

**Workforce Innovation and  
Opportunity Act 2014  
Local Plan**

**Kaua`i**

**DRAFT**

February 1, 2017 – June 30, 2020

Submitted by  
**Kaua`i Workforce Development Board**

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These guidelines direct the first local plan submitted by your county under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each local workforce development board (LWDB, local board or county board) to develop and submit, in partnership with the chief local elected official, a comprehensive four-year plan to the state. At the end of the first two-year period of the four-year local plan, each local board shall review the local plan and shall submit modifications to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the plan.

The WIOA four-year plan will be effective February 1, 2017 – June 30, 2020. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public must have an opportunity to provide input in the development of the plan. The local board must make the plan available through electronic means and in open meetings in order to ensure transparency to the public.

The LWDBs must provide leadership in assembling their plan. LWDBs also should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners must be an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan will address how the LWDB will coordinate service delivery with the new core programs of Vocational Rehabilitation and Adult Education.

Each LWDB's plan should be based on the current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for job seekers, including those with disabilities, and employers. The plan must include an identification of the education and skill needs of the workforce and employment needs of the local area and include an analysis of the strengths and weaknesses of services to address these identified needs.

The assessment must include the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The LWDB should provide a complete view of the system-wide needs of the local workforce development area.

The plan must address how the LWDB will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The local plan must lead to greater efficiencies by reducing duplication and maximizing financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Hawaii's workforce system and its focus on customer service excellence. This plan should align with the Hawaii Unified State Plan.

**All plans must be submitted no later than  
4:30 p.m. (HST) on  
Monday, October 31, 2016 to:  
[dlir.workforce.council@hawaii.gov](mailto:dlir.workforce.council@hawaii.gov)**

**Prior to plan submission, please ensure:**

- The local board has reviewed and approved the plan;
- The board chair and the chief elected official have signed the signature page, and the original must be submitted to the Workforce Development Council by mail at:  
Workforce Development Council  
830 Punchbowl Street, Room 417  
Honolulu, HI 96813

OR

An E-signed copy sent with the plan;

- The submitted plan uses the structure and format provided;
- The plan is one continuous and searchable PDF document that includes all attachments OR a Word document and attachments;
- Responses to all questions are accurate and concise;
- A table of contents with page numbers is included and each page of the plan is numbered; and
- Text typed with a font size of 11 and no greater than 14 points.

**Process of Local Plan Submission [WIOA, Pub. L. No. 113-128, Sec. 108(d) and (e)]:**

**PROCESS**—Prior to the date on which the local board submits a local plan, the local board shall—

- (1) make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media;
- (2) Allow no fewer than 14 days and no more than 30 days for comments to the local board on the proposed local plan by members of the public, including representatives of business, representatives of labor organizations, and representatives of education, and
- (3) include with the local plan any such comments that represent disagreement with the plan.

**PLAN SUBMISSION AND APPROVAL**—A submitted local plan (including a modification) shall be considered to be conditionally approved by the end of the 90-day period; unless a written determination during the 90-day period that—

- (1) deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under WIOA Sec. 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies;
- (2) the plan does not comply with the applicable provisions of WIOA; or
- (3) the plan does not align with the State plan, including failing to provide for alignment of the core programs to support the strategy identified in the State plan in accordance with WIOA Sec. 102(b)(1)(E).

### **Important References**

Hawaii Unified State Plan: <http://labor.hawaii.gov/wdc/reports/>

WIOA PUBLIC LAW 113-128: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2013/01/Local-Plan-Definitions-061715.pdf>

## SIGNATURE PAGE

The County of Kaua'i and the Kaua'i Workforce Development Board submit this 2016-2020 plan to implement the Workforce Innovation and Opportunity Act of 2014.

We will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair



Leialoha Sanchez

9/15/2016

Chief Elected Official



Mayor Bernard P. Carvalho Jr.

9/15/2016

## Section 1: Workforce and Economic Analysis

### 1.0 A description of the strategic planning elements consisting of:

**1.1** An analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)]

Currently, the economy of the island of Kauaʻi has a gross regional product of approximately \$3.6 billion (2013) and net exports of \$743 million. Kauaʻi's economy supports approximately 43,606 jobs (2015) that pay an average of \$49,652 in annual earnings.

Kauaʻi's economy has 6 traded clusters that are within the top 25% of all regions throughout the United States based on employment specialization. This suggests that these clusters are where Kauaʻi businesses are employing higher numbers of workers in response to or in anticipation of consumer demand. See chart below:

<b>Traded Clusters</b>	<b>Number of Industries</b>	<b>Number of Businesses w/Payroll in the County (Businesses)</b>	<b>Number Employed in Economic Cluster (Jobs)</b>
Hospitality and Tourism	15	173	5,892
Water Transportation	2	4	50
Performing Arts	4	5	560
Fishing	2	n/a	155
Jewelry	1	3	41
Music	1	na	10

Source: Statistics other than noted, were derived from the Economic Modeling Specialist, International (EMSI), Developer for the period of 2015 to 2020.

Kauaʻi's top business industry sectors continue to grow boosting the need for service employees in the Kauaʻi community.

There are six occupations commonly seen advertised in Kauaʻi County that advertised openings included: registered nurses, retail salespersons and customer service representatives, first-line supervisors of retail sales workers, other managers, and cashiers. Security guards jobs are still in demand in Kauaʻi County. While some of the jobs can be obtained with only a high school diploma, like laborers, others require a post-secondary degree or higher. See chart 1 below.



### County of Kauaʻi – Advertised Openings (as of 10/05/15) Chart 1



#### Economic Outlook and Conditions

On the island of Kauaʻi, strong activity is seen in Hospitality and Tourism and growth in construction activity are expected to continue to drive the economy in 2016.

The outlook for Kauaʻi's visitor market remains strong and similar to that on the Big Island may be changing in the profile of the location of origination of visitors. This will create greater diversity and stability to this cluster.

"Most of Kauaʻi's visitors come from the U.S. west (50% of total) and east coast (31%). However, much of the recent growth has come, surprisingly, from other markets. Canada and other (Australia and Korea) markets have contributed significantly to the 2015 growth. This diversification of the visitor base will help maintain Kauaʻi's tourism viability."

Complementing the diversification in visitor base, construction on Kauaʻi is rebounding and anticipated to continue on this trajectory in 2016.

"The value of private residential permits has shown a good trend increase since mid-2011. As of 2015, permits are running over \$10 million per month compared to less than half that in 2011... As of 2014, total permits, including public construction, increased to \$252 million. This is still well off the pace in 2005-08, but foreshadows more activity ahead."

**1.2 An analysis of the knowledge and skills required to meet the employment needs of the employers in the local area (county), including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)]**

The fastest growing occupations by percentage growth shown in Chart 1, are all mid to high skill jobs on the island of Kauaʻi. As part of our skills gap analysis, the local workforce common education level of potential candidates in the system for Kauaʻi County is people with a High School diploma or equivalent with 38.51%. The second most common educational level of potential candidates in the system for Kauaʻi is one to three years at college or vocational school with 21.79% ([www.hiwi.org](http://www.hiwi.org)). The skills gaps that Kauaʻi would like to close are areas where the need for basic courses in Math and English are needed to obtain long term certification and or degrees for mid to high skilled jobs. Students have not been meeting this competence in the past.

Courses coordinated with Kauaʻi Community College called the “iCan” courses – reflect the basic required classes needed for specific degrees/certificate programs of study. These courses that started in Spring 2013 have aided in the students’ success in the following years’ to present.

Other specialty skills are needed in the Energy, Agriculture and Healthcare. Work readiness, business: sales & marketing, soft skills, interpersonal skills, Technical tools, machines, and other technical equipment require specialized training.

In Chart 2 & 2A below, the average annual growth rate on Kauaʻi is based on employers with 100 or more employees. (Hawaii State Department of Labor and Industrial Relations • Research and Statistics Office • Employment Projections for Industries and Occupations 2008-2018)



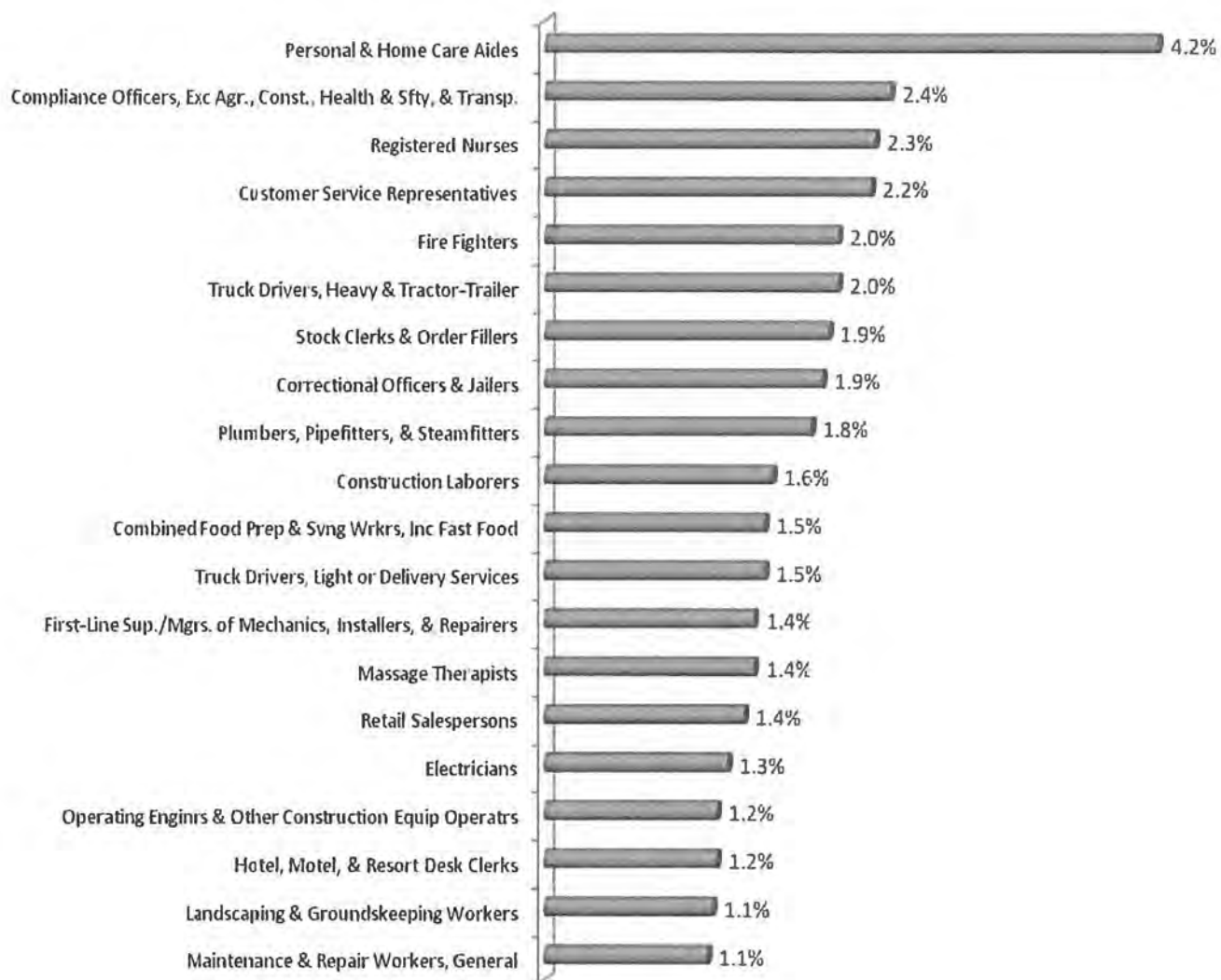
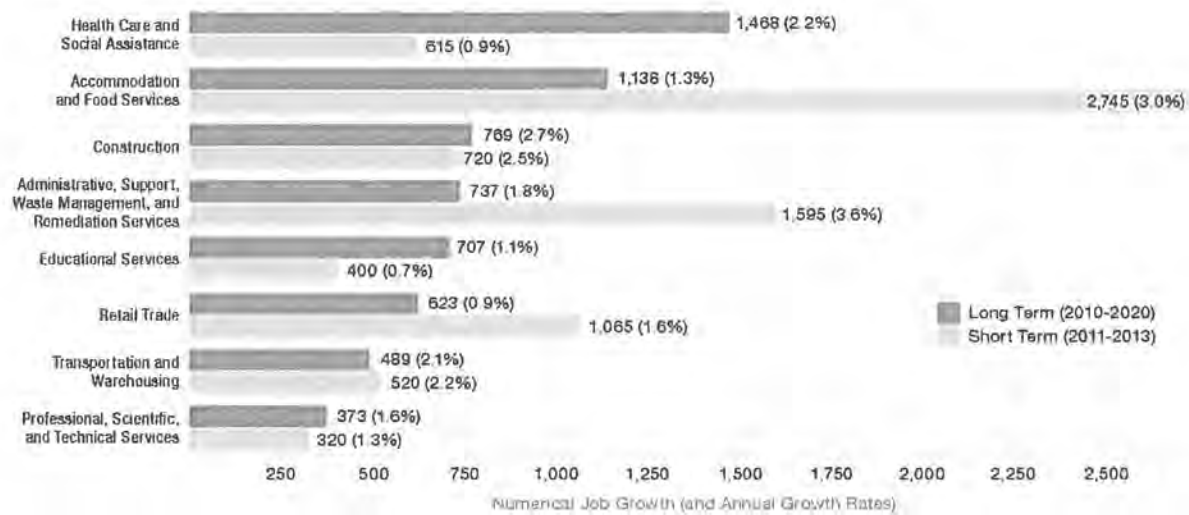


CHART 2  
Hawaii's Top Growth Industries Projected in the Long and Short Term



SOURCE: Research & Statistics Office, State of Hawaii

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**1.3** An analysis of the local workforce in the county, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the county, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)]

In the initial analysis of the local workforce in the County of Kauaʻi reveal the need for basic skills training such as in Math and English. There is evidence of migration of skilled workers, such as construction workers and nurses who follow the jobs and when jobs disappear on the island of Kauaʻi they go other places. Other skilled workers such as college graduates also leave Kauaʻi to find employment that utilizes their particular skills.

