19

DATE: March 6, 2019

TO: Local Workforce Development Boards and WIOA Partners

SUBJECT: Policy on Providers of Career Services

PURPOSE

This bulletin provides the statewide policy and procedures for Providers of Career Services (PCS). The procedures describe the roles and responsibilities of Workforce Development Council (WDC) and the Local Workforce Development Boards (LWDBs) in managing Providers of Career Services delivering services to participants.

POLICY

Each LWDB shall establish PCS policies and procedures for their respective local areas; including either developing a local area specific PCS application or adopting the sample application provided by WDC (Attachment I). While LWDBs must address the provisions in these policies and procedures, they may develop stricter application, eligibility, renewal and termination processes to ensure quality services in their local areas.

LWDBs are also responsible for issuing instructions to prospective providers on the application and approval process in the local area and may provide other guidelines (e.g. cost limitations, types of career services that the local area is seeking, where the services are to be provided, etc). LWDBs must also ensure that Local Plans include their PCS policies and procedures.

Local areas are responsible for approving the providers and their programs and forwarding a request for approval (Attachment II) to the Workforce Development Council Eligible Training Provider (ETP) Coordinator: DLIR.Workforce.Council@ Hawaii.Gov.

DEFINITION

Career Services, also known as pre-vocational services for the purposes of WIOA Adult, Dislocated Worker, and Youth programs (TEGL 19-16) are:

- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances, pre-apprenticeship programs may be considered as short-term pre-vocational services;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into completion of postsecondary education, or training, or employment;
- Financial Literacy services; and
- English language acquisition and integrated education and training programs.

These programs usually do not lead to a recognized post-secondary credential or industry recognized certificate.

Since the programs offered by the PCS do not qualify as training programs, a specific list of the PCS and their courses has been created and will be posted at: https://labor.hawaii.gov/wdc/eligible-training-provider-list/

Criteria and Requirements

Hawaii requires significant consumer protection through its licensing requirements. Providers must be licensed by the appropriate Hawaii or Federal licensing authority, as required by law.

Current Eligible Training Providers on the Eligible Training Provider List already meet the criteria to provide career services, however, their career service courses must also be approved by the LWDBs. There are no performance reporting requirements for career services.

Career Service Providers must meet the following requirements:

1. If applicable, meet the requirements of the Hawaii Post-Secondary Education Authorization Program (HPEAP), Hawaii Revised Statutes Chapter 305J. Refer to: http://cca.hawaii.gov/hpeap/
2. Be a legal entity, registered to do business in Hawaii.
3. Be current with tax obligations as required by Hawaii Revised Statutes 103D-310(c) and verified by a "Certificate of Vendor Compliance" issued by Hawaii Compliance Express, https://vendors.ehawaii.gov/hce/splash/welcome.html.
4. Obtain from a company authorized by law to issue such insurance in the State of

Hawaii, commercial general liability insurance in an amount of at least two million dollars ($2,000,000) coverage for bodily injury and property damage resulting from the provider's performance as a training provider. The provider shall maintain in this liability insurance in effect until the provider is removed from the PCS and or ETPL AND WIOA participants have exited all programs sponsored by the provider. The provider shall provide to the LWDB a certificate of liability insurance with the provider's application. The certificate shall provide that the State of Hawaii, the City and County of Honolulu, the County of Hawaii, the County of Maui, the County of Kauai and their officers and employees are Additional Insureds.

5. **Not** be associated with occupations that pay commission only and **not** be debarred by the state or the federal government.
6. Have provided training for at least one year at the time of application; and have a proven track record of students successfully completing the programs. Providers that have been training in another state for more than a year and have recently opened a new campus in Hawaii do not need to train a year in Hawaii to be listed.
7. Have refund policies specifying when refunds for tuition and other costs associated with the program will be allowed. Refund policies that indicate that no refunds will be made are not acceptable. Refund policies must be written and published so that students are aware of how to request a refund.
8. Have a grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other college employees. Grievance policies must be written and published so that students are aware of how to file a complaint.
9. Agree to payment policies and procedures determined by the LWDBs.
10. Comply with all non-discrimination and equal opportunity provisions of WIOA Section 188 and all other applicable federal and state laws.
11. Provide the information and documentation requested on the "Provider of Career Service Application Form."

REFERENCES:

- Workforce Innovation and Opportunity Act of 2014, Public Law (Pub. L.) 113-128, Title I; enacted July 22, 2014;
- Workforce Innovation and Opportunity Act, Final Rule, 20 CFR 680 Subparts C and D, 2017;
- Training and Employment Guidance Letter (TEGL) No. 19-16, March 1, 2017.

ATTACHMENTS:

Attachment I:	Sample Career Service Provider Application (Parts A and B)
Attachment II:	Career Service Provider Approval Request Form for LWDBs to request approval by WDC

Attachment I
Part A Sample Provider of Career Services Application

This is a two-part application:

Part A: Provider application
Part B: Course(s) application

Date of application: Click to enter a date.

PROVIDER INFORMATION

1. Name of Provider (as it appears on W-9 form): Click here to enter text.

   DBA (if any): Click here to enter text.

   Federal Employer Identification Number: Click here to enter text.

   State Tax ID#: Click here to enter text.

2. Provider street address: Address line 1: Click here to enter text.

   Address line 2: Click here to enter text.

   City: Click here to enter text.

   State: Click to enter text.

   Zip Code: Click here to enter text.

3. Provider mailing address (if different from above):

   Address line 1: Click here to enter text.

   Address line 2: Click here to enter text.

   City: Click here to enter text.

   State: Click here to enter text.

   Zip Code: Click here to enter text.

4. Provider phone number: Click here to enter text.

5. Provider Website: Click here to enter text.

6. Provider Contact: Name: Click here to enter text.
   Title: Click here to enter text.
   Phone: Click here to enter text.
   Email: Click here to enter text.

