

# OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

## FULL BOARD MINUTES

April 24, 2018 – 9:00am to 10:30am (approximate)

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

Attendees: Maureen Bates, Jason Chang, Russel Cheng, Stacy Clayton, James Hardway, Brent Kakesako, Brian Lee, Gordon Lum, John Morton, Alvin Tsukayama, Manny Valbuena, Janice Wakatsuki, Emmet White, Lorna Woo

Staff: Alison Lum, Justin Sarce, Lyn Uratani

Guests: Velvet Fujita, Natasha Inouye, Lance Jyo, Cindy Matsuki, Debbie Miyao, Suzanne Mulcahy, Lei Nakamura, Erick Pascua, Peter Quigley, Kirsten Thornton

I. Call to Order

Board Chair Jason Chang called the meeting to order at 9:01am.

II. Welcome and Introductions

III. Approval of Agenda

Chair Chang entertained a motion to approve the agenda. John Morton motioned to approve. Seconded by James Hardway. Unanimously approved.

IV. Approval of minutes from January 16, 2018 meeting

Chair Chang entertained a motion to approve the minutes from the January 16, 2018 meeting. Janice Wakatsuki motioned to approve. Seconded by James Hardway. Unanimously approved.

V. Public testimony on issues on agenda or, if not on agenda, for Board to consider placing on future agenda

None.

VI. Presentation and discussion

**Impact and Opportunities of Work Experience**

**Velvet Fujita, American Job Center Hawaii (AJCH) Youth Program Coordinator**

**City and County of Honolulu**

**Department of Community Services, WorkHawaii Division**

Velvet Fujita provided and explained handouts on business outreach for new job sites, career pathways, and diploma opportunities at the AJCH, as well as an announcement about the AJCH seeking employers for youth work experience. She also shared two success stories about youth participants and discussed the AJCH's continued efforts to build relationships with local businesses.

Chair Chang asked how many students are participating in the youth program. Velvet Fujita said the competency-based diploma program will have 20 students; 14 in Honolulu and 6 in Waianae. Job sites will be needed island-wide. Alison Lum asked how this program fits into WIOA. Kirsten Thornton stated that WIOA requires 20% funding for youth programs to go toward work-based learning such as work experience, internships, job shadowing and pre-employment training.

## VII. New Business

### 1. Modification to ratify One Stop Operator Evaluation Tool

Chair Chang entertained a motion to ratify the One Stop Operator Evaluation Tool. James Hardway motioned to approve. Seconded by Maureen Bates. John Morton requested a motion to give provisional Board approval to the form pending review, since hard copies were not provided at the meeting. Alison Lum stated that the evaluation tool will be sent out via email to the Board and that they can individually confirm their votes.\*

Chair Chang asked James Hardway and Maureen Bates to reconfirm their motions to approve. James Hardway motioned to approve. Seconded by Maureen Bates. Unanimously approved.

\*An email was sent out on April 24<sup>th</sup> after the meeting. The email included the Performance Evaluation tool for Board member review and asked each Board member to individually reply in order to confirm his or her initial vote. The Performance Evaluation tool was approved.

### 2. Ratification of Sector Strategies and Career Pathways Memorandum of Understanding (MOU) with the Workforce Development Council (WDC)

Alison Lum asked Natasha Inouye if the Board should move forward on the MOU with WDC for \$15000 toward Sector Strategies and Career Pathways events with the Chamber of Commerce, or to request an extension from the WDC. Natasha Inouye said the Chamber would prefer an extension. Alison Lum stated that the committee has not started meeting yet and is looking for more members. She explained that two sectors have been identified: engineering and healthcare. The monies were supposed to have been spent by May 31, 2018. However, WDC asked that a letter from Meli James's committee be sent to the WDC requesting an extension for use of the funds. Alison Lum mentioned that Meli James will be returning to Oahu by the end of the month and should hold the first OWDB Sector Strategies and Career Pathways Committee soon.

Chair Chang entertained a motion to ratify the MOU. Emmet White motioned to approve. Seconded by Janice Wakatsuki. Unanimously approved.

## VIII. Old Business

## Reports related to WIOA

### 1. OWDB Committee Chair Updates

#### a. Executive Committee

Chair Chang stated that the Executive Committee is working to fill four Board vacancies, and that the new members will need to be from private business. Alison Lum said that an email will be sent out regarding the Board member requirements and nomination process. In the meantime, Lyn Uratani has been identifying associations and writing to them to ask for nominations; hopefully, the Board will have a pool of potential members to consider. Alison Lum also mentioned that Board recertification with the State WDC to be completed by June 30, 2019 will require us to ensure our vacancies are filled.