#### Kauaʻi County, 2008-2018

##### Employment Growth

Average annual openings due to:

Occupation	2008	2018	Net	Percent	Growth	Replacements	
Total, All Occupations	33,710	36700	2990	8.9%	320	820	
Management	2,390	2460	70	2.9%	10	50	
Business and Financial Operations	810	930	120	14.8%	10	20	
Professional and Related	3,940	4340	400	10.2%	40	90	
Service	10,570	11600	1030	9.7%	110	300	
Sales and Related	4,090	4560	470	11.5%	50	120	
Office and Administrative Support	4,680	4970	290	6.2%	40	100	
Farming, Fishing, and Forestry	610	610	-10	-1.6%	<10	20	
Construction and Extraction	2,410	1420	120	9.2%	10	30	
Production	880	930	50	5.7%	10	20	
Transportation and Material Moving	2,260	2260	200	9.7%	20	50	

*Totals may not add due to rounding to the nearest ten.*

Source: Hawaii State Department of Labor and Industrial Relations,  
Research and Statistics Office, July 2011.  
For more detailed occupational forecasts, visit our website: [www.hawaii.org](http://www.hawaii.org)

Presumably these losses were from the unemployed sector. Recently in 2016, the economy showed improvement in its recovery. For some businesses on the island, it is becoming challenging to find enough skilled workers for these skilled positions that are being restored during the recovery. See chart below:

Unemployment Rates - Not Seasonally Adjusted			Unemployment Rates - Seasonally Adjusted		
JUN*	JUN	MAY	JUN	MAY	JUN*
	2016	2016	2016	2016	2015
<b>STATE</b>	<b>3.9</b>	<b>3.1</b>	<b>STATE</b>	<b>3.3</b>	<b>3.6</b>
<b>4.1</b>			<b>U.S.</b>	<b>4.9</b>	<b>5.3</b>
<b>Honolulu</b>	<b>3.6</b>	<b>2.9</b>	<b>State of Hawaii Seasonally Adjusted Labor Force Data</b>		
<b>3.9</b>				<b>JUN</b>	<b>MAY</b>
<b>Hawaii Cty</b>	<b>5.0</b>	<b>4.0</b>		<b>2016</b>	<b>2016</b>
<b>5.2</b>					<b>JUN*</b>
<b>Kaua'i Cty</b>	<b>4.0</b>	<b>3.4</b>			<b>2015</b>
<b>4.4</b>			LaborForce	685,350	688,000
<b>Maui Cty</b>	<b>3.9</b>	<b>3.2</b>			
<b>4.2</b>			Employment	662,500	665,650
<b>Maui Is.</b>	<b>3.6</b>	<b>3.0</b>			
<b>4.0</b>			Unemployment	22,850	22,350
<b>Molokai</b>	<b>11.5</b>	<b>7.6</b>			
<b>10.8</b>					
<b>Lanai</b>	<b>7.5</b>	<b>7.5</b>			
<b>2.5</b>					
<b>U.S.</b>	<b>5.1</b>	<b>4.5</b>			
<b>5.5</b>					

\*USDOL Data 2016

The Local Workforce Development Board will continue to assess the skills mix to determine proactive measures needed to recover the lost talent from a previous recession period. Collaborations need to continue between major business stakeholders' and other community services providers that also share/leverage resources.

Emphasis is placed on training modalities in targeted industries: Energy, Agriculture and Healthcare, need to carefully be monitored and evaluated by the local Workforce Development Board and make necessary changes and adjustments for the success of the WIOA program.

Kaua'i Community College is a permanent local education and training provider who is dedicated to working in collaboration with the local Workforce Development Division and the local Workforce Development Board to monitor and assess needed education and training in the Kaua'i Community.

The College's Representative is a member of the Local Workforce Development Board and collaborates with other mandated service provider partners to assess needed areas and plan accordingly. The group continues to assist with Job Fairs, Career Days in the high schools, and provides needed "rapid response" for businesses needing "closure" services.

In addition, some of the more recent service activities being introduced to the community are the Kaua'i Small Business Fairs, Apprenticeship Forums, Entrepreneurship Program and a Job Summit.

Two new and separate federally funded projects were also recently introduced: The County of Kaua'i's collaboration with the State of Hawaii - Division of Vocational Rehabilitation, Summer Youth Employment Program for students with special needs and the County of Kaua'i's collaboration with State Department of Education, Kaua'i District Office, Career & Technical Education High School Program promoting the Agriculture Industry and Future Farmers of America. Both projects provided community work experiences to qualified students from the Kaua'i Community.

**1.4** An analysis and description of adult and dislocated worker workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(1)(D) & 108 (b)(7)]

Activities	Strengths	Weaknesses
Availability and Access to all One-Stop Job Center activities. Collaborative services with community partners. Opportunities for co-enrollment into various state and federal programs under Title I, II, III and IV, RESEA, UI, etc. Enrollment in education and job cross-training, ETF, ETP, etc. Assistance with Job Placement.	Excellent Community Bond! Stakeholders and community partners have continually worked together even before the start of the WIA Act of 1998 to the present WIOA 2014. Community Partners Collaboration of over 18+ years into the Federal Programs in the County. New collaborations are growing in the business-led community.	1. Dwindling and the lack of federal funding to serve the community. 2. Staffing has been cut due to dwindling federal funds. 3. More work and higher expectations ensures higher staffing shortages for WIOA programs.
<b>Capacity to Provide Services:</b> The local board's capacity to provide services have been fruitful this past year with our stakeholders and community partners working together to serve the Kauai community. The County of Kauai provided funding assistance for the E.D. salary and additional community Workforce activities in the amount of \$106,000. The E.D. is experienced in the Workforce Development field and CTE Career Pathways and provides additional		

expertise regarding Post-secondary education and training.

**1.5 An analysis and description of youth workforce activities, including activities for youth with disabilities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services. [WIOA Sec. 108(b)(1)(d) and 108(b)(9)]**

Activities	Strengths	Weaknesses
<p>Availability and Access to all One-Stop Job Center activities for youth( ages 14-18 &amp; 19 to 21). Collaborative services with community partners.</p> <p>Opportunities for co-enrollment into various state and federal programs under Title I, II,III and IV, RESEA, UI, etc.</p> <p>Enrollment for education and job cross-training, ETF, ETP, etc.</p> <p>Assistance with Job Placement.</p> <p>Assistance with work experience training and summer placements.</p>	<p>Excellent Community Bond! Stakeholders and community partners have continually worked together even before the start of the WIA Act of 1998 to the present WIOA 2014. Collaboration of over 18+ years into the Federal Programs in the County.</p> <p>New collaborations in the business community.</p> <p>DVR-SYEP pilot program is successful and will continue.</p>	<p>1. Dwindling Title I federal funds and the lack of additional funding to adequately serve the community.</p> <p>2. Staffing has been cut due to dwindling federal funds.</p> <p>3. More work and higher expectations ensures higher staffing shortages for WIOA programs.</p>

**Capacity to Provide Services:**

The local board's capacity to provide services have been fruitful this past year with our stakeholders and community partners working together to serve the Kauai community. While the County of Kauai provided funding assistance for the E.D. salary and additional community Workforce activities in the amount of \$106,000; the DVR-SYEP summer youth employment program for students with special needs brought in \$161,000 of Title IV federal funds to assist in this pilot program collaboration. The E.D. is experienced in the Workforce Development field and CTE Career Pathways and provides additional expertise regarding Post-secondary education and training. The E.D. also introduced Career Development and Career Pathways training information to 2 Charter schools in the community that resulted in 100% of participating students enter Post-secondary education to enhance their career development. In total: \$267,000 came from outside funding sources not related to Title I funds.

**1.6 Identify successful models and best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)]**

1. With an emphasis on Career Pathways, Local board members helped to introduce a workshop series (3) to Native Hawaiian charter schools as a pilot program to introduce the possibilities of career development at an earlier stage in student development. A cultural component is introduced and a discussion follows on "soft skills" needed for a job or a fulfilling career. Students ranged from 6th grade to 12th grade, received



information on the State of Hawaii System of Career Pathways. Educational courses needed for completion are discussed. The assigned classroom teacher follows up with activity reminders during the semester.

Handouts and posters are given to display in the classroom.

Each student was given a RIASEC Test. The test helps student to discover which career pathway would be right for them. The letters in RIASEC stand for:

R- Realistic

I-Investigative

A-Artistic

S-Social

E-Enterprising

C-Conventional

Another classroom visit would be with guest speakers from various career areas: Fireman, Policeman, Nurses, Electronic & IT Specialists, etc. to discussion career successes and responsibilities of their positions. Types of training requirements are discussed.

The results of this ongoing workshop series that started two years ago show students that are transitioning to post-secondary education are successful in going on to higher education and training by-100%.

2. Another success using work experiences as part of a career development model is the County of Kaua'i's collaboration with the State of Hawaii - Division of Vocational Rehabilitation, Summer Youth Employment Program for students with special needs and the County of Kaua'i's collaboration with State Department of Education, Kaua'i District Office, Career & Technical Education High School Program promoting the Agriculture Industry and Future Farmers of America. Both projects provided community work experiences to students who qualify from the Kaua'i Community.

3. The local Board also assists with referrals with other community organization such as Alu Like Inc. Employment Program for Youth summer work experiences and the Hale Opio, First Jobs Academy for students.

## Section 2: Strategic Vision and Goals

**Section 2 responses should be made in collaboration with the members of the local workforce development board and other community stakeholders.**

**2.1 Provide the local board's strategic vision and goals for preparing an educated and skilled workforce in the local area, (including youth and individuals with barriers to employment). [WIOA Sec. 108(b)(1)(E)]**

The Kaua'i Workforce Development Board's Vision and Mission/Goal Statement is as follows:

*Vision:* The skills and talents of Kaua'i's workforce power a vigorous economic environment where business and workers are equipped to maintain a thriving economy for residents, and our future generations.

*Mission/Goal:* To ensure Kaua'i's workforce is prepared with needed skills and talents to develop a flourishing community.



The Kauaʻi's Comprehensive Economic Development Plan 2016-2020 focuses on six industry clusters to serve the needs of the community Agriculture and Food

- Healthcare and Wellness
- Sports and Recreation
- Arts and Culture
- Science and Technology
- Sustainable Technologies and Practices

The KWDB is focused on the development of living wage skills with emphasis on the industry clusters listed. The long term solution is to upgrade workers' skills allowing them to have more permanent jobs which pay a better wage. The local board will continue to oversee and review all local industries to identify high value skills in each area that Kauaʻi has a unique advantage and offer education and training to meet the demand.