7. How long has the provider been in operation? Click here to enter text.

8. Type of Provider (check only one):
   ☐Postsecondary education institution
   ☐Other public or private provider of training which may include joint-labor management organizations and eligible providers of adult education and literacy activities under Title II of WIOA if such activities are provided in combination with occupational skills training
   ☐A local board that meets the requirements of WIOA Section 107(g)(1)
   ☐Community-based or private organization that provides training under contract with a local board

9. Provider is a private postsecondary career school authorized by the Hawaii Post-Secondary Education Authorization Program (HPEAP): Choose one.

10. What type of training organization are you?
    Check any that apply and append the attachment as specified.

    ☐Post-secondary, degree-granting school accredited by an accreditation body recognized by the U.S. Department of Education (US DOE)

    Name of accrediting body: Click here to enter text.
    Attach copy of your current accreditation

    ☐Massage, cosmetology or real estate school registered as a school with the appropriate board under the Hawaii State Department of Commerce and Consumer Affairs (DCCA)
    Attach a copy of your current DCCA registration

    ☐Distance Learning program that is fully accredited by a recognized accrediting body

    Name of accrediting body: Click here to enter text.
    Attach a copy of your current accreditation

    ☐Private training school, other than those listed above.

    a. If you are licensed by the Hawaii State Department of Education (HIDOE),
       Attach a copy of your current HIDOE License
       OR
    b. If you are exempt from HIDOE requirements, please check exemption that applies below, <u>and</u> **attach documentation** that substantiates your exemption*:

       ☐schools maintained or classes conducted by employees for their own employees where no fee or tuition is charged;

       ☐courses of instruction given by a fraternal society, benevolent order, or professional organization to its members and which are not operated for profit;

       ☐classes conducted for fewer than five students at one time and the same time;

☐classes or courses of instruction which are conducted for twenty or fewer class sessions during any twelve-month period;

☐a vocational, hobby, recreational or health classes or courses;

☐courses of instruction on religious subjects given under the auspices of a religious organization; or

☐schools registered by the Hawaii State Department of Commerce and Consumer Affairs [Eff 12/7/87; comp 3/5/01] (Auth: HRS §302A-1112, 302A-427) (Imp: HRS §302A-1112, 302A-101, 302A-424, 302A-425)

*More information:
(http://www.hawaiipublicschools.org/TeachingAndLearning/AdultEducation/Pages/Licensing-a-vocational-school.aspx)

11. All non-governmental/private sector applicants must attach the following to the application:

a. Certificate of Current Hawaii Compliance Express/Tax Clearance (which was issued within the past 6 months)
b. Certificate of Liability Insurance: from a company authorized by law to issue such insurance in the State of Hawaii, commercial general liability insurance in an amount of at least two million dollars ($2,000,000) coverage for bodily injury and property damage resulting from the provider's performance as a training provider. The provider shall maintain in this liability insurance in effect until the provider is removed from the PCS list AND WIOA participants have exited all programs sponsored by the provider.

The certificate shall provide that the State of Hawaii, the City and County of Honolulu, the County of Hawaii, the County of Maui, the County of Kauai and their officers and employees are Additional Insureds.

12. How many complaints about the program from WIOA participants have been filed with your organization within the last two (2) years? Click here to enter text.

How were they resolved?
Click here to enter text.

☐Not applicable – this organization is a first-time applicant

Certifications and Assurances

WIOA REQUIREMENTS:

Under WIOA, WDC is required to collect and verify performance results for the program. Does provider agree to provide any and all data in the prescribed format required by WDC?	Choose one.
As a recipient of WIOA financial aid, providers are required to comply with Section	Choose one.

188 of WIOA which prohibits discrimination on the grounds of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, gender identity, and transgender status), national origin (including limited English proficiency), disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA-Title I financially assisted program or activity. Does your organization agree to comply with all laws governing non-discrimination?	

LEARNING ENVIRONMENT, MATERIALS & MANAGEMENT:

Do you certify that your training is carried out in a physical space approved by building code(s) to be used for commercial usage such as described in your application or that it is web-based?	Choose one.
Do you certify that all of your learning materials and equipment for the career training program you are seeking approval for are at least the same as those afforded to the general public?	Choose one.
Do you understand that the number of participants referred to any career service approved organization to attend any particular training course cannot be predetermined or guaranteed?	Choose one.
Do you certify that certificates/credentials are awarded only to WIOA participants who have earned them via coursework requirements and a grading system as expected of all your students?	Choose one.
Does your organization have a written and published grievance policy which describes how students can file complaints with your organization against faculty, staff, or other employees and students?	Choose one.

MONITORING:

Do you certify that the State, LWDB/county and federal government(s), through any authorized representative, are allowed to review, inspect and/or audit your organization's books, records and documents, including performance data related to this application?	Choose one.
Do you certify that documents, papers, books, records and other evidence which sufficiently and properly reflect all expenditures of any nature related to your organization's performance for services under this application are retained for a period of at least three (3) years?	Choose one.
Do you certify that in the event any litigation, claim, investigation, audit or other action arises involving the records retained for services resulting from this solicitation, then such records will be retained for three (3) years from the date of final payment, or the date of the resolution of the action, whichever occurs later?	Choose one.

RELEASE OF INFORMATION:

Do you certify that your organization will adhere to all applicable federal, state and county confidentiality and privacy laws in the management and storage of student files, records and related materials?	Choose one.
Do you certify that your organization will obtain prior written approval from the LWDB/county whenever it identifies or refers to the LWDB, county, one-stop center(s), or the state, its employees or participants, in any and all media releases, public statements, announcements, broadcasts, posters, programs, computer postings, and other printed, published, or electronically disseminated materials?	Choose one.