#### b. Finance Committee

In Committee Chair Gregg Fraser's absence, Alison Lum stated that the last meeting was on March 21, 2018, during which the OSO budget, RR MOU, and Sector Strategies MOU were reviewed.

#### c. Data Management and Technology Committee

James Hardway shared that this committee last met in February to discuss and learn about Peter Quigley's website updates. A continued discussion for the committee is how to integrate the UH CC's tools into the OSO, and how effective HireNet Hawaii is for businesses and job seekers. James Hardway stated that he plans to schedule another meeting soon.

#### d. Employer Engagement Committee

Chair Chang said that the last committee was in February and that the AJCH business team shared how it conducts business outreach. The ongoing committee priorities have been to develop marketing tools and personally reach out to businesses. The State's version of this committee has funds to both reach out to businesses and understand what their needs are, as well as to engage with a marketing firm. Chair Chang stated that our Board's committee should piggy-back off of the State's work and funds on employer engagement, since our county is where most of the people are helped.

Maureen Bates asked if we are using data sources to determine which employers are frequently advertising. Chair Chang stated that businesses have provided a lot of feedback about HireNet and other job sites, namely that businesses are discouraged by HireNet's user interface and low amount of responses to job postings. Maureen Bates asked about data mining and if we have funding for that. Peter Quigley stated that the website he is working on for the UH CCs will have that information soon.

#### e. Performance Measures and Accountability Committee

In Committee Chair Tim Wong's absence, Alison Lum stated that this committee last met on March 22, 2018 and helped to evaluate and approve the evaluation tool. This committee is working on a One Stop Operator Evaluation survey for partners.

f. Sector Strategies and Career Pathways Committee

In Committee Chair Meli James' absence, Alison Lum stated that Meli James's committee has not yet had its first meeting. However, Meli James has met with Natasha Inouye and will need to determine a hard date for its first event. The committee is also looking for more members.

2. One Stop Operator (OSO)

Lei Nakamura shared that the OSO has met with the State Workforce Development Division (WDD) three times since January and is actively working with Alvin Tsukayama and his colleagues to relocate Wagner Peyser and DVOP staff to the AJCH. A meeting is scheduled for April 30<sup>th</sup>. An exciting aspect of the move is how the OSO can house a State network so staff can complete their timesheets; WDD and OSO and AJCH are working together and are on the same page. OSO has met with TANF; over the course of the last year, it was difficult to envision the presence of TANF at the AJCH. Many conversations were held regarding how the AJCH can support TANF's work to assist two-parent households and young people in families who qualify for AJCH youth programs. OSO continues to receive requests to tour AJCH, WDC new staff, USDOL colleagues from Saipan will also tour the AJCH. It has been crucial for AJCH to leverage funds and seek new funding sources. Liliuokalani Trust has expressed interest in getting involved with workforce development activities at the AJCH; effective May 1<sup>st</sup>, the competency-based diploma program and related youth services at the Waianae Office. OSO is aware that WIOA funds cannot be utilized outside of the Dillingham center, but the funding from Liliuokalani Trust allows them to address the needs of the young people in Waianae. DOE has also started a small project with LCC to provide training for the adult job seekers at the Waianae Office. OSO is working with Adult Friends for Youth for mobile assessment center services in support of juveniles who have been arrested for status offenses.

John Morton asked about the relationship between TANF and the OSO. Lei Nakamura mentioned that what happens here with TANF on Oahu will need to be offered statewide to all TANF participants. Alison Lum stated that WDC has asked the OSO and Title I program managers to provide best practices and technical assistance to the other counties; the other counties' AJCHs are currently at different stages. John Morton commented that UH has had early conversations with TANF as well. Lei Nakamura stated that AJCH facilities are also being transformed to support a concierge-style of service.