With the introduction of the State's Career Pathway System, the local board will endeavor to encourage and support activities that build 21<sup>st</sup>. century skills at all educational levels from kindergarten through college. Today's workforce needs to be adaptable to changing systems and procedures in the workplace. Most people will work in a number of careers before they retire. To be prepared, they need to develop essential technical, critical thinking and analytical skills, along with good communication and the ability to find creative solutions to problems. Students graduating from high school or college and entering the workforce need to come prepared with these skills so they can contribute meaningfully in their position and easily transition from one job to another when needed. These skills help to build self-confidence and connectivity to their community.

The local board will assist in monitoring and overseeing summer work experiences through a special collaboration with the State of Hawaii Division of Vocational Rehabilitation-Summer Youth Employment Program. The summer program will help build soft skills and basic work skills needed by youth disabilities.

The local board will continue to monitor ongoing services and continuous collaboration between consortium partners that participate in resource sharing/leveraging to meet the needs of their clients.

The board will continue to seek other funding streams to create new collaborations and build on the existing relationships with service partners to increase the effectiveness of core service deliveries. Ongoing cross communication is essential for success in this area.

**2.2 Describe how the local board's vision and goals align with and/or supports the vision of the Hawaii Unified State Plan:**

"All employers have competitively-skilled employees, and all residents have sustainable employment and self-sufficiency." [<https://labor.hawaii.gov/wdc/files/2012/11/DRAFT-Hawaii-WIOA-Unified-State-Plan-060816.pdf>] pg. 75

**The Kauaʻi Workforce Development Board with their community service providers and stakeholder partners continue to develop and to help Hawaii's workforce development system achieve its vision and**

goals and at the same time support the overall Hawaii Unified State Plan by:

A. Align Services

- Providing community collaborations to review and oversee development and continuous improvement of a seamless, coordinated service delivery system for all WIOA programs on the island.
- Monitoring and overseeing the coordination of WIOA services to avoid duplication of services, reduce paperwork, and streamline administrative operations.
- Assisting in data review and assessment of the centralized data system that will populate from the common intake information and aggregate data pertinent to common performance measures.
- Continuing to provide information on the local WIOA program and activities to open up discussion and to share successes, challenges and solutions to achieving coordinated, aligned services at the local level.

B. Priority Services to Vulnerable Populations with Barriers to Employment

- Monitoring and overseeing the coordination of WIOA services at the One-Stop American Job Center to ensure that community services partners will engage employers to aid in the improvement of labor market and skills outcomes for vulnerable populations, as well as increase access to employment opportunities for those populations.
- Provide a continuing service agreement (MOU) with community services providers that outlines each agency's roles and responsibilities in providing effective, high-quality, intensive, wrap-around services to vulnerable populations.
- Ensure that adequate professional development is provided to workforce staff so that the highest-quality and most effective, evidence-based services are provided to vulnerable populations in order that they achieve success.

C. Sector Strategies and a Career Pathways System

- Analyze workforce and economic data to coordinate the use of resources to formulate and implement effective workforce solutions that meet the skill, recruitment, and retention needs of employers and the training, employment, and career advancement needs of workers.
- Assist in the development of the "common pathways" for both individuals who desire to pursue secondary education AND for individuals who do not desire to pursue secondary education but desire to learn employment skills through work experience and/or on-the-job training.
- Maintain the collaboration and coordination of a "common" work assessment process between local core partners.
- Continue local collaborations with the current Kaua'i Community College's iCAN bridging program at the McKinley Community School for Adults as a stepping stone to proceed into a career pathway leading to a work-readiness certificate and/or degree and economic success. Work closely with the local community college to create possible dual enrollment and pre-apprenticeship classes for adult learners.

D. Augment a high employment rate.

- Assist in analyzing policies and establishing better relationships with small businesses by promoting and supporting the reduction of tax and regulatory burdens to make it easier to hire or train additional staff, particularly from those groups who struggle in the labor market.

- Promote skills development through alternate learning methods in ways that help vulnerable populations.
- Engage employers who have individuals with special needs that preclude full-time employment, encourage flexible work, e.g. job-sharing or part-time.
- Ensure local community collaboration so that all of our students/clients are “registered” into the local job seeker website and has access to resources.

**E. Employer Engagement in the Workforce Development System.**

- The Kauaʻi Workforce Development Board (KWDB) endeavors to oversee the employer use of the local job seeker website system by promoting its benefits; overcoming employer reluctance by ensuring training is provided; and by providing oversight to making system improvements so that the site is more user-friendly.
- The KWDB will endeavor to work with participating major stakeholder businesses in collaboration to focus on short-and long-term goals aligned with industry needs, created with industry input and sustained through industry oversight.

**2.3 Describe how the local board’s vision and goals contribute to each of the Unified State Plan goals:**

- To provide coordinated, aligned services.
- To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including homeless individuals and Native Hawaiians, which are currently of critical concern to the state.
- To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.
- To fully engage employers in the workforce development system to address the talent shortage.

The Hawaii Unified State Plan includes a number of strategies under each goal. It is up to the discretion of the local board to determine what strategies best fit their local needs. (pgs. 77-79)

The description of Board strategies and workforce engagement is described in 2.2 is the same as in 2.3.

**2.4 Describe how the local board’s goals relate to the achievement of federal performance accountability measures to support local economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]**

The local Board shall work in collaboration with the State WDC Council to ensure all goals are met in accordance with the federal performance accountability measures to support local economic growth and economic self-sufficiency in the local area.

Common Assurances (for all core programs)

The Plan assures that:	
1	The state and local board has established a policy identifying circumstances that may present a conflict of interest for a State Board or local board member, or the entity or class of officials that the member represents, and procedures to resolve such conflicts.

Documentation/Comments: Guidance is provided by the State Ethics Law; HRS 84-14 (a) which includes board members	
2	The state and local board has established a policy to provide to the public (including individuals with disabilities) access to meetings of State Boards and local boards, and information regarding activities of State Boards and local boards, such as data on board membership and minutes.
Documentation/Comments: Guidance is provided by the State's Sunshine Law: <a href="http://oip.hawaii.gov/wp-content/uploads/2013/04/June-2015-Sunshine-GUIDE-pdf.pdf">http://oip.hawaii.gov/wp-content/uploads/2013/04/June-2015-Sunshine-GUIDE-pdf.pdf</a>	
3	The local board shall collaborate with the lead State agencies with optimal policy-making authority and responsibility for the administration of core programs reviewed and commented on the appropriate operational planning elements of the Unified State Plan, and approved the elements as serving the needs of the populations served by such programs.
Documentation/Comments: A meeting was held on March 2, 2016 which included representatives of all the core programs to review the plan, receive feedback, revise as necessary and gain approval to move forward with the plan.	
4	<p>(a) The state obtained input into the development of the Unified State Plan and provided an opportunity to comment on the Plan by representatives of local boards and chief elected officials, businesses, labor organizations, institutions of higher education, the entities responsible for planning or administering the core programs, required one-stop partners and other partners and stakeholders, including other organizations that provide services to individuals with barriers to employment, and the general public, and that the Unified State Plan is available and accessible to the general public.</p> <p>(b) The state provided an opportunity for review and comment on the Plan by the State Board, including state agency officials for the Unemployment Insurance Agency, if such officials are members of the State Board.</p> <p>(c) In turn the local board provided an opportunity for review and comment on the Local Plan DRAFT by the general public including state agency officials for the Unemployment Insurance Agency, if such officials are members of the State Board.</p>
Documentation/Comments: The plan was published on the WDC website for two weeks to solicit public comments. All core partners, WDC board members, local board representatives, and members of the Hawaii Unified Plan team, received an email with a link to the plan asking them to forward the plan to their constituents and encouraging everyone to send in comments through the website.	
5	<p>The state has established, in accordance with WIOA section 116(i), fiscal protocol and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the state through allotments made for the core programs to carry out workforce development activities.</p> <p>(a) The local board collaborates and complies.</p>
Documentation/Comments: The State complies	
6	<p>The state has taken appropriate action to secure compliance with uniform administrative requirements in this Act, including that the state will annually monitor local areas to ensure compliance and otherwise take appropriate action to secure compliance with the uniform administrative requirements under WIOA section 184(a)(3).</p> <p>(a) The local board collaborates and complies.</p>



Documentation/Comments: The State complies	
7	The state has taken the appropriate action to be in compliance with WIOA section 188, Nondiscrimination, as applicable. (a) The local board collaborates and complies.
Documentation/Comments: The State complies	
8	The federal funds received to carry out a core program will not be expended for any purpose other than for activities authorized with respect to such funds under that core program. (a) The local board collaborates and complies.
Documentation/Comments: In process	
9	The state will pay an appropriate share (as defined by the State Board) of the costs of carrying out section 116, from funds made available through each of the core programs. (a) The local board collaborates and complies.
Documentation/Comments: In process	
10	The state has a one-stop certification policy that ensures the physical and programmatic accessibility of all one-stop centers with the Americans with Disabilities Act of 1990 (ADA).
Documentation/Comments: In process	
11	Service providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate.
Documentation/Comments: See section 7, Local board collaborates and complies	
12	Priority of service for veterans and eligible spouses is provided in accordance with 38 USC 4215 in all workforce preparation, development or delivery of programs or services funded directly, in whole or in part, by the Department of Labor. (a) The local board collaborates and complies.
Documentation/Comments: See section 7, Local board collaborates and complies	

### Section 3: Local Area Partnerships and Investment Strategies

**Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board, partners, and stakeholders.**

**3.1** Taking into account the analysis in Section 1, describe the local board's strategy to work with the organizations that carry out core programs to align resources in the local area, in support of the vision and goals described in Question 2.1. [WIOA Sec. 108(b)(1)(F)]n

The purpose of the WorkWise Kaua'i System is 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 employer customers receiving assistance.

In entering into this agreement the parties make the commitment to maintain not only the basic provisions of WIOA but also to enact the guiding principles for Hawai'i's One-Stop Job delivery system, that

services be:

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

#### VISION/MISSION OF THE WORKWISE! SYSTEM

The vision and mission of the WorkWise Kaua'i system is to advance the economic well-being of the County of Kaua'i by maintaining a quality workforce and by serving as the focal point for all state and local workforce investment initiatives. This will be achieved through the delivery of high quality and integrated workforce investment, education, and economic development services for employers, job seekers and incumbent workers.

#### PARTIES TO THE MOU

The Workforce Investment Act identifies the one-stop system as the service delivery system for WIOA and WorkWise Kaua'i Partner programs. On Kaua'i, the County of Kaua'i has been designated as the WIOA one-stop operator. The following are the parties involved with the administration and operation of the WorkWise Kaua'i One-Stop System (See attachment-MOU).

- A. The KWDB, in partnership with the Mayor of the County of Kaua'i, was established for the purposes of developing the local workforce development plan and performs the functions described in WIOA Section 108(b).
- B. The KWDB, with the agreement of the Mayor of the County of Kaua'i, have the mutual commitment and cooperation of the following WorkWise Kaua'i Partners (a consortium) to operate the WorkWise Kaua'i System and Center:

#### CUSTOMER SERVICES TO BE PROVIDED THROUGH THE WORKWISE KAUAI SYSTEM

Services shall be focused on two customer groups -- job seekers and employers. Services shall be available at or through the WorkWise Kaua'i Center and/or System overall.

- A. CORE SERVICES [WIOA, SECTION 134, SHALL INCLUDE:
  - 1. Determination of individual eligibility for WIOA services;
  - 2. Outreach, intake, and orientation to the information and services available through the WorkWise Kaua'i system;
  - 3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
  - 4. Job search and placement assistance, career counseling where appropriate;
  - 5. Provision of employment statistics information and labor market information such as job



- vacancy listings, job skills necessary to obtain jobs, local demand occupations, earnings, and skill requirements;
6. Provision of performance information and program cost information on eligible providers of training services;
  7. Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the WorkWise Kaua'i delivery system;
  8. Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area, and referral to such services, as appropriate;
  9. Provision of information regarding filing claims for unemployment compensation;
  10. Assistance in establishing eligibility for activities and programs of financial aid assistance for training and education programs that assist public assistance recipients;
  11. Follow-up services, including counseling regarding the workplace, for WIOA participants who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate; and
  12. Other core services as determined by a WorkWise Kaua'i Partner agency's governing legislation.