PAYMENT, WITHDRAWALS, SUBSTITUTIONS & CANCELLATIONS:

Student withdrawals -- Do you certify that the one-stop center shall not be responsible for paying the tuition or other training related expenses if the one-stop center gives you, the service provider, a written withdrawal notice that you will receive at least three business days prior to the start of the scheduled class?	Choose one.
Does your organization have a written and published refund policy that describes how students can request a refund?	Choose one.
Student substitutions – Do you certify that should a participant withdraw from a course that you will give the one-stop case manager the first opportunity to replace the participant with a substitute participant and that you will not charge the one-stop center any additional fees for such substitutions?	Choose one.
Course cancellation -- Do you certify that you will also notify each participant of the cancelled or rescheduled class(es) by telephone, email, postal mail, fax or similar means to be received at least two business days prior to the start date of the canceled or rescheduled class(es) and that you will keep a written log that indicates you attempted to contact each participant no fewer than two times?	Choose one.
Do you certify that you will accept participants funded by other sources and that these participants will be able to select training from the same lists of courses as contained in this application?	Choose one.
Do you agree to defend, indemnify and hold harmless the State of Hawaii, Department of Labor and Industrial Relations, City and County of Honolulu, County of Hawaii, County of Maui, County of Kauai, and their officers, employees, agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits and demands therefore, arising out of or resulting from the acts or omissions of the training provider or the training provider's employees, officers, agents, or subcontractors for training resulting from this application?	Choose one.

CERTIFICATION BY APPLICANT

I hereby attest that I am authorized to act on behalf of this organization and have reviewed the application and have knowledge of the content and the information contained herein. I declare that the information provided and each statement, monetary amount and supporting documentation included is true and correct to the best of my knowledge and belief. I also hereby attest that this organization and its instructors currently hold all licenses, certificates, permits and accreditations required under applicable federal, state and county laws, ordinances, codes and rules, required to provide the training services described herein. This organization is also in good standing with the Hawaii State Department of Commerce and Consumer Affairs. I understand that any noncompliance and/or misrepresentations, including but not limited to, those contained in all amendments to our course offerings that we initiate hereafter, may result in the termination of this organization from participation in the Career Service Provider program for a period of 24 months. I understand that this organization will be held liable for repayment of all funds received via the career service program for any period of noncompliance. I understand that these are construed to provide remedies and penalties that supplement, but do not supplant, other civil and criminal remedies and penalties. I understand that the career service program is per the Workforce Innovation and Opportunity Act of 2014.

☐AGREE ☐DISAGREE

_____ _____

Signature Print Name

Date_____

To be considered for inclusion on Career Service list, the provider must supply all of the information requested in Parts I and II of this application. All completed applications must be submitted to the county where the training will be provided. If there are any questions, please contact your local area Workforce Development Board:

Hawaii County:
Office of Housing and Community Development
1990 Kinoole Street, Suite 102
Hilo, HI 96720
Phone: (808) 961-8379
Email: ohcdwia@hawaiicounty.gov

Maui:
Office of Economic Development
2200 Main Street, Suite 305
Wailuku, HI 96793
Phone: (808) 270-8225
Email: lee.ahyen@co.maui.hi.us

Kauai:
Office of Economic Development
4444 Rice Street, Suite 200
Lihue, HI 96766
Phone: (808) 241-4950
Email: nbrun@kauai.gov

Oahu:
Oahu Workforce Development Board
715 South King Street, Suite 211
Honolulu, HI 96813
phone: (808) 768-5889
email: oahuwdb@honolulu.gov

Attachment I– Part B, Career Services Information SAMPLE

Attachment I, PART B
CAREER SERVICES INFORMATION
(one row per course)

Trainer Provider Name & Campus	Training Program Name	Course Number	CIP Code (Six-Digit)	CIP Name	In-demand Industry Sector or occupation (www.hiwi.org)	Training Program Description (include the number of courses or credits needed to complete the credential path)	Method of Instruction (classroom, distance learning, or combination of classroom and distance)	Business Partnership Description (is the provider in partnership with a business or employer for the program?)	Credential Earned	Total Cost: Tuition, program fees, other costs for one student	Length (weeks)	Total Hours	Training Program Website	Phone Number of Program Contact	Workforce Area (County)

This is a sample form, please use the form at this link:

Attachment II
Provider of Career Service Application
Requesting Workforce Development Council Approval

Provider Application of: CLICK HERE TO ENTER TEXT., dated: Click here to enter a date.

☐ #1 is complete, including the Federal Employer Identification Number (FEIN) and the State Tax ID#

☐ #2-6 are complete

☐ #7 is more than one year

☒ The certification has been agreed to and signed (original copy in the file)

#10 ☐A copy of the Accreditation, Licensure, or Registration

Type: Click here to enter text. Number: Click here to enter text. Expiration Date: Click here to enter a date. was provided

☐A copy of the current HIDOE License #: Click here to enter text. Expiration date: Click here enter a date. was provided

☐The applicant is exempt from HIDOE requirements and documentation was provided

#11 ☐This is a non-governmental application

☐Certificate of Current Tax Clearance or a "Certificate of Vendor Compliance" issued within the past 6 months was provided

☐Certificate of Liability Insurance for $2 million with the required language was provided

☐This is a State of Hawaii agency or department

☐ Assurances have been answered as "yes" (except for the web-based selection)

☐ The complaint question was answered

The local board of Click here to enter name. County has *1)* approved this Provider application and affirms that the information provided above is accurate and *2)* has also approved the attached list of courses on Part B of the application.

Signed: _____Name (Print): Click here to enter name.

Date: Click or tap to enter a date.

Email this request to: DLIR.Workforce.Council@Hawaii.gov

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU
715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
PHONE: (808) 768-7790 • www.OahuWDB.org

KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR

TIM WONG
VICE CHAIR

ALISON P.M. LUM
EXECUTIVE DIRECTOR

June 5, 2020

OAHU WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
POLICY # 2-20

SUBJECT: APPROVAL AND ASSESSMENT OF ELIGIBLE TRAINING PROVIDER (ETP) AND CAREER SERVICES PROVIDER (CSP) ONLINE COURSES AND PROGRAMS

PURPOSE:

The purpose of this policy is to provide the Oahu Workforce Development Board's requirements for the approval and assessment of online courses and programs for the City and County of Honolulu's WIOA-funded Eligible Training Provider List (ETPL) and Career Services Provider List (CSPL).