3. American Job Center Hawaii (AJCH)

Erick Pascua's report is attached.

a. WIOA Core Partner Updates

i. Adult Education

Gordon Lum shared the status of the competency-based program (C-Base) and its future at the community schools. He provided handouts. He mentioned that the first page of the handout shows the current programs (GED, HiSET, and C-Base) that result in an Adult Community Schools diploma, which are currently seen as high school equivalent. C-Base is now deemed as not qualifying students for federal financial aid; stakeholders will be notified. Otherwise, C-Base is currently seen as an equivalent until July 2018. Because of

what happened to the C-Base program, the DOE is making proposals to change the diploma. GED and HiSET still qualify students for FAFSA and are aligned to Common Core. C-Base will undergo several phases to include revisions to the curriculum or a full replacement with another program.

Suzanne Mulcahy asked to clarify that there is a move across the nation to support competency-based curriculums, but that it is important to ensure that any competencies students are demonstrating in a C-Base-type program are commensurate with what students are receiving in a traditional high school setting. Gordon Lum added that the community schools may be handing out a workforce readiness certificate to further underscore a C-Base graduate's development of soft skills through the C-Base curriculum. Any future version of the C-Base curriculum at the community schools will continue its emphasis on soft skills. Alison Lum stated that she was pleased to hear this, since WIOA specifically mentions competency-based diploma programs.

Maureen Bates asked if students with disabilities are tracked via Social Security. Gordon Lum said that this type of tracking is not conducted. Suzanne Mulcahy commented that the DOE does not collect social security numbers of students. John Morton said that the C-Base issue is a significant one for students entering the community colleges; although it does not affect their admission, this does not only affect federal financial aid. Students would also not be able to access other programs that require the FAFSA process. Stacy Clayton said that Kamehameha Schools is concerned because Hawaiians are over-represented in C-Base. John Morton mentioned that the community colleges could support the community schools through GED preparation programs specifically for C-Base graduates. Alison Lum asked that if the C-Base could be used as an on-ramp to GED preparation, would it extend a participant's time toward a diploma. Gordon Lum commented that this depends on each student's progress and what skills they come to the program with. Alison Lum mentioned that the students attending C-Base at the AJCH are not at a 10<sup>th</sup> grade level of learning, and that this will substantially impact the length of training for them. Gordon Lum agreed that this is a major reason why the community schools will continue to advocate for the C-Base program.

ii. Vocational Rehabilitation (VR)

Maureen Bates said that VR is looking to move staff into the AJCHs on the other islands but that they are fiscally-constrained. A laptop with accessibility to contact VR staff will be available at the Kauai AJCH. Partnerships are being explored to best address adult and youth needs.

iii. Wagner-Peyser Act (WP)

Alvin Tsukayama stated that RESEA will be moved to the AJCH, and that WP is in communication with Unemployment Insurance to determine how to set up a secure fax line at AJCH since social security numbers are circulated in both State systems. He and his team are determining the logistics of setting up State computers.

IX. Executive Director's Report

Alison Lum shared that although several of the MOUs were promptly signed and returned, OWDB received many recommended edits from various partners. In discussion with Corporation Counsel, we had to redo the master template and resend it to all the partners. Fortunately, we have now received seven MOUs thus far. Each partner will have the opportunity to meet with the Board regarding the IFA and discuss options to co-locate at the AJCH. An email was sent out to all the partners on March 8<sup>th</sup> to explain how to sign and return the MOU signature page.

Alison Lum named three potential members to the Board: Suzanne Young at Malolo Beverages, Elaine Miyagi and Rainbow Sales and Marketing, and Trevor Bracher at Kyo-Ya Properties. She said that the Board welcomes additional names to establish a pipeline of potential new members as current members rotate off.

The USDOL will conduct a training for the Pacific Territories in May. Board members are invited to attend any portion of the three-day training but are not obligated to be in attendance for all three days. Fiscal grant management and strategy workforce board training are major topics to be covered. A detailed agenda will be circulated; registration is free.

In May, OWDB staff, AJCH staff and the OSO will attend the National Association of Workforce Development Professionals Annual Conference in Phoenix, Arizona.

Additionally, since several Board members have brought up concerns or new questions regarding HireNet, we are fortunate that Geographic Solutions has decided to push back its scheduled training on Oahu to June or July.

Alison Lum thanked Gordon Lum for representing Adult Education at the meeting; OWDB is waiting to receive notice of who will be appointed by the Mayor to represent the community schools. Lastly, Alison Lum introduced Justin Sarce, OWDB's new budget analyst.

X. Announcements

Chair Chang stated that the next quarterly meeting will be July 19, 2018 from 9am to 11am.

XI. Adjournment

Chair Chang adjourned the meeting at 10:38am.