**B. INTENSIVE SERVICES**

1. Comprehensive and specialized assessments of the skill levels of adult and dislocated workers;
2. Development of Individual Employment Plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the individual's employment goals;
3. Group counseling;
4. Individual counseling and career planning;
5. Case management for participants seeking training services;
6. Short-term prevocational 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;
7. Other intensive services as determined by a WorkWise Kaua'i Partner agency's governing legislation.

**C. TRAINING SERVICES**

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Programs that combine workplace training with related instruction which may include cooperative education programs;
4. Skills upgrading and retraining;
5. Entrepreneurial training;
6. Job readiness training;
7. Adult education and literacy activities provided in combination with services described in items IV.C.1-6 above;
8. Customized training conducted with a commitment by an employer or group of

- employers to employ an individual upon successful completion of the training;
9. And other training services as determined by a WorkWise Kaua'i Partner agency's governing legislation.

**D. EMPLOYER SERVICES**

Parties to the MOU acknowledge that employers are important WorkWise Kaua'i customers and agree that:

1. Direct employer input shall be sought in matters related to WorkWise Kaua'i planning and operations;
2. The guidance of the employer members of the KWIB shall be specifically sought in designing targeted employer services;
3. Service provision will be provided recognizing the fact that time is of the essence for employers;
4. Specific employer services to be provided through the WorkWise Kaua'i System include but are not limited to:
  - Contact employers via a combination of personal visits, telephone calls and email, to explain, promote and facilitate employer's use of available resources/services provided through the one-stop system, partner agencies, and other local resources;
  - Tax credit or I-9 processing information;
  - Assessment of client skills, interests, aptitude and/or work values of applicants prior to referral;
  - Job specification development; Business fee or licensing information;
  - Business assistance center referral;
  - Interviewing facilities;
  - Customized training;
  - Skills training for incumbent workers;
  - Job readiness training information;
  - Information on filing UI & Workers Compensation claims;
  - Program information and preliminary screening for program eligibility of prospective employees

**3.2** Identify the programs/partners that are included in the local workforce development system. Include, at a minimum, organizations that provide services for Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, and programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006. [WIOA Sec. 108(b)(2)]

Included below are all local workforce collaborating partners:

Agency	Required Funding Source under WIOA
Alu Like, Inc.	WIOA Title I

DHS Benefit, Employment & Support Services Division (DHS)	Personal Responsibility & Work Opportunity Reconciliation Act of 1996
DHS Division of Vocational Rehabilitation (DVR)	WIOA Title IV
Kaua'i Community College (KCC)	Post-Secondary Vocational Education and Continuing Education & Training
McKinley Community School – Kaua'i Branch (MCS)	WIOA Title II (WIOA Sec. 121(b)(1)(B)(iii))
Kaua'i Economic Opportunity (KEO)	Community Services Block Grant
Unemployment Insurance (UI)	Federal Unemployment Insurance
COK, Housing & Urban Development (HUD)	(WIOA Sec 121 (b)(1)(B)(xi).
Workforce Development Division (WDD)	WIOA Title I, Youth
Workforce Development Division (WDD)	Wagner-Peyser Act, WIOA Title I, Title III Trade Adjustment Assistance (TAA), NAFTA Transitional TAA, Veterans Employment & Training Programs, Migrant & Seasonal Farm Worker, Title V of the Older Americans Act of 1965.

**3.3 Describe efforts to work with partners identified in 3.2 to support alignment of service provision to contribute to the achievement of the Unified State Plan's goals and strategies. [WIOA Sec. 108(b)(2)]**

**Partners Collaboration:**

Parties to the MOU agree to use and modify, as needed, the processes, procedures, and forms necessary for the seamless referral of WorkWise Kaua'i customers. Parties agree to cross-train and/or inform each other's staff on their respective programs, policies, procedures and services to minimize confusion and misinformation. As appropriate, site visits; field trips and joint training shall be utilized for appropriate staff. Customer referrals from one WorkWise Kaua'i Partner agency to another WorkWise Kaua'i Partner agency require that:

1. Customers receive a referral form with a list of appropriate referrals made by the referring agency.
2. Mutually agreed upon intake and service history information, and assessment results, be shared in accordance with applicable federal, state statutes and if and when

appropriate.

3. WorkWise Kaua'i Partners adhere to their respective laws and procedures regarding confidentiality and will share among each other only that customer information that is pertinent and necessary for the provision of services under the Act. Securing all appropriate written releases of information to protect customer confidentiality will be the responsibility of the referring agency. In all cases, the respective federal or state statute, Hawaii Administrative Rules or rules of Confidentiality that govern the respective WorkWise Kaua'i Partners shall prevail.

Customer referrals from non-WorkWise Kaua'i Partner agencies to WorkWise Kaua'i System will require that referring agencies:

1. Notify the WorkWise Kaua'i System (WorkWise Kaua'i Partner) of the referral by telephone or via fax of referral form;
2. Give their customer a referral form with the date, time, and place of any referral appointment made by the referring agency.
3. Share mutually agreed upon intake and enrollment information, and assessment results, in accordance with applicable federal, state statutes and if and when appropriate.
4. Adhere to laws and procedures regarding confidentiality and share only that customer information that is pertinent and necessary for the provision of services required by the customer. That securing all appropriate written releases of information to protect customer confidentiality will be the responsibility of the referring agency. In all cases, the respective federal or state statute, Hawaii Administrative Rules or rules of Confidentiality that govern the referring agency shall prevail.

**3.4** Describe the local board's plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve services and avoid duplication of services. [WIOA Sec. 108(b)(12)]

By following the below guidelines of the Unified State Plan, the local board's plans will fall in alignment with the common assurances maximizing coordination of all services provided by the State employment service under the Wagner-Peyser Act and avoid any duplication of services.

<b>Unified State Plan assures that:</b>	
1	The state has established a policy identifying circumstances that may present a conflict of interest for a State Board or local board member, or the entity or class of officials that the member represents, and procedures to resolve such conflicts.
Documentation/Comments: Guidance is provided by the State Ethics Law; HRS 84-14 (a) which includes board members	
2	The state has established a policy to provide to the public (including individuals with disabilities) access to meetings of State Boards and local boards, and information regarding activities of State Boards and local boards, such as data on board membership and minutes.
Documentation/Comments: Guidance is provided by the State's Sunshine Law: <a href="http://oip.hawaii.gov/wp-content/uploads/2013/04/June-2015-Sunshine-GUIDE-pdf.pdf">http://oip.hawaii.gov/wp-content/uploads/2013/04/June-2015-Sunshine-GUIDE-pdf.pdf</a>	



3	The lead State agencies with optimal policy-making authority and responsibility for the administration of core programs reviewed and commented on the appropriate operational planning elements of the Unified State Plan, and approved the elements as serving the needs of the populations served by such programs.
Documentation/Comments: A meeting was held on March 2, 2016 which included representatives of all the core programs to review the plan, receive feedback, revise as necessary and gain approval to move forward with the plan.	
4	<p>(a) The state obtained input into the development of the Unified State Plan and provided an opportunity to comment on the Plan by representatives of local boards and chief elected officials, businesses, labor organizations, institutions of higher education, the entities responsible for planning or administering the core programs, required one-stop partners and other partners and stakeholders, including other organizations that provide services to individuals with barriers to employment, and the general public, and that the Unified State Plan is available and accessible to the general public.</p> <p>(b) The state provided an opportunity for review and comment on the Plan by the State Board, including state agency officials for the Unemployment Insurance Agency, if such officials are members of the State Board.</p>
Documentation/Comments: The plan was published on the WDC website for two weeks to solicit public comments. All core partners, WDC board members, local board representatives, and members of the Hawaii Unified Plan team, received an email with a link to the plan asking them to forward the plan to their constituents and encouraging everyone to send in comments through the website.	
5	The state has established, in accordance with WIOA section 116(i), fiscal protocol and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the state through allotments made for the core programs to carry out workforce development activities.
Documentation/Comments: The State complies	
6	The state has taken appropriate action to secure compliance with uniform administrative requirements in this Act, including that the state will annually monitor local areas to ensure compliance and otherwise take appropriate action to secure compliance with the uniform administrative requirements under WIOA section 184(a)(3).
Documentation/Comments: The State complies	
7	The state has taken the appropriate action to be in compliance with WIOA section 188, Nondiscrimination, as applicable.
Documentation/Comments: The State complies	
8	The federal funds received to carry out a core program will not be expended for any purpose other than for activities authorized with respect to such funds under that core program.
Documentation/Comments: In process	
9	The state will pay an appropriate share (as defined by the State Board) of the costs of carrying out section 116, from funds made available through each of the core programs.
Documentation/Comments: In process	
10	The state has a one-stop certification policy that ensures the physical and programmatic accessibility of all one-stop centers with the Americans with Disabilities Act of 1990 (ADA).
Documentation/Comments: In process	

11	Service providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate.
Documentation/Comments: See section 7	
12	Priority of service for veterans and eligible spouses is provided in accordance with 38 USC

**3.5** Describe how the local board will coordinate the workforce investment activities with providing Adult Education and Literacy activities (under Title II) and describe how the local board will carry out a review of local applications submitted under Title II Adult Education and Literacy, consistent with the local plan and the State's provided criteria. [WIOA Sec. 108(b)(13)]

The local board actively works with McKinley Community School for Adult-MCSA (Title II), Kaua'i Community College and other community partners under the MOU to provide Education and Literacy Activities that are consistent with the local plan and the State's criteria.

**3.6** Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the State, and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)]

Along with other community collaborators, the local board coordinates yearly activities carried out in the local area with workforce/economic development activities carried out in the State, that promote entrepreneurial skills training and microenterprise services. Some of these activities are our Annual Job Fairs, Small Business Fairs, and upcoming is our National Apprenticeship Week Celebration along with an up and coming Entrepreneurship Center at the local college that should be opening soon. Other outside groups in collaboration are: DCCA, DBEDT, USDA, HSBC to name a few. The latter promotes entrepreneurial skills training and microenterprise services.

**3.7** Describe how the local board will coordinate education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]

The youth services provider is located in the One Stop Center and actively coordinates and collaborates in all youth activities. All customers including Youth are routed through the One-Stop Job Center to register for services. Youth request for services through a registration process upon entering the establishment to avoid duplication of services. Referrals and co-enrollment are made into the WIOA Program as needed that is beneficial to the youth. One common barrier is that most Older Youth feel they do not need this service and feel they can go directly into the Adult program. The fortunate ones that do participate in the youth program are partnered with mentors to help them along the way and are successful. These successful ones upon completion of the youth program enroll in the WIOA Adult Program. Most young clients are working towards getting their Community-Based High School Equivalent. However, due to the lack of funding, time allotted for recruitment has dwindled. Lack of funding is a barrier. If the program increased its funding, it may improve and increase recruitment.



**3.8** Describe how the local board will coordinate workforce investment activities with the provision of transportation, including public transportation and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)]

The local board works in collaboration with other community partners that have access to public transportation for participants for example Catholic Charities have some waivers available for participants seeking job opportunities or for the first month of work. DVR-SYEP summer youth employment program worked with the local county bus services to ensure that students had transportation to and from work. Another example was a contracted sign language interpreter was assigned to a deaf student participant over the summer that provided appropriate support services. DVR provided that service under Title IV.

**3.9** Based on the analysis described in Section 1.1-1.3, identify the populations that the local area plans to focus its efforts and resources on, also known as targeted populations.

In addition to the services available in One-Stop Job Centers to all customers, a description of specific services to target populations follows.

#### *Unemployment Insurance Claimants*

All Unemployment Insurance (UI) claimants in Hawaii are required to register with the exception of union members in good standing with their referral unions and those filing as partial claimants, enter essential background information, and post an on-line resume in HireNet Hawaii in order to receive UI benefits. These requirements assist claimants with their job search efforts and allow employers to search for potential employees.

Wagner-Peyser and other One-Stop Center staff provides intensive individual services to UI claimants identified as participants in the Worker Profiling and Re-employment Services ("WPRS") program.

Case managers are assigned to assist each profiled claimant in identifying appropriate courses of action to facilitate his/her return to the workforce. Re-employment services provided include assessment, counseling, job referral services, testing, local labor market information, job search workshops, and referral to job training. WDD monitors the claimant's progress and participation during the period covered by the Individual Service Plan ("ISP"). Any potential availability for work issue, such as failure to participate in an agreed upon activity, is reported to UI staff. If the claimant is found to be "not in compliance" with the requirements of the WPRS program, she/he will be denied benefits for that week.