REFERENCES:

WIOA Section 122

Title 20 Part 680 Code of Federal Regulations

National Standards for Quality Online Learning. *National Standards for Quality Online Programs*. Edited by The Virtual Learning Leadership Alliance and Quality Matters, 2009

National Standards for Quality Online Learning. *National Standards for Quality Online Courses, Third Edition*. Edited by The Virtual Learning Leadership Alliance and Quality Matters, 2019

National Standards for Quality Online Learning. *National Standards for Quality Online Teaching, Third Edition*. Edited by The Virtual Learning Leadership Alliance and Quality Matters, 2019

BACKGROUND:

The City and County of Honolulu has the most extensive ETPL and CSPL in the State of Hawaii, both of which are utilized frequently as educational and training resources for job seekers at the American Job Center Hawaii (AJCH).

The Covid-19 pandemic has necessitated a shift to online learning. This shift continues to bring significant attention to the importance of developing high-quality online programs and pedagogy as well as increasing access to high-quality online education and job training.

To uphold WIOA standards and ensure high-quality training for jobseekers, OWDB therefore establishes this policy and the following procedures to specifically address the approval and assessment of online courses and programs for the ETPL and CSPL.

OWDB adds a requirement to the ETP and CSP application to more clearly differentiate between online and in-person courses and programs via Part II, Column B. OWDB adopts the standards set forth by the National Standards for Quality Online Learning (NSQOL) for online instructional materials and course delivery for new and existing ETPs and CSPs. OWDB establishes procedures on the collection of online instructional materials for ETP and CSP approval and assessment.

POLICY:

A. ETP and CSP Application – New and Existing ETPs and CSPs:
   I. OWDB establishes that all new and existing ETPs and CSPs must clearly identify online courses and programs in Part II, Column B of the ETP application and list them separately from in-person courses and programs. Example: "Welding Technology, Certificate (Online)" in addition to "Welding Technology, Certificate (In-Person)."

B. ETP and CSP Application – Existing ETPs and CSPs Only:
   I. To support the AJCH's timely response to ongoing jobseeker needs and inquiries, all existing ETPs and CSPs must update Part II of their ETP and/or CSP applications to address the requirements listed in section A and to remove any courses and programs not currently being offered as a result of the pandemic.
   II. All existing ETPs and CSPs must electronically send the updated Part II of their ETP and/or CSP applications to OWDB within 10 business days following OWDB's request by phone or email.
   III. If a response is not provided within this timeframe, OWDB reserves the right to remove the ETP or CSP from the local area ETPL and/or CSPL.

C. OWDB Approval of Online Courses and Programs for ETPL and CSPL:
   I. All ETPs and CSPs that have moved or are in the process of moving in-person instruction to online delivery due to the pandemic must follow the requirements set forth by the NSQOL via its three publications: National Standards for Quality Online Programs, National Standards for Quality Online Courses, third edition, and National Standards for Quality Online Teaching, third edition.
   II. OWDB may request electronic copies of online instructional materials including, but not limited to, syllabuses, rubrics, and student survey templates during the ETP and CSP application approval process.
   III. OWDB reserves the right to disqualify the applications of new and existing ETPs and CSPs for failing or refusing to meet NSQOL standards.

D. OWDB Assessment of Online Courses and Programs for ETPL and CSPL:
   I. To assess for quality and efficacy of the online programs on the ETPL and CSPL and ensure that WIOA performance requirements are met, OWDB may evaluate ETPs and CSPs using NSQOL standards using the publications linked in section C.I at any time.
   II. Likewise, OWDB reserves the right to request copies of online instructional materials such as those listed in section C.II from new and existing ETPs and CSPs at any time.

PROCEDURES FOR ETPs and CSPs:

1. New and existing ETPs and CSPs must update Part II of the ETP and/or CSP application according to the guidelines provided in policy section A.

2. Existing ETPs and CSPs must update Part II of the ETP and/or CSP application according to both the guidelines and timeframe provided in policy section B.

3. ETPs and CSPs that have moved or are in the process of moving their in-person curriculums to online delivery as a result of the pandemic must ensure that all online instructional materials align with the standards set forth by NSQOL and its three publications linked in policy section C.

4. ETPs and CSPs must be prepared to share electronic copies of online instructional materials during the ETP and CSP application approval process per policy section C, as well as for the purposes of WIOA performance monitoring per policy section D.

ACTION:

This policy shall remain in effect until such time that amendments to this policy are made or a new policy is issued.

INQUIRIES:

Inquiries regarding this bulletin may be directed to Lyn Uratani by phone at 808-768-7790 or via email at OahuWDB@honolulu.gov.

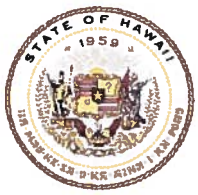
ALISON P.M. LUM
Executive Director

ATTACHMENT 4.9

Rapid Response Policies

DAVID Y. IGE
GOVERNOR

JOSH GREEN
LIEUTENANT GOVERNOR



LESLIE WILKINS
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EXECUTIVE DIRECTOR

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WORKFORCE DEVELOPMENT COUNCIL
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Phone: (808) 586-8630 Web: http://labor.hawaii.gov/wdc/

(SN 31)

WIOA BULLETIN NO. 31-19

DATE: July 3, 2019

TO: WIOA Partners

SUBJECT: Statewide Rapid Response/Layoff Aversion Policies and Procedures

SUPERCEDES: WIOA BULLETIN NO. 24-18, issued August 10, 2018

BACKGROUND

Rapid response teams operate out of local area American Job Centers (AJCs). Team members coordinate with state and county workforce development agencies, Workforce Innovation and Opportunity Act (WIOA) partners and community partners to deliver services that help dislocated workers transition to new employment as quickly as possible. Teams also administer programs and services that support businesses in all phases of their business cycles. Rapid response teams coordinate activities or work jointly with the business services teams at the AJCs.

