

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MINUTES

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

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

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

Staff: Alison Lum, Justin Sarce, Lyn Uratani

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

I. Call to Order

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

II. Welcome and Introductions

III. Approval of Agenda

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

IV. Approval of minutes from April 24, 2018 meeting

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

V. Presentation and discussion

Labor Market/Economic Analysis Tool Software

John Hawkins, Workforce Development Director

Emsi

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

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

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

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

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

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

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

VI. New Business

1. Approval to purchase the Emsi Labor Market Analytics Software

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

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

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

2. Approval of consultant, Jackie Sakane, to assist the Board with updates to the Local Plan due to the State's Workforce Development Council (WDC) by October 15, 2018

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

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

VII. Old Business

Reports related to WIOA

1. OWDB Committee Chair Updates

a. Executive Committee

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

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

b. Finance Committee

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

c. Data Management and Technology Committee

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

d. Employer Engagement Committee

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

e. Performance Measures and Accountability Committee

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

f. Sector Strategies and Career Pathways Committee

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

2. One Stop Operator (OSO)

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

3. American Job Center Hawaii (AJCH)

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

a. WIOA Core Partner Updates

i. Adult Education

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

ii. Vocational Rehabilitation (VR)

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

iii. Wagner-Peyser Act (WP)

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

VIII. Executive Director's Report

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

IX. Announcements

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

X. Adjournment

Chair Chang adjourned the meeting at 11:00am.