DLIR WDD also implements the RE-employment Services and Eligibility Assessment Initiative (RESEA) program in our One-Stop Center for the Unemployment Insurance Division. This program began in March 2005 when USDOL awarded grant funds to 21 states to pilot this new program. The purpose of the program is to shorten the duration of UI claims and expedite the claimants' return to work. The program mandates randomly selected claimants to participate as a condition of their eligibility for Unemployment Insurance benefits. Mandated activities include learning about the job market, creating a work-search plan, and a staff review of job search efforts. To date, Hawaii's RESEA has

assisted over 36,000 UI claimants with their reemployment efforts.

#### *Long-Term Unemployed*

WDD staff works closely with UI Division to identify UI claimants (RESEA EUC), who are long-term unemployed in order to provide them with services available through the One-Stop. These services include workshops to about labor market information, assessment of their skills and referral to training, as needed.

Early intervention services through the Reemployment and Eligibility Assessment program is also available to reduce claimants becoming long-term unemployed.

#### *Under-Employed*

Persons identified as underemployed, working part-time but seeking full time employment or who is working in employment not commensurate with the demonstrated level of educational and/or skill achievement, can access any of the services under WIOA, Wagner-Peyser and appropriate partner programs. Under WIOA, Adults and Dislocated Workers who are assessed as needing intensive services to obtain or retain employment that leads to self-sufficiency may be provided services and training in order to assist them in obtaining full time employment or higher wages. The State has determined self-sufficiency as employment that pays at least 225% of the Lower Living Standard Income Level. For Dislocated Workers, self-sufficiency may be considered employment that pays at least 90% of the layoff wage. However these percentage amounts are subject to change according to the needs of the community.

#### *Dislocated Workers*

As mandatory partners in the One-Stop system, DLIR's Unemployment Insurance Division (UI) and WDD, who is the administrative entity for Wagner-Peyser programs, work in concert to identify dislocated workers and provide appropriate services to become re-employed.

Dislocated Workers are identified through notices of layoffs or closings under the federal Worker Adjustment Retraining Notification and the State's Plant Closing Notification law, through jobseekers registered in HireNet Hawaii, Job Fairs, rapid response efforts, or other means. As recently unemployed persons, they are motivated to return to work, but they may be unfamiliar with the current labor market, new skills required, or job search techniques, including the use of social networks and Internet search engines. Services provided include assessment, counseling, provision of information on employment statistics, training providers, and support services, assistance in filing for unemployment benefits, job search and placement assistance, and referral to intensive services and training as appropriate.

#### *Displaced Homemakers*

Displaced Homemakers are identified primarily through referrals from state agencies such as the Department of Human Services and the Judiciary system, and from community agencies such as the YWCA and other organizations concerned with women and family issues. Although all One-Stop services are available to this group, displaced homemakers often have limited workplace experiences and financial and emotional issues and generally need intensive services, training and a wide variety of support services. Services under WIOA are coordinated with programs for displaced homemakers at the State's community

college system through Career and Technical Education grant funding.

#### *Trade Adjustment Act*

Whenever One-Stop staff learns about impending layoffs, they will contact employers and provide information about Trade Adjustment Act (TAA) benefits and offer One-Stop Center services.

Information about TAA will be provided on the Department's website for easy reference; and TAA Information will be included in the menu of services when business service teams conduct their outreach to employers.

When layoffs are involved, a preliminary assessment will be made with the employer regarding the eligibility of affected workers for Trade Adjustment Act (TAA) benefits and staff will assist in filing a TAA petition. One-Stop staff knowledgeable about WIOA programs and TAA programs will coordinate designing and implementation of services to ensure successful outcomes for individuals who are potentially trade-affected. These services include an assessment of the needs of the affected workers to identify the workers' skill levels, interests, and abilities and provision of basic reemployment services available at the One-Stop Center.

Before the TAA petition is certified, trade-impacted workers will receive services under the WIOA programs for which they are eligible and provided with reemployment, training, and supportive services, as appropriate. If and when the TAA petition is certified, services generally will be supported by the TAA grant, in coordination with WIOA services, if necessary.

#### *Low-Income Individuals*

The State has determined that the funds allocated to a local area for WIOA Adult employment and training activities are limited, based on the funds being insufficient to provide adequate services to at least 25% of that area's adult poverty population. Priority of service for intensive and training services in the WIOA Adult Program will be given to recipients of public assistance and those meeting the definition of low-income. At a minimum an adult must receive at least one core service before the individual is eligible to receive intensive and training services.

They are identified when accessing One-Stop core services as well as through referrals from agencies serving this target population. Public assistance recipients are identified through coordination with the Department of Human Services (DHS), which administers the Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) and other federal and state-funded assistance programs. The Work Opportunity Tax Credit is also available to employers as an inducement to hire this target group.

In addition to training, supportive services such as work clothes, transportation assistance, housing and child care may be provided. Where possible, non-WIOA funding is sought to provide other services from collaborating service providers.

#### *Migrant and Seasonal Farmworkers*

Services to Migrant and Seasonal Farmworkers (MSFW) such as counseling, testing, and referral to jobs and training opportunities are provided on a basis that is qualitatively and quantitatively proportionate to services afforded non-MSFW individuals. WDD and Maui

Economic Opportunity (MEO) are partners in each county and coordinate services to the MSFW population. MEO currently is the approved statewide operator of the WIA Section 167, Migrant and Seasonal Farm Worker Program. See Section IV, item 6, for more information about services to MSFWs.

The local One-Stop Center currently supports the efforts of Maui Economic Opportunity and helps to recruit seasonal farm workers eligible for their program.

## *Veterans*

An eligible veteran of the Armed Services is considered a valued member of the civilian workforce because he or she has the skills, training, and character to meet the demands of the workplace environment. WDD offers a variety of services that are tailored specifically for veterans to find not only jobs, but training to help transfer the skills acquired in the military to the requisite job skills in the civilian workforce. Through its One-Stop Career Center the WDD offers specialized employment and training services and priority of these services exclusively to eligible veterans under the Jobs for Veterans State Grants Program. Under this grant program, funds are allocated to the Workforce Development Division to support the following staff position:

Disabled Veterans' Outreach Program (DVOP) Specialist: A staff member provides intensive services to meet the employment needs of disabled veterans and other eligible veterans, with the maximum emphasis directed toward serving those who are economically or educationally disadvantaged, including homeless veterans, and veterans with barriers to employment. The staff member also conducts outreach to employers and engages in advocacy efforts with employer representatives to increase employment opportunities for veterans, encourage the hiring of disabled veterans, and assist veterans to gain and retain employment. The staff may also refer the participant to the local Veterans Community Center for additional services.

Priority of Service: The Kauai One-Stop Center is mandated to give veterans priority of service at the One-Stop Center, including use of resource room equipment, and access to staff assistance. Signs in the Center notify veterans of their priority and ask them to disclose their status to reception desks so that they may be served before other customers. Veterans also are accorded priority over non-veterans in WIOA, SCSEP, TAA, Wagner-Wagner, and other programs, if they eligibility requirements for the applicable program. In HireNet Hawaii, its home page has a special section devoted to veterans, where veterans are notified of their preference over non-veterans. Resources for veterans also are found in that section.

Integration of Veteran Staff in the One-Stop Center: The DVOP and other WDD staff members are integral to the coordination of employment and training programs administered in One-Stop Center and for success of veterans served. Local veterans service organizations and government agencies serving veterans partner with One-Stop service providers, e.g. the Homeless Veterans Reintegration Program, Vocational Rehabilitation and Employment Program, Transition Assistance Program, Department of Veteran Affairs Vocational and Rehabilitation Employment Program, State of Hawaii Office of Veterans Services, Veterans of Foreign Wars, Disabled American Veterans, and other veterans service organization. Similarly, veterans being served receive employment and training services



**3.10** Based on the analysis described in Section 1, identify one to three industries where a sector partnership(s) is currently being convened in the local area or there will be an attempt to convene a sector partnership and the timeframe.

Currently, a sector partnership developed to promote an Agriculture Program in the local area that took place between the County of Kauai, DLIR-WDD and Kauai District DOE. Special State funding was awarded to the County to promote and revitalize the Future Farmers of America program in the local high schools.

The local board also collaborates with ETP provider, Westside Nurse's Aide Program Director, Iris Erickson in the successful completion of Nurse's Aide participants in her program for the second year.

**3.11** Based on the analysis described in Section 1, describe the local investment strategy toward targeted sectors strategies identified in 3.10 and targeted populations identified in 3.9.

New Local Development – The DOE and island Agriculture business participants worked with under skilled youth to build on their soft skills and career development training in the field of Agriculture. Special State funding was awarded to the County to promote and revitalize the Future Farmers of America program in the local high schools. Just this past summer, the County matched funds that were awarded for the summer work experience program and provided needed transportation for participating students to various work sites around the island.

**3.12** Identify and describe the strategies and services that will be used to:

- a. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;
- b. Support a local workforce development system described in 3.2 that meets the needs of businesses;
- c. Better coordinate workforce development programs with economic development partners and programs;
- d. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

This may include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, or utilization of effective business intermediaries and other business services and strategies that support the local board's strategy in 3.1. [WIOA Sec. 108(b)(4)(A&B)]

See Sections 3.3-3.5 The local board is "business-led" and is constantly working alongside other business-led entities like the Kauai Chamber of Commerce, Kauai Native Hawaiian Chamber of Commerce and the Kauai Filipino Chamber of Commerce with over a thousand + members of local businesses in the Kauai community. The Filipino Chamber of Commerce supports the local KWDB board and Workforce Development System.

Information on all activities and services are routinely disseminated in these areas as well as soliciting of needed collaborations for any and all community activities, ie. Job fairs, Small Business Fairs, etc. ...

**3.13** Does the local board currently leverage or have oversight of funding outside of WIOA Title I funding or county general funds to support the local workforce development system? Briefly describe the funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, does it have future plans to pursue them?

The local board currently leverages and have oversight of some funding outside of WIOA Title I funding coming from the county general funds to support the local workforce development system:

1. Funding helps to support the salary for the local board's Executive Director (E.D.).
2. Activity funds for the Small Business Fair
3. Activity funds for the National Apprenticeship Week
4. Activity funds misc. (travel, per diem, parking, postage, etc.)
5. Other additional funds from Title IV, DVR Summer Youth Employment Program for students with special needs.

(1): \$98,000 COK

(2): \$2,500 COK

(3): \$2,500 COK

(4): \$3,000 COK

(5): \$161,000. DVR

\$267,000.00 total

In the past year, the board received a total of \$264,000 in total. \$98,000 came from the County alone to pay for the salary of the E.D. and an additional \$8000 for other WIOA program activities. In the past the E.D. salary came directly from WIA program funds. DVR, under Title IV collaboration with the Local Board received \$161,000 for the summer Youth Employment program for students with special needs. In 2012, foreseeing the decrease of federal funding, the County took over E.D. salary portion of the grant. This action impacted the local system by freeing up more federal funding to be used for program activities in the community. The local Board will continue to pursue additional funds to help with WIOA programs in the future.

## Section 4: Program Design and Evaluation

**Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board, partners and stakeholders.**

**4.1** Describe how the local board, working with the entities carrying out core programs, will coordinate activities and resources to provide high quality; customer-centered services and expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)]

The following programs and funding streams support service delivery through the One-Stop Center at the local level on Kauai: ES-Youth, ES-Wagner Peyser, RESEA, VIP, ETF, WOTC, SCESP, NEG, SESP, WIOA-AD, WIOA-DW, FTW or WTW, SNAP/TANF, AND ES-Computer Resource Center.