The purpose of rapid response is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, responding to layoffs and dislocations, and preventing or minimizing their impacts on workers, businesses, and communities.

Effective Teams meet the varied needs of employees and employers during difficult times. Businesses may not want to accept rapid response assistance when offered. The challenge is to demonstrate that it's in their best interest to implement rapid response and layoff aversion strategies.

A critical step in coordinating rapid response activity and gaining acceptance from businesses is developing comprehensive outreach and messaging strategies designed to tell a story, "10 Rapid Response Quality Principles,"[1] (Attachment I) developed by Oregon's Dislocated Worker Unit suggests key principles that rapid response teams may want to adopt.

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[1] https://www.oregon.gov/highered/institutions.../Rapid-Response-Desk-Aid.docx

Rapid response activities are more than single on-site visits to employers in response to the filing of a Worker Adjustment and Retraining Notification (WARN), or single responses to news of a business experiencing trouble. Rapid response activities are also transitional management services that allow the workforce development network to remain relevant across the entire business cycle and may be delivered by the business services team.

Local Workforce Development Board (WDBs) will implement rapid response activities in accordance with guidance provided in Training and Guidance Letter (TEGL)16-16 One-Stop Operations Guidance for the American Job Center Network, January 18, 2017; WIOA Section 134(c)(2)(A), and 20 CFR 682 Subpart C–Rapid Response Activities.

Statewide Rapid Response/Layoff Aversion Policies and Procedures

I. RAPID RESPONSE SERVICES

A successful rapid response system includes (20 CFR §682.300):

- Informational and direct reemployment services for workers, including but not limited to information and other support for filing unemployment insurance claims, information on the impacts of layoff on health coverage or other benefits, information on and referral to career services, reemployment-focused workshops and services, and training;

- Delivery of solutions to address the needs of businesses in transition, provided across the business lifecycle (expansion and contraction), including comprehensive business engagement and layoff aversion strategies and activities designed to prevent or minimize the duration of unemployment;

- Convening, brokering, and facilitating the connections, networks and partners to ensure the ability to provide assistance to dislocated workers and their families such as home heating assistance, legal aid, and financial advice; and

- Strategic planning, data gathering and analysis designed to anticipate, prepare for, and manage economic change.

Required rapid response activities include (20 CFR §682.330):

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- Layoff aversion activities as described in 20 CFR §682.320;
- Immediate and on-site contact with the employer, representatives of the affected workers, and the local community, including an assessment of and plans to address the:
    - layoff plans and schedule of the employer;
    - background and probable assistance needs of the affected workers;
    - reemployment prospects for workers;
    - available resources to meet the short and long-term assistance needs of the affected workers;
- The provision of information and access to unemployment compensation benefits and programs, such as Short-Time Compensation, comprehensive one-stop delivery system services, and employment and training activities, including information on the Trade Adjustment Assistance (TAA) program, Pell Grants, the GI Bill, and other resources;
- The delivery of other necessary services and resources including workshops and classes, use of worker transition centers, and job fairs, to support reemployment efforts for affected workers;
- Partnership with the LWDB and the Office of the Mayor to ensure a coordinated response to the dislocation event and as needed obtain access to State or local economic development assistance;
- Provision of emergency assistance adapted to the layoff or disaster;
- Develop systems and processes for identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion; for analyzing, and acting upon data and information on dislocations and other economic activity in the State, region, or local area;
- Developing and maintaining partnerships with other Federal, State and local agencies and officials, employer associations, industry business councils, labor organizations and other public and private organizations to:
    - conduct strategic planning activities to develop strategies for addressing dislocation events and ensuring timely access to a broad range of necessary assistance; and
    - develop mechanisms for gathering and exchanging information and data relating to potential dislocations, resources available, and the customization of layoff aversion or rapid response activities.

A. Coordination and Delivery of Rapid Response Services

1. Local Rapid Response Teams

Designated rapid response teams operate out of local AJCs to plan and conduct activities and services. Effective teams will have a wide range of expertise and

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working knowledge of Hawaii's business environment and the local community and will collaborate and work jointly with the AJC's business services team.

a. Rapid Response Team Composition
The local team shall include at least two (2) representatives from the local AJC, including a designated Team Leader and a member of the local business services team. A local WDB member and certified financial planner are also recommended.

b. Rapid Response Team Leader Responsibilities are to:
   i. collaborate with the Statewide Rapid Response Coordinator (Coordinator) to plan and deliver rapid response activities;
   ii. collaborate with co-located WIOA partners to cross-train team members for the purposes of co-enrolling dislocated workers into programs for which they are eligible;
   iii. coordinate mandatory and core partners and other relevant service providers in the delivery of rapid response services;
   iv. gain commitment from at least one company manager to attend the scheduled session. The manager should be familiar with the company's policies, employee demographics, benefits, severance packages, and separation details, and be able to answer company-specific questions;
   v. know their county language assistance policies and provide language assistance services and special accommodations as needed;
   vi. ensure that outreach and educational materials are up-to-date and ready for distribution;
   vii. prepare session agenda;
   viii. ensure that participant data is entered in HireNet Hawaii; and
   ix. submit the *Rapid Response Event Summary Report* (Attachment 2) to the Workforce Development Council (WDC) within three (3) business days of a completed session.

2. Responding to Layoff Notifications
Rapid response activities are triggered by receipt of a Worker Adjustment and Retraining Notification[2] (WARN) or through other sources, such as media reports, employees, or labor unions.

a. After confirming a dislocation event and/or WARN details, the WDC will contact the employer and inform the designated local rapid response Team Leader using the *WARN/Layoff Report to Local Rapid Response Teams*,

[2] WARN Act Regulations are found in Hawaii Revised Statutes (HRS) §394B and Hawaii Administrative Rules §12-506.

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(Attachment 3).

b. If the business chooses to accept rapid response assistance, WDC will send a survey for distribution to impacted employees. Businesses will be asked to return the surveys to WDC within seven (7) business days. Completed surveys will be forwarded to the Team Leader.

c. Team Leaders will use the employee responses to coordinate delivery of services with rapid response partners: Unemployment Insurance Unit, the Wagner-Peyser provider, Trade Adjustment Assistance (TAA) representatives, Division of Vocational Rehabilitation, business outreach specialists, local business and industry groups, the university and community college system, the Small Business Administration, mental health counselors, economic development agencies, community and faith-based organizations, migrant farmer programs, libraries, Chambers of Commerce, and private outplacement firms.

d. Rapid response sessions should be conducted no earlier than two (2) weeks prior to the announced layoff date and at a time and place that is convenient for the business and its dislocated employees. In some cases, the team may need to schedule multiple sessions to reach all shift-employees and those who work in different locations.

3. Session Agenda and Content

Some participants may feel overwhelmed by the amount of information presented during a rapid response session. Team members should focus on how to deliver information so that it is heard, understood, and ultimately inspires action.

The session agenda should be included in the information folders that have been prepared for participants. On average, rapid response sessions run about two hours and include but are not limited to:

- a review of the agenda;
- an introduction of the presenters and team members;
- explanation of rapid response activity and its goal of rapid re-employment;
- a "Thank You" for filling out Dislocated Worker Survey–the responses helped the rapid response team plan the session;
- a review of HireNet Hawaii–the primary tool for accessing AJC re-employment programs and services, and for claiming unemployment benefits;
- a review of unemployment insurance benefits–how to file for and maintain weekly benefits; (information provided either by Unemployment Insurance staff member or embedded YouTube video);

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- AJC resources, programs and services;
- time for questions and answers;
- time for on-site HireNet Hawaii registration; and
- time to schedule participant follow-up appointments at the AJC.

4. Session Sign-in Sheet

A blank sign-in sheet is available for download at: http://labor.hawaii.gov/wdc/rapid-response-resources-for-workforce-development-professionals/.
For data entry purposes, collect the following information from each session participant:

a. first and last name;
b. address; city; state; zip code;
c. email address;
d. phone number; and
e. veteran status.

5. Session Evaluation

At the end of every rapid response session, an employee satisfaction survey will be distributed to each attendee and an employer satisfaction survey will be given to the business owner/manager who attended. Both documents are available at: http://labor.hawaii.gov/wdc/wia-docs/. The team is responsible for collecting all the surveys before leaving the property.

6. On-site Registration on HireNet Hawaii and Unemployment Insurance

Rapid response laptop computers and wifi hotspots should be made available during the sessions to facilitate dislocated worker registration on HireNet Hawaii and to access the Unemployment Insurance website.

No later than three (3) business days following a completed rapid response session, participant data and session feedback should be entered into HireNet Hawaii, along with any other relevant data collected. Team members shall tag each participant case file with an assigned event code.

7. Eligibility

Employers undergoing mass layoffs and facility closures, and employees or contractors of companies facing layoffs, are eligible for rapid response services as defined by WIOA Section 3(15).

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8. **Individual Participant Data and Rapid Response Codes**

   WDC will create and assign a unique HireNet Hawaii code for each rapid response session and will convey that code to the Team Leader prior to a scheduled event.

   To add and search rapid response codes in HireNet Hawaii:

   - On the Participant application → Employment tab.
   - Attended a rapid response orientation: Yes.
   - Most recent date attended rapid response service: Use session date.
   - Rapid response event number: Click on "Find RR Event" and search by "Identification Number" using the provided rapid response code.

9. **Rapid Response Event Summary Report**
   No later than three (3) business days following a completed rapid response session, an event summary must be submitted to the WDC using Attachment 2, *Rapid Response Event Summary Report.*

B. BUSINESS OUTREACH / IDENTIFYING RAPID RESPONSE PROSPECTS

There are many publications and industry resources to help identify businesses that may benefit from rapid response and layoff aversion strategies. Rapid response teams and business services teams and AJC partners are encouraged to explore and monitor the resources below:

- Local Resources: *Pacific Business News, Honolulu Star-Advertiser, Hawaii Tribune Herald, West Hawaii Today, The Garden Isle*, Initial Unemployment Insurance Claims, Monthly Labor Market Information (LMI), WARN Layoff Reports and rapid response quarterly and annual reports;

- National Resources: Market Place Podcast, *Wall Street Journal*, *USA News*, *Dun & Bradstreet* for information on commercial credit as well as reports on businesses, Google searches and alerts for key terms "layoffs," "job loss," "WARN", and others;

- Trade association publications; and

- Trade Adjustment Assistance Petition Determinations located on the USDOL website.

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C. Developing and Maintaining Partnerships

Partnerships strengthen accountability, communication, professional development, and provide timely access to needed services. Effective rapid response teams and their networks of community partners deliver in-person services to impacted individuals and groups. A virtual/online session may be arranged upon request from the impacted business.

Active participation and cooperation by unions and other worker representatives also contribute to greater levels of acceptance, trust, and utilization of services. If a union is involved, the WDC will contact a representative to confirm the layoff details and to offer rapid response services. If services are accepted, the union and the local Team Leader will coordinate state, county, and community resources, and establish a logical sequence of activities to assist dislocated workers in successful re-employment.

II. Layoff Aversion

Identifying workforce challenges and offering effective solutions are working practices that can be implemented during any point in a business cycle. "Recognizing Workforce Opportunity Chart," (Attachment 4) illustrates recommended strategies and services during the expansion and contraction of business cycles.

A key role of rapid response and business engagement teams, and members of the LWDBs is to engage area businesses and employers to identify and implement appropriate layoff aversion strategies.

Implementing layoff aversion strategies require wide-ranging partnerships, effective data collection, early warning systems, and substantial strategic planning. The benefits derived from preventing layoffs or minimizing the duration of unemployment are undeniable. Layoff aversion saves jobs, increases economic productivity, decreases the negative impacts of unemployment, and ensures more resources are available to provide comprehensive services to individuals with the greatest needs.