The Consortium of community partners effortlessly coordinate all activities and resources to provide high quality; customer-centered services and expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

Native Hawaiian	Qualified Native Hawaiians (NH) are assisted through special programs at the post-secondary level ie. The Wai'ale'ale Project has helped many Kaua'i Community College students since 2013. The college program is provided recruitment assistance the WorkWise Consortia group. The program takes "first to college" applicants. All other NH students may also be assisted by Alu Like Inc. or co-enrolled into WIOA activities. Alu Like Inc. also serves qualified Native Hawaiians, Native Americans and Alaskan Indians.
Ex-Offenders	Collaborating community services providers are always on the lookout for people with intensely and immediately needed services like island ex-offenders that are exiting prison. A special community re-integration committee group was appointed by the Mayor is a major collaborating partner with WorkWise Kaua'i Consortia group. Consortia group partners act as "Main Navigators" in the community to help this needy group access all the available resources in the community. Information, on food, clothing shelter, access to transportation for those seeking job opportunities, etc. are made available at several places in the community including the One-Stop Job Center.
Youth	Youth seeking opportunities will be able to find online assistance and soft skills training on the HireNet Hawaii Website. KCC community Collaborator heads a "Jump Start" program for students that qualify. Also available is assistance to complete the GED or testing for the Community-Based Diploma and building soft skills through work experiences.
Individuals with Disabilities	Persons with disabilities have access at the WorkWise Kaua'i One-Stop Job Center Resource computer lab along with other technical assistance

	<p>Others in need of more intense services are referred to the State –DVR Office which is less than 5 minutes away.</p> <p>A recent creation was a collaboration between the KWDB, County of Kauai and the SOH-DVR Kaua'i Branch Office that started the DVR-SYEP summer youth employment program for students with special needs. The 8 week work experience program help student build their technical knowledge as well as soft skills on the job.</p>
Veterans	<p>At the One-Stop Job Center, Veterans are priority over non-veterans in WIOA, SCSEP, TAA, Wagner-Wagner, and other programs, if they meet the eligibility requirements for the applicable program. In HireNet Hawaii, its home page has a special section devoted to veterans, where veterans are notified of their preference over non-veterans. Veterans needing more intensive services are referred to the Veteran's Center on the island.</p>
Homeless	<p>KEO is a collaborating partner that is also part of the WorkWise Consortia group that provides direct support to qualified homeless participants. Referrals are sent from their Shelter/Center requesting special assistance for their participants in need. The County of Kaua'i Housing Office is also a collaborating partner that shares needed information on resources in the community.</p>

**Others:**

Senior Citizens also participate in program activities through the SCSEP Program. Eligible seniors that qualify can apply for this special employment program through the One-Stop Job Center. Access to other resources are available for this group at the County of Kaua'i Elderly Affairs Office located two minutes away.

**4.2 Describe how the local board will facilitate the development of career pathways, consistent with the Career Pathways Definition. [WIOA Sec. 108(b)(3)]**

The local board will help to facilitate the development of career pathways in collaboration with the University of Hawaii Community Colleges (UHCC) and State of Hawaii CTE Career Pathways system. The UHCC recently created a website to facilitate and disseminate information on various career options and preparation needed for students coming into the education system. Students along with their career counselors would be able to make better choices in their course selections for certificate or degree programs in their chosen field of study. The LWDB would be able to assist the qualified participant with

needed funds for successful completions.

**4.3** Describe how the county board will utilize co-enrollment, as appropriate, in core programs and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)]

Co-enrollment has always been a major part of the WIOA program when possible. For example, qualified WIOA participants may enroll into a qualified ETF certificate program. Later that same qualified participant may want to return to build upon a secondary certificate(s) that may “stack” to a higher degree helping to maximize efficiencies and use of resources.

Local boards will be asked to answer the following question (4.4) at a **later date** after additional federal guidance and final regulations are released by the USDOL.

**4.4** Describe county board actions to become and/or remain a high-performing board, consistent with the factors developed by the Workforce Development Council. These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards to assess one-stop centers, guidance on one-stop center infrastructure funds, and roles and contributions of one-stop partners [WIOA Sec. 108(b)(18)]

**Federal guidance information to come at a later date.**

**4.5** Describe one-stop delivery system in the local area, consistent with the One-Stop Center Definitions including:

- a. How the county board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]

As part of the Memorandum of Understanding-MOU, the chief elected official designates and certifies the One-Stop center operator and collaborating partners that provide programs and activities such as:

1. WIOA Adult, dislocated Worker & Youth services
2. Wagner Peyser Employment Services
3. Adult Education
4. Vocational Rehabilitation
5. SCSEP
6. CTE-Carl Perkins Activities.
7. All individuals with barriers to employment

Details of all services and monitoring activities are noted in the MOU in detail to ensure the continuous improvement of eligible providers of services through the system and all providers meet the employment needs of local employers, and workers and jobseekers.

- b. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology, and through other means. [WIOA

The local board will facilitate access to services provided through the one-stop delivery system with the help of their collaborating partners to include in remote areas, through the use of technology, the Public library system located all over the island of Kaua'i: Princeville, Kapaa, Lihue, Koloa, Hanapepe and Waimea. Outreach Youth services are extended to all 3 public high schools and 3 charter schools around the island. The public library at Kauai Community College is also extensively used by students as well as community members. All libraries with public access systems will be able to access the [www.hirenethawaii.com](http://www.hirenethawaii.com) system.

<p><b>Hanapepe Public Library</b> P.O. Box B Hanapepe, Kauai, Hawaii 96716 • 808-335-8418</p> <p><b>Day &amp; Hours</b> Monday - Closed Tuesday - 9:00 AM 5:00 PM Wednesday - 9:00 AM 5:00 PM Thursday - 12:00 noon 8:00 PM Friday - 9:00 AM 5:00 PM Saturday - 8:30 AM 4:00 PM Sunday - Closed</p>	<p><b>Kapaa Public Library</b> 1464 Kuhio Highway Kapaa, Kauai, Hawaii 96746 • 808-821-4422 V/TTY: Voice/Text Telephone</p> <p><b>Day &amp; Hours</b> Monday - 9:00 AM 5:00 PM Tuesday - 12:00 noon 8:00 PM Wednesday - 9:00 AM 5:00 PM Thursday - 9:00 AM 5:00 PM Friday - 9:00 AM 5:00 PM Saturday - Closed Sunday - Closed</p>
<p><b>Koloa Public &amp; School Library</b> P.O. Box 9 Koloa, Kauai, Hawaii 96756 • 808-742-8455</p> <p><b>Day &amp; Hours</b> Monday - 8:30 AM 5:00 PM Tuesday - 8:30 AM 5:00 PM Wednesday - 12:00 PM 8:00 PM Thursday - 9:00 AM 5:00 PM Friday - 8:30 AM 5:00 PM Saturday - Closed Sunday - Closed</p>	<p><b>Lihue Public Library</b> 4344 Hardy Street Lihue, Kauai, Hawaii 96766 • 808-241-3222 V/TTY: Voice/Text Telephone</p> <p><b>Day &amp; Hours</b> Monday - 11:00 AM 7:00 PM Tuesday - 9:00 AM 4:30 PM Wednesday - 11:00 AM 7:00 PM Thursday - 9:00 AM 4:30 PM Friday - 9:00 AM 4:30 PM Saturday - Closed Sunday - Closed</p>
<p><b>Princeville Public Library</b> 4343 Emmalani Drive Princeville, Kauai, Hawaii 96722 • 808-826-4310</p> <p><b>Day &amp; Hours</b> Monday - Closed Tuesday - 10:00 AM 5:00 PM Wednesday - 1:00 PM 8:00 PM Thursday - 10:00 AM 5:00 PM Friday - 10:00 AM 5:00 PM Saturday - 10:00 AM 5:00 PM Sunday - Closed</p>	<p><b>Waimea Public Library</b> P.O. Box 397 Waimea, Kauai, Hawaii 96796 • 808-338-6848</p> <p><b>Day &amp; Hours</b> Monday - 12:00 noon 8:00 PM Tuesday - 9:00 AM 5:00 PM Wednesday - 12:00 noon 8:00 PM Thursday - 9:00 AM 5:00 PM Friday - 10:00 AM 5:00 PM Saturday - Closed Sunday - Closed</p>

- c. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]

The local One-Stop Center Manager and staff work closely with local service providers in the community ( KEO, Alu Like Inc., including the State Division of Vocational Services, etc.) to create a collaborative group of disability related organizations. All One-Stop staff members are trained to better serve individuals with disabilities. The One-Stop Center offers a valuable service with accessible technology for persons with disabilities to improve job placement and employment outcomes. Customers are referred to the DVR office for more "intensive services" as needed.

The local WDD One Stop Center works closely with the local DVR Division to ensure that employment services are available especially with this year's DVR-SYEP summer youth employment program for students with special needs.

- d. Describe the roles and resource contributions of the one-stop partners and if memoranda of understanding or resource sharing agreements are used, provide a summary of those agreements. [WIOA Sec. 108(b)(6)(D)]

The following programs and funding streams support service delivery through the One-Stop Center at the local level on Kauai: ES-Youth, ES-Wagner Peyser, REA, REA-EUC, VIP, ETF, WOTC, SCESP, NEG, SESP, WIOA-AD, WIOA-DW, FTW or WTW, SNAP/TANF, AND ES-Computer Lab.

WorkWise Kaua'i One Stop Center is supported through a seamless service delivery system made possible through the Memorandum of Understanding (MOU) between the: Department of Human Services, Dept. of Vocational Rehabilitation, DLIR-UI Division, KEO, Alu Like Inc., Dept. of Housing, Kaua'i Community College and the McKinley Community School-Kaua'i Branch. See Attachments A and A-1, Workwise Kaua'i (MOU) and Appendix 8 1-A (Shared Resources) and 8 1-B (Core Services).

Other local changes were the availability of temporary grant funds like the NEG grant. Due to a recent flooding, funding became available from this National Grant making temporary jobs available to incumbent workers. Other recent grants are the Agriculture grant for High school students interested in Future Farmers of America and the DVR-SYEP Summer Youth Employment Program for student with disabilities. The funding streams from these various programs including the WIOA program funds help to sustain the community support services needed.

The One-Stop system will provide the following services:

A. CORE SERVICES SHALL INCLUDE:



1. Determination of individual eligibility for WIOA services;
2. Outreach, intake, and orientation to the information and services available through the WorkWise Kaua'i system;
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
4. Job search and placement assistance, career counseling where appropriate;
5. Provision of employment statistics information and labor market information such as job vacancy listings, job skills necessary to obtain jobs, local demand occupations, earnings, and skill requirements;
6. Provision of performance information and program cost information on eligible providers of training services;
7. Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the WorkWise Kaua'i delivery system;
8. Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area, and referral to such services, as appropriate;
9. Provision of information regarding filing claims for unemployment compensation;
10. Assistance in establishing eligibility for activities and programs of financial aid assistance for training and education programs that assist public assistance recipients;
11. Follow-up services, including counseling regarding the workplace, for WIOA participants who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate; and other core services as determined by a WorkWise Kaua'i Partner agency's governing legislation.

#### B. INTENSIVE SERVICES

1. Comprehensive and specialized assessments of the skill levels of adult and dislocated workers;
2. Development of Individual Employment Plan and or establishment of an Individual Training Account-ITA to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the individual's employment goals;
3. Group counseling;
4. Individual counseling and career planning;
5. Case management for participants seeking training services;
6. Short-term prevocational 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;
7. Other intensive services as determined by a WorkWise Kaua'i Partner agency's governing legislation.

#### C. TRAINING SERVICES

1. Occupational skills training, including training for nontraditional employment;

2. On-the-job training;
3. Programs that combine workplace training with related instruction which may include cooperative education programs;
4. Skills upgrading and retraining;
5. Entrepreneurial training;
6. Job readiness training;
7. Adult education and literacy activities provided in combination with services;
8. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training;
9. And other training services as determined by a WorkWise Kaua'i Partner agency's governing legislation.

#### D. EMPLOYER SERVICES

Parties to the MOU acknowledge that employers are important WorkWise Kaua'i customers and agree that:

1. Direct employer input shall be sought in matters related to WorkWise Kaua'i planning and operations;
2. The guidance of the employer members of the KWDB shall be specifically sought in designing targeted employer services;
3. Service provision will be provided recognizing the fact that time is of the essence for employers;
4. Specific employer services to be provided through the WorkWise Kaua'i System include but are not limited to:
  - Contact employers via a combination of personal visits, telephone calls and email, to explain, promote and facilitate employer's use of available resources/services provided through the one-stop system, partner agencies, and other local resources;
  - Tax credit or I-9 processing information;
  - Assessment of client skills, interests, aptitude and/or work values of applicants prior to referral;
  - Job specification development;
  - Business fee or licensing information;
  - Business assistance center referral;
  - Interviewing facilities;
  - Customized training;
  - Skills training for incumbent workers;
  - Job readiness training information;
  - Information on filing UI & Workers Compensation claims;
  - Program information and preliminary screening for program eligibility of prospective employees;

[4.5(d) See attachment] Memorandum of Understanding-MOU is currently in place regarding all one-stop

service partners. The roles and resource contributions are described in the agreement as to not promote duplication of services.