Incorporating layoff aversion into rapid response infrastructure requires a team philosophy that embraces prevention, and a work environment that promotes, seeks, and generates opportunities to avert layoffs. Rapid response teams must be well-trained and knowledgeable, and able to offer a range of solutions and possibilities.

The most important partner in any effective layoff aversion effort is a willing and engaged employer. The benefits of strong employer engagement are felt throughout the community. They include:

- For employers–retaining a known and reliable worker can save costs

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associated with severance, recruiting, training, and orienting a new employee, prevent increases to their unemployment tax rates, and mitigate intangible costs such as avoiding a plunge in post-layoff morale among remaining workers;

- For workers–retaining an existing job or quickly transitioning to a new one maintains financial stability and allows workers to continue building experience with fewer gaps in employment;

- For state and local workforce areas–averting layoffs demonstrates critical value within a transitioning economy and provides support to economic development; and

- For communities–averting layoffs is far less disruptive and costly than providing food, health care, and other emergency services to financially strained residents. Layoff aversion also minimizes the loss of revenues from lower spending, and even the loss of property taxes associated with high home foreclosure rates that may result from dislocation.

Layoff aversion activities are outlined in 20 CFR §682.320 and described as "ongoing engagement, partnership and relationship building activities with businesses in the community in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to dislocated workers in obtaining re-employment as soon as possible." They include:

- Providing assistance to employers in managing reductions in force, early identification of rims at risk of layoffs, assessment of the needs of an option for at-risk firms;
- Ongoing engagement, partnership, and relationship-building activities with businesses in the community, in order to create an environment for successful layoff aversion activities;
- Funding feasibility studies to determine if a company's operations may be sustained through a buyout or other means to avoid or minimize layoffs;
- Developing, funding, and managing incumbent worker training programs or other upskilling approaches as part of a layoff aversion strategy or activity; and
- Connecting companies to: short-time compensation or other programs designed to prevent layoffs or to reemploy quickly under the Unemployment Insurance programs; other State and Federal programs to address other business needs not funded under WIOA Title I.

Incumbent worker training, workshare and collaboration with AJC business engagement teams are recommended and established working practices. Other

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proven practices include recruiting local business owners and LWDB members to serve as rapid response team members. Effective engagement strategies may include but are not limited to offering customized hiring for the impacted employees and earlier identification of grant funds to serve the employees being separated.

While layoff aversion strategies and activities are required, not all layoff strategies or activities make sense all the time. "The Intervention Timeline[3]," (Attachment 5) which aligns layoff aversion activities to time periods before and after layoffs.

III. CONCLUSION

Rapid response activity is NOT a single on-site visit to employers in response to the filing of a WARN or other sources of layoff information. Instead, rapid response is a transitional management service that allows the workforce system to remain competitive and relevant across the entire businesses cycle. Other key points to remember about rapid response and layoff aversion strategies are:

- No single rapid response event is the same. A creative and out-of-the-box approach may be more beneficial than a one-size-fits-all approach;
- Rapid response is about business engagement and accelerated re-employment;
- Workforce development agencies and community partners deliver services that help dislocated workers transition to new employment as quickly as possible; and
- Layoff aversion is a proven early-intervention rapid response strategy that benefits businesses, employees, and their communities.

INQUIRIES

Direct rapid response inquiries to Kayla Rosenfeld, Statewide Rapid Response Coordinator, at kayla.c.rosenfeld@hawaii.gov or (808) 586-9283.

ATTACHMENTS

- Attachment 1: The Primary Principles of Delivering Rapid Response Services
- Attachment 2: Rapid Response Event Summary Report
- Attachment 3: WARN/Layoff Report from WDC to Local Rapid Response Teams

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[3] https://businessengagement.workforcegps.org/resources/2017/04/14/14/26/The-Intervention-Timeline

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- Attachment 4: Recognizing Workforce Opportunity Chart
- Attachment 5: The Intervention Timeline

REFERENCES

- Business Engagement Collaborative: https://businessengagement.workforcegps.org
- WIOA Section 134(c)(2)(A), and 20 CFR 682 Subpart C–Rapid Response Activities
- 20 CFR §682.300 – 682.370: Rapid Response Activities
- 20 CFR §678.435: Business Services Provided Through the One-Stop Delivery System
- TEGL 31-11: Rapid Response Framework
- TEGL 32-11: Rapid Response Self-Assessment Tool
- TEGL 16-16: One-Stop Operating Guidance for The Workforce Innovation and Opportunity Act
- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA and for Implementation of the WIOA Final Rules
- HRS §394B: Dislocated Workers
- HAR §12-506: Plant Closing Notification and Dislocated Workers

Allicyn C.H. Tasaka
Executive Director

C: ASO WIOA Units

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(SN – 39)

WIOA BULLETIN NO. 39-20

DATE: August 25, 2020

TO: Local Workforce Development Boards and WIOA Partners

SUBJECT: Statewide Rapid Response Standard Operating Procedure Manual

I. Purpose

This bulletin announces the Rapid Response Standard Operating Procedure (SOP) Manual for use by the Local Workforce Development Boards, the American Job Centers (AJCs), and WIOA partners. The SOP Manual will ensure that rapid response transition assistance activities are carried out in a timely and consistent manner.

II. Background

In accordance with the Worker Adjustment and Retraining Notification Act of 1988 (WARN), WIOA Sections 134(a)(2)(A) and 134(c)(2)(A), 20 CFR Part 639, 20 CFR Part 682 Subpart C, HRS Chapter 394B, and HAR Title 12 Subtitle 6 Chapter 506, the Workforce Development Council (WDC) has developed the Rapid Response SOP Manual to implement the Federal and State regulations related to rapid response. When an employer has announced a closure and/or a mass layoff, the workforce development system is designed to respond to such a business event to assist the employer and the employees who are affected by the closure or reduction-in-force. Rapid response promotes economic recovery and vitality by preventing or minimizing the impacts of layoffs and dislocations on workers, businesses, and communities.

III. Rapid Response SOP Manual

The scope of the SOP Manual covers the engagement of AJC staff and relevant partners with an employer on transition assistance for employees who are being laid off and need to find new jobs. The procedure covers all of the steps from a notice of closing to the filing of a summary report. The central activity in rapid response transition assistance is to conduct sessions in partnership with the employer that is closing operations. The SOP Manual is in Attachment 1.

IV. Training

The WDC will schedule and conduct training sessions for AJC staff and partners to ensure that they understand the SOP Manual, the WARN notice requirements, and roles and responsibilities. An

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initial round of training will be scheduled in the next three months and conducted via videoconferencing system (e.g., Zoom or Microsoft Teams).

V. Rescission

WIOA Bulletin No. 31-19, Statewide Rapid Response/Layoff Aversion Polices and Procedures, issued July 3, 2019, has been rescinded.

VI. Inquiries

Inquiries regarding this bulletin may be directed to David Morihara by e-mail at david.m.morihara@hawaii.gov or to Edward Uechi by e-mail at edward.y.uechi@hawaii.gov.

VII. References

- Worker Adjustment and Retraining Notification Act of 1988 (WARN), Public Law 100-379
- Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128
- WIOA Section 134(a)(2)(A) and Section 134(c)(2)(A)
- 20 CFR Part 639, Worker Adjustment and Retraining Notification
- 20 CFR Part 682 Subpart C, Rapid Response Activities
- Hawaii Revised Statutes (HRS) Chapter 394B, Dislocated Workers
- Hawaii Administrative Rules (HAR) Title 12 Subtitle 6 Chapter 506, Plant Closing Notification and Dislocated Worker Allowance
- Training and Employment Guidance Letter (TEGL) No. 30-09, *Layoff Aversion Definition and the Appropriate Use of Workforce Investment Act Funds for Incumbent Worker Training for Layoff Aversion Using a Waiver*, June 8, 2010

VIII. Attachments

Attachment 1: SOP Manual for Rapid Response in the State of Hawaii, Version 1.2.0
Attachment 2: Rapid Response Business Process
Attachment 3: Dislocated Worker Survey Questionnaire (PDF Version)
Attachment 4: Dislocated Worker Survey Questionnaire (MS Word Form)
Attachment 5: Rapid Response Event Summary Report (PDF Version)
Attachment 6: Rapid Response Event Summary Report (MS Word Form)

Allicyn C.H. Tasaka
Executive Director

Attachments

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ATTACHMENT 5.5

OWDB Membership Requirements and
Nomination Policies

Local Workforce Development Board Membership Requirements

LWDB Members	Who May Satisfy The Requirement
Representatives of Business [WIOA § 107(b)(2)(A)]	**The majority** of the members of the Local Board must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria: 1. be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority; 2. provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA § 107(b)(2)(A)(ii); and 3. are appointed from among individuals nominated by local business organizations and business trade associations.
Representatives of Workforce [WIOA § 107(b)(2)(B)]	**Not less than 20 percent** of the members of the Local Board must be workforce representatives. These representatives: 1. must include **two or more representatives of labor organizations,** where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives; 2. must include **one or more representatives of a joint labor- management, or union affiliated, registered apprenticeship** program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists; and **may include:** In addition to the representatives enumerated above, the

	Board may include the following to contribute to the 20 percent requirement: 1. **one or more representatives of community-based organizations** that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and 2. **one or more representatives of organizations that demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth,** including representatives of organizations that serve out-of-school youth.
Representatives of Education and Training **[WIOA § 107(b)(2)(C)]**	The balance of Local Board membership **must include:** 1. **At least one eligible provider** administering adult education and literacy activities under WIOA title II; 2. **At least one representative from an institution of higher education** providing workforce investment activities, including community colleges; and 3. **At least one representative from each of the following governmental and economic and community development entities:** a. Economic and community development entities; b. The state Employment Service Office under the Wagner- Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and c. The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title. **In addition to the representatives enumerated above, the CLEO may appoint** other appropriate entities in the local area, including: 1. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment; 2. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs; 3. Philanthropic organizations serving the local area; and 4. Other appropriate individuals as determined by the chief elected official.

Nothing in WIOA expressly prohibits a person from representing more than one local board membership category. Assuming no representation of multiple categories occurs, the minimum size of a Local Workforce Development Board will be 19 members as described in the formula below:

MINIMUM LOCAL BOARD MEMBERSHIP		
Category	Count	Total
Business	**9 + 1** (to maintain a majority) =	**10**
Workforce	**3** (2 labor + 1 apprentice) + **1** (to maintain 20%) =	**4**
Education/Training	**2** (1 adult education/literacy + 1 higher education) =	**2**
Economic/Community Development	**1** (1 economic/community development) =	**1**
Government	**2** (1 Wagner-Peyser + 1 Vocational Rehabilitation) =	**2**
Minimum Local Board Membership:		**19**

Nomination Form for Board Members of the Oahu Workforce Development Board

1. Nominating Organization Information

Date:

Name of Nominating Organization:

Contact Person:

Phone*: Email:

2. Nominee's Identifying Information:

Work/Home Phone*:

Cell Phone*:

*include area code if not 808

Email:

Title: Other title:

Name:

Position:

Organization Represented:

Number of Employees:

Street Address:

City: State: HI

Zip Code:

3. Attach resume that describes education and work experience (paid or unpaid). Include past or present involvement in community-related activities, e.g. committees, volunteer work, commissions, boards, chambers of commerce.

4. List any experiences you feel would be advantageous to the Local Workforce Development Board (if not included in item 3):

5. If applicable, please list any other information that you feel would be pertinent:

Certification Statement

By signing below, I certify that the information provided is truthful and correct to the best of my knowledge.

Nominator's Signature: _____ Date: _____

Print Name: _____

Nominee's Signature: _____ Date: _____

Print Name: _____