- e. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

All one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners via the [www.hirenethawaii.com](http://www.hirenethawaii.com) system administered by GEOSOLutions. Currently being used across the State of Hawaii,

This system recently introduced online training certifications for participants as well as online webinars for one-stop partners and service providers.

#### 4.6 Describe the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)]

All Individuals have access to core services at every One-Stop Center. Center staff funded by WIOA, Wagner-Peyser, Veteran Programs, and/or partner programs will provide information on the labor market, job openings, One-Stop Center services, HireNet Hawaii's job board, training opportunities, partner programs, and related topics. Educational information from eligible "ETP" local training institutions is also made available with the exception of OJT work experiences that are done with private businesses.

All One-Stop Center customers may use the local Resource Center equipped with computers, fax and copy machines, phones, and printers for their job search. Jobseekers and employers may access HireNet Hawaii from their home, workplace, Resource Centers, or anywhere with internet connection.

Workshops for job search, interviewing techniques, and related topics are open to all One-Stop Center customers.

Jobseekers that require more staff assistance can rely on One-Stop Center staff to help them navigate through HireNet Hawaii learn about training and other services, get job referrals, and receive a preliminary determination of services needed. Much of the information provided can be delivered via group sessions or one-on-one as resources permit.

Based on the preliminary determination of need, individuals from targeted groups who require intensive services will participate in a comprehensive assessment (ITA) to identify vocational goals and develop action plans that build on strengths and overcome barriers to achieve those goals.

Employment counselors who are funded by programs that financially support these and other intensive activities, conduct the comprehensive assessments and develop the employment plans with the individual (Although Wagner-Peyser funded staff may occasionally develop these individual training accounts, limited resources restrict Wagner-Peyser functions mainly to core services).

The Kaua'i One-Stop Center is staffed, at a minimum, by employees funded by both Wagner-Peyser and WIOA. Other Consortium partners also deliver services at the One-Stop include the Division of Vocational Rehabilitation, Alu Like, UH-Kauai Community College, Job Corps, State Department of

One-Stop staff members are cross-trained and have basic knowledge of programs operated by all agencies in the workforce development system. Updates of programs are shared with partners at regularly scheduled center meetings. If an individual's special needs, barriers or circumstances are identified, staff is able to navigate them to programs and services which will provide optimum assistance to the individual. Referral procedures have been developed to expedite the process of coordinating these programs and services.

To ensure universal accessibility to the One-Stop Center, outreach and recruitment activities include information dissemination to a wide spectrum of individuals in the local communities, including but not limited to post-secondary institutions, community organizations, and business organizations. Some partners co-locate staff in the local One-Stop Centers on a part-time or intermittent basis.

It is expected that the partners in each Workforce Development Area coordinate services provided by the required and optional agencies participating in the workforce delivery system in order to ensure a seamless delivery and avoid duplication. These resources will be taken into account to reflect a comprehensive employment plan for individuals and will not be restricted to the availability of WIOA funds.

*In the past, the Individual Training Accounts (ITA) of each customer has not restricted or limited the use of WIOA funds for education and training. However, current discussions with KWDB Board members to assess the nature of funding limitations is evident and ongoing.*

Eligibility for WIOA intensive and training services is open to all unemployed adults and dislocated workers and all employed adult workers who meet the eligibility criteria, who are unable to obtain or retain employment through core services, and who are determined to be in need of such services.

The State has determined that WIOA Adult funds are considered limited by virtue of it being insufficient to provide adequate services to at least 25% of that area's adult poverty population. Thus, priority for intensive and training services in the WIOA Adult Program will be given to low-income individuals. In no way should the identification of these target groups restrict services to only these groups.

**4.7** If training contracts are used, how will the use of such contracts be coordinated with individual training accounts; and how will the local board ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

Educational information from eligible "ETP" local training institutions is also made available via the State Kumu A'o Website with the exception of OJT work experiences that are done with private businesses.

The WorkWise Kauai system of the Consortium of Partners may access the website to view official "eligible training providers" and what they have to offer. Employment counselors assist the participant with their individual training accounts –ITA to inform them of their selection choices of training programs

regardless of how the training services are to be provided.

**4.8** Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]

A "skills gap analysis" was done with the top 10 fastest growing occupations on the island of Kauai (see section 1.2, Chart 2A and 2B). Top ten occupations are:

1. Certified Nurse Assistant\*
2. Construction Engineer\*
3. Registered Nurse\*
4. Customer Service Representative
5. Firefighter
6. Truck Driver Heavy Duty, CDL A\*
7. Stock Clerk, Warehouse
8. Corrections Officer
9. Plumber, Pipefitter\*
10. Construction laborer\*

Astericks \*, note fastest above average growth of occupations to 2020. Long term training needed by 2 occupations: registered nurses and plumbers. All areas lack the needed:

- Work readiness skills
- Independent Business Skills: Sales & Marketing
- Soft Skills/Interpersonal Skills
- Technical knowledge: Tools & Equipment.

Healthcare continues to make the top ten occupations on Kauai. We anticipate new areas of growth in Agriculture in this new period.

**4.9** Describe how the local board will coordinate workforce investment activities in the local area with rapid response activities carried out in the local area (as described in section 134(a)(2) A). [WIOA Sec. 108(b)(8)]

Rapid Response Team:

If the number of workers to be laid off is significant, WDD will mobilize a Rapid Response Team for deployment at the employer's site or another site that is convenient for affected workers. Core members will consist of the following:

- DLIR Unemployment Insurance Division
- One-Stop Center Operator
- Workforce Development Division Alu Like Inc.
- Med Quest
- State Dept. of Human Services



*Depending on needs of the workers, other Rapid Response Team members will include, but not be limited to, the following:*

- Training Providers - Kauai Community College Banks/Credit Unions
- Community Based Organizations – Catholic Charities
- State Department of Health
- DVOP – Representative
- Alu Like Inc.
- KEO

Group orientations on One-Stop Center services will be planned and scheduled with the employer during or around work hours and prior to layoffs, to the extent possible.

Topics to be covered during Rapid Response group sessions will be customized for each layoff and generally will include the topics below. Approaches will depend on type of employer and educational and skill levels of employees.

- Unemployment Insurance benefits and eligibility requirements;
- Work registration requirements and jobs listed in HireNetHawaii;
- Labor market information and trends;
- Job counseling and job training programs, including remedial/literacy education;
- Priority of services and additional services for veterans;
- TAA benefits (if eligible);
- Financial assistance such as welfare, Supplemental Nutrition Assistance Program (formerly called Food Stamps), child care subsidies, and subsidized health insurance.

*\*Other Rapid Response topics, such as the following, will be included for group sessions, as appropriate:*

- COBRA/Med Quest
- Credit counseling and loan assistance;
- Grief/trauma counseling, or other mental health services; Housing assistance, and/or
- Social services provided by Community Based Organizations.

Because of the breadth of topics covered during Rapid Response sessions, only those staff members who are experienced and knowledgeable will participate as presenters. Additional workshops for affected workers will be offered, as appropriate, on topics such as understanding labor market information, job search techniques, resume preparation, and interview tips. Where large numbers of workers with transferable skills are affected, job fairs will be conducted to facilitate their transition into other jobs.

Services for individuals, such as filing for UI (after layoff), registration in HireNet Hawaii, and applying for financial assistance may be provided immediately following group sessions, if workers need assistance for these services.

*Layoff Aversion and  
Promotion of Rapid Response:*

In addition to reacting to layoff notices, Rapid Response will include business service teams to expand the rapid response infrastructure in each local area so that Rapid Response becomes pro-active and on-going to serve businesses and their workers more effectively. Prior to layoffs occurring, during which businesses are in crisis management mode, closer working relationships with local businesses will be developed to support workforce needs of employers in a more consistent and comprehensive manner through their cycles of growth and decline.

More services and tools of the One-Stop system will be made available to businesses on a continuing basis through an aggressive outreach effort, and businesses will make better use of these services to improve the capacity of their workforce. These strategies give businesses more opportunities to avert layoffs by sustaining a resilient and competitive workforce. One-Stop staff will be trained to detect early warning signs of possible financial difficulties of businesses and provide advance assistance and information to ease any difficulties should a plant closure occur. The improved collaborations with businesses will enable One-Stop staff to quickly recognize re-employment opportunities for laid off workers. In addition, stronger collaborations with more partners will be developed to expand and better coordinate the network of resources for more assistance toward employers and workers.

These proactive efforts will be carried out by WDD staff in each local area, who are either members of, or work with, local Rapid Response teams that respond to layoffs. As the lead for Rapid Response in each local area, WDD will coordinate the services provided in response to layoffs with renewed efforts to serve businesses on a more on-going and effective basis in collaboration with other One-Stop Center Services.

With USDOL Technical Assistance Training funds, DLIR held a series of four sessions on Rapid Response activities, Strategies for Lay-off Aversion, Developing Customer Driven Business Outreach Practices and Effectively Building Employer Relationships. Based on the training provided and local priorities, many strategies discussed for engaging business communities, such as participation in skills panels, job fairs, and business visits, will be carried out, with increased On-the-Job Training activities, as funds permit. Employer outreach will include promotion of the State-funded Employment Training Fund and Volunteer Internship Programs, where employers are offered opportunities to train their incumbent workers through pre-approved courses and internships.

## Section 5: Compliance

**5.1** Attach as *Attachment A*, the document signed by the Chief Local Elected Official (Mayor) designating the local workforce development board as the local (county) WIOA administrative entity.

See Attachment A: The Memorandum of Understanding officially designates the local workforce development board as the local WIOA administrative entity and is signed by the chief local elected official, the Mayor of the County of Kaua'i.

**5.2** Describe the competitive process and criteria (such as targeted services, leverage of funds, etc.) to be used to award subgrants and contracts for WIOA Title I Adult, Dislocated Worker, and Youth services; provide the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)]

By Sunshine Law, information on upcoming grants and other WIOA activities are made public notice. Advertisements are put out to inform the public on open RFP and or RFQ. A committee is formed made up of at least 3 people and the WIOA Administrator to review applications. The committee decides on the best eligible recipient for the funding within the timeframe committed.

The current sub-recipient for WIOA Title I, Adult & Dislocated Worker is DLIR-WDD, WorkWise Kauai. They are the only experienced vendor on the island of Kaua'i. The former sub-recipient of WIOA Title I, Youth Services was PAXEN, Huli Ke Alo LLC. This service provider recently closed on the island of Kaua'i. WorkWise Kaua'i, the current sub-recipient will also continue as the youth service provider.

Contracts have always been 4 year contracts with a year to year periodic review. The contract overlaps for a two year period as to not have any lapses in services.

**5.3** Provide an organization chart as *Attachment B* that depicts a clear separation of duties between the board and service provision.

See Attachment B, Local Organizational Chart 2016

**5.4** Provide a roster of the local board as *Attachment C*, including the name, title, organization, of each board member; and the category that each member represents. [WIOA Bulletin No.04-15]

See Attachment C, Local Board Roster

**5.5** Provide the policy and process for nomination and appointment of board members demonstrating compliance with WDC Policy/WIOA Bulletin No.04-15.

See Attachment F, Article II of the Local Workforce Board's By-Laws & Constitution:

**5.6** Provide the completed Local Workforce Development Board Membership Certification Request included in WIOA Bulletin No. 04-15 (SN 04), as *Attachment D*. See <http://labor.hawaii.gov/wdc/files/2013/01/SN-04-WIOA-04-15-Attmt-2-Cert.-Request.pdf>

See Attachment D, Board Membership Certification Request Letter

**5.7** Provide the name, organization, and contact information of the designated equal opportunity officer for

Linda Nuland-Ames, ADA-EOO Officer

County of Kaua'i  
 4444 Rice St, Suite 220  
 Lihue, HI 96766  
 808.241.4924  
[lnames@kauai.gov](mailto:lnames@kauai.gov)

**5.8 Identify the entity responsible for the disbursal of grant funds. [WIOA Sec. 108(b)(15)]**

The fiscal agent for the Mayor of Kauai is the County's Office of Economic Development with George Costa as the Director.

Kaeo Bradford is the WIOA Administrator responsible for monitoring the WIOA participants, service provider's, grant funding, etc. She is also the Executive Director for the Kaua'i Workforce Development Board that provides oversight of all WIOA Programs.

**5.9 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)]**

The DOL, DLIR-WDD, confirmed final performance targets (reference letter 07/29/16, V. Hamilton) as follows:

<b>Kaua'i County</b>		
<b>WIOA Adults</b>	<b>PY 16</b>	<b>PY17</b>
Entered Employment (2 <sup>nd</sup> Qtr. After Exit)	65.6%	67.6%
Employment (4 <sup>th</sup> Qtr. After Exit)	61.9%	63.9%
Median Earnings (2 <sup>nd</sup> Qtr. After Exit)	\$5,100	\$5,350
Credential Attainment Rate	49.0%	51.0%
<b>WIOA Dislocated Workers</b>		
Entered Employment (2 <sup>nd</sup> Qtr. After Exit)	71.0%	74.0%
Employment (4 <sup>th</sup> Qtr. After Exit)	67.2%	69.2%
Median Earnings (2 <sup>nd</sup> Qtr. After Exit)	\$6,476	\$6,776
Credential Attainment Rate	64.0%	66.5%
<b>WIOA Youth (Younger &amp; Older)</b>		
Education or Training or Employment (2 <sup>nd</sup> Qtr. After Exit)	56.0%	59.0%
Education or Training or Employment (4 <sup>th</sup> Qtr. After Exit)	52.9%	55.9%
Credential Attainment Rate	58.1%	61.1%
<b>Wagner-Peyser</b>		
Entered Employment (2 <sup>nd</sup> Qtr. After Exit)	53.0%	55.0%
Employment (4 <sup>th</sup> Qtr. After Exit)	56.0%	58.0%
Median Earnings (2 <sup>nd</sup> Qtr. After Exit)	\$4,965	\$5,114



**5.10** Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area.

[WIOA Sec. 108(b)(17)]

The vision and mission of the WorkWise Kaua'i system is to advance the economic well-being of the County of Kaua'i by maintaining a quality workforce and by serving as the focal point for all state and local workforce development initiatives. Success of the system will be achieved through the delivery of high quality and integrated workforce education & training, and economic development services for employers, job seekers and incumbent workers by all participating service providers.

Community service providers will meet with the executive committee to discuss and expedite strategies on how to meet performance goals (See 5.9, performance goals chart.) as part of the monitoring process. The service provider will be monitored by board and required to turn in Quarterly/Annual outcomes to align with the 9090/9091 reports during the fiscal year and a presentation to the local board. Recommendations and suggestions are taken from any and all participants, service providers and other major stakeholders in the community (See Attachment A and A-1, MOU Memorandum of Understanding and listing of Consortium of Service Providers; Attachment A-2 Cooperative agreement with DHS-DVR).

**5.11** Provide a description of the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Department of Human Services' Division of Vocational Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities and to 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.

[WIOA Sec. 108(b)(14)]

The local One-Stop Center Manager and staff work closely with local service providers in the community ( KEO, Alu Like Inc., including the State Division of Vocational Services, etc.) to create a collaborative group of disability related organizations. All One-Stop staff members are trained to better serve individuals with disabilities. The One-Stop Center offers a valuable service to improve job placement and employment outcomes. Customers are referred to the DVR office for more "intensive services" as needed.

As a Board member, major stakeholder and consortium partner in the Kaua'i community the local DHS-DVR branch collaborates continuously in the community to ensure needed WIOA services are provided among people with special needs.

Starting in 2016, a special agreement was formed between the State of Hawaii, DHS-DVR with the County of Kauai with the Kaua'i Workforce Development Board providing oversight of the Pilot program, DVR-SYEP, a summer youth employment program for participants with special needs. The following information is part of that agreement of services (**See Attachment A-2, Cooperative Agreement with DHS-DVR**).

1. **Purpose.** The purpose of this Agreement is the provision of a Summer Youth Employment Program (SYEP) for consumers referred by the Division of Vocational Rehabilitation (DVR).



- a. Target Population. The population to be served under this agreement is defined below and listed in order of priority.
  - i. Student with a Disability. In general, the term "student with a disability" means an individual with a disability who is receiving special education services from the State of Hawaii, Department of Education (DOE) under part B of the Individuals with Disabilities Education Act (IDEA) or is an individual with a disability, for purposes of Section 504. For purposes of this agreement, a Student with a Disability shall be at least 16 years old and will resume services under the DOE in Fall 2016.
  - ii. Exiting Student with a Disability. Same criteria as Student with a Disability with the exception of exiting the DOE in Summer 2016.
  - iii. Youth with a Disability. In general, the term "youth with a disability" means an individual with a disability who is not older than 24 years of age. For purposes of this Agreement, a Youth with a Disability shall be enrolled in post-secondary education.
  - iv. All other VR Consumers.
- b. Number of Consumers to be Served, Geographical Location and Staffing.
  - i. Maximum number of VR participants to be served will be 25
  - ii. Services shall be provided on the Island of Kauai
  - iii. PROVIDER agrees to arrange for two (2) FTE to for preparation and closure of the SYEP/
  - iv. ).
- c. Work Sites. The PROVIDER shall develop and establish work sites for the SYEP with the County of Kauai.
  - i. The PROVIDER shall enter into agreements with the worksites to provide meaningful work experience for participants.
  - ii. In collaboration with DVR, the PROVIDER shall conduct training and orientations for worksite supervisors on working with youth with disabilities.
  - iii. In collaboration with DVR, the PROVIDER shall assist worksites with the provision of reasonable accommodations.
  - iv. The PROVIDER shall create training plans.
- d. Job Matching and Placement. Through interviews, assessment results and mutual planning with the participant , DVR and Provider:
  - i. Match participant with appropriate worksite.
  - ii. Assist participants with career pathways and related opportunities.
  - iii. Provide Job Readiness Training as appropriate.
  - iv. Conduct participant orientation and process new hire paperwork.
- e. Case Management. The Provider will coordinate and provide case management and follow up services to participants and support to work sites for placement retention.
  - i. After placement, monitor and follow up with participant and work site to ensure there is proper supports in place for success.
  - ii. Request job coaching, as appropriate and as needed, from DVR.
  - iii. Collect timesheets and evaluations from the worksites on a weekly basis.
  - iv. Process wage payments to participants on a bi-weekly basis.
    1. Participants of this program shall be paid \$10 an hour.
    2. Participants shall not work more than 30 hours per week.
    3. A Student with a Disability shall not work longer than six weeks.

4. All other participants shall not work longer than eight weeks.
2. Additional Reports. The PROVIDER shall provide monthly expenditure reports in addition to activity reports. The PROVIDER shall furnish any additional reports or information that the STATE may reasonably require or request.
3. Meet with STATE to Discuss Progress. The PROVIDER shall, upon reasonable request by STATE, meet with representatives to discuss progress of work.
4. Evaluate the Program. Conduct an evaluation of the program at its conclusion and submit a final report to DVR.
5. Employer Engagement and Preparation. At the conclusion of the participants employment with the Summer Youth Employment Program, the PROVIDER shall:
  - i. Assist interested employers in developing adaptive and accessible training curriculum and materials and,
  - ii. Recruit VR participants to evaluate and demonstrate adaptive training curriculum and materials.

**5.12** Describe the process for getting input into the development of the local plan in compliance with WIOA section 108(d) and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. If any comments received that represent disagreement with the plan were received, please include those comments as *Attachment E*. [WIOA Sec. 108(b)(20)]

**5.12**

A public notice will be issued to the general public and notice will be sent to all Chamber of Commerce groups on the island and their participants as follows:

The County of Kaua'i is in the draft review period of its Workforce Innovation and Opportunity Act of 2014, Local Area Plan for Program Years 2016- 2020. Pursuant to Hawaii State plan and instructions, the Kaua'i County Workforce Development Board has developed and published its draft Local Area Plan Modification for Program Year 2016 (through September 30, 2016) and is providing citizens an opportunity to examine its contents and to submit comments on the draft Local Area Plan Modification.

**PUBLIC COMMENT PERIOD**

The proposed Local Area Plan Modification for Program Year 2016 will be available for public review and comment from September 16, 2016 to September 30, 2016 on the County of Kauai Website [www.kauai.gov](http://www.kauai.gov), under the "What's New" section. It will also be available for review at the Hawai'i State Public Libraries in Lihue, Kapaa, Princeville and Waimea during their normal hours of operation, and at the following location:

County of Kaua'i  
Mo'ikeha Building

Office of Economic  
Development 4444 Rice  
Street, Suite 200 Lihue, HI  
96766

Monday through Friday, 7:45 a.m. to 4:30 p.m., except on holidays.

A copy of the proposed Local Area Plan Modification will be mailed to any interested person who requests a copy by calling (808) 241-4950.

Citizens who wish to comment on the proposed plan must submit their comments in writing to the above address or fax to (808) 241-6399, to be received by October 10, 2016, in order for the Kaua'i County Workforce Development Board to finalize the Local Area Plan Modification prior to submittal to the State.

The Kaua'i County Workforce Development Board will consider any comments and views expressed by citizens on the proposed Local Area Plan Modification for Program Years 2016, and may revise the Plan Modification, if it deems appropriate.

By Authority of the Kaua'i County Workforce Development Board,

Leialoha Sanchez

Chair

\_\_\_\_\_  
Date: \_\_\_\_\_

Kaeo Bradford

Executive Director

\_\_\_\_\_  
Date: \_\_\_\_\_

**5.13**

(a) Attach the following to the Local Board Plan:

- (1) The Local Board's Bylaws as *Attachment F*
- (2) The Local Board's Conflict of Interest Policy as *Attachment G*

(b) State any concerns the local board has with ensuring the compliance components listed below are in place prior to October 31, 2016. Copies of documents are not required at this time but may be requested during monitoring.

- Administration of funds
- Agreement between all counties and other local governments, if applicable, establishing the consortium of local elected officials
- Agreement between the Local Elected Officials and the Workforce Development Board
- Code of Conduct
- Approved Budget
- Memorandum of Understanding and/or Resource Sharing Agreements, as applicable
- Required policies on the following topics
  - Financial Management including cost allocation plan, internal controls, cash management, receipts of goods, cost reimbursement, inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, procurement, allowable costs
  - Program Management including equal opportunity for customers, supportive services, needs related payments, file management, eligibility, self-sufficiency criteria, individual training accounts, layoff assistance, priority of services, grievance for eligible training providers list, transitional jobs, stipends, training verification/refunds
  - Risk Management including records retention and public access, public records requests, monitoring, grievance, incident, disaster recovery plan
  - Board Policies including board appointment, board resolutions

**5.13**

(a) (1) See Attachment F, By-Laws & Constitution of the local Board.

(2) See Attachment G, Conflict of Interest Policy, regarding Board (is also part of attachment F).

(b) Since the beginning of the WIA Act of 1998 and the reauthorization –WIOA Act of 2014, the local workforce Board and its staff has been doing its due diligence to ensure compliances with the federal mandates. The following components listed are a big part of the WIOA services that is provided and MOU-Memorandum of Understanding with the consortium of partners involved. The local Board and its Staff understands the importance of monitoring the federal programs to ensure its success in order to protect the County of Kaua'i's investment into this project.

(3) See Attachment A, MOU Memorandum of Understanding

**5.14** Describe how the Local Board complies with the requirements of Hawaii's Sunshine Law on open meetings and meeting records (HRS §92) and WIOA Sec. 107(e):

- (a) Who is notified of meetings and how are they notified?
- (b) Where are meeting notices (agenda) posted?
- (c) Where are the meeting minutes posted? How does the public access meeting minutes?
- (d) Attach as *Attachment H* the local board agenda and minutes for the last two fiscal years (2014 & 2015).

(e) How will information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities be available to the public?

County of Kauaʻi – County Attorney Office, is a member of the local board is planning to actively train new and continuing Board members on the policies and procedures of the Hawaii Sunshine Law –open meetings and records.

(a,b)The general public is notified of all Local workforce Development board meetings not less than 7 days prior to the meeting date. The Official agenda is “date stamped’ at the local County Clerk’s Office and then post in several public County Bulletin Boards and Ethics & Commissions Office.

(c) Minutes of the meetings are also posted and accessible to the public at the County of Kauai Office of Economic Development and website.

(d) See Attachment H, local board agenda and minutes for the past two years.

(e) All information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities will continue to be available to the public at the County of Kauaʻi, Office of Economic Development.