

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MEETING

April 25, 2017 • 9:00 am to 10:30 am (approximate)

Oahu WorkLinks American Job Center
Dillingham Plaza
1505 Dillingham Blvd. #110
Honolulu, Hawaii 96817

MINUTES

Attendees: Brent Kakesako, Alvin Tsukayama, Gregg Fraser, Emmet White, Russel Cheng, Tim Wong, Lorna Woo, Brian Lee, Jim Tollefson, Jason Chang, Pono Chong, James Hardway, Janice Wakatsuki, Susan Fernandez, John Morton

Staff: Alison Lum

Guests: Cindy Matsuki, John Vannatta, Tanya Lee, Stacey Clayton, Lance Jyo, Lyn Uratani, Debbie Miyao, Christine Park, Linda Gomez, Dwayne Pang, Rolanse Crisafulli

- I. Call to Order
Chair Jim Tollefson called the meeting to order.
- II. Welcome and Introductions
- III. Approval of Agenda
Chair Tollefson motioned to adopt the agenda. Gregg Fraser motioned to approve. Seconded by James Hardway. Unanimously approved.
- IV. Approval of minutes from January 5, 2017 meeting
Chair Tollefson motioned to adopt the minutes from the January 5, 2017 meeting. Gregg Fraser motioned to approve. Seconded by Tim Wong. Unanimously approved.
- V. Approval of Board Committees to Align with the Workforce Innovation and Opportunity Act (WIOA)
Chair Tollefson introduces purpose, duties, and structure of below six committees. See descriptions attached.
 1. Executive Committee
 2. Data Management & Technology Committee
 3. Employer Engagement Committee
 4. Finance Committee
 5. Performance Measures & Accountability Committee
 6. Sector Strategies & Career Pathways Committee

Gregg Fraser is Chairperson of Finance Committee. Meli James is Chairperson of Performance Measures and Accountability Committee. Pono Chong is Chairperson of Sector Strategies and Career Pathways Committee. Jason Chang is Chairperson of Employer Engagement Committee. James Hardway is Chairperson of Data Management and Technology Committee.

Chair Tollefson motioned to approve committees as well as the chairs of respective committees. Gregg Fraser moved to approve. James Hardway seconded.

VI. Presentations and discussion:

Summer Youth Employment

Ms. Kirsten Thornton, MSW

Program Coordinator

Department of Community Services WorkHawaii Division

Kirsten provided an informational talk about the Summer Youth Employment Program (SYEP) run by the Youth Services Center at the Dillingham comprehensive American Job Center (AJC). This program is in partnership with State Department of Vocational Rehabilitation, and supports WIOA Title IV pre-employment transition services. SYEP serves youth between the ages of 16 and 24 with disabilities, and provides pre-employment training prior to a six to eight-week long summer job placement. The program can partner with multiple public, private, and non-profit agencies. There will be 100 youth in program this year, which is the program's second year. In its first year, there were 66 students in program; 15 of these students were offered jobs following their summer roles.

Chair Tollefson inquired about how many students have applied for placement. Kirsten stated there are 100 unmatched youth thus far. Gregg Fraser asked average age range of youth in program. Kirsten stated 16-24, but 17-22 is primary age. A question was asked about how students are assigned to employers. Kirsten stated that placement is based on students' goals and skill set, as well as employers' specific needs or requests. Gregg Fraser asked to clarify that the program pays for the student, not the employer, and for additional information about whether training includes soft skills and work ethic training. Kirsten states there is a weeklong training at five locations across the island; she affirms soft skills and work ethic. A question was asked for verification that students need their own transportation to worksite. Kirsten affirmed this. A question was asked when applications are due. Kirsten stated there will be an extension to accommodate individuals interested following her talk at the board meeting; she will work with them on a case-by-case basis. Chair Tollefson asked for additional examples of jobs that students have been assigned. Kirsten used examples of maintenance and landscaping, foodservice, customer service, education, public parks, and clerical. Gregg Fraser asked about exact dates of program. Kirsten stated June 5 to July 28; organizations are encouraged to hire post-summer. Emmet White asked about range of students' disabilities. Kirsten stated there is a wide variety including but not limited to, blind and visually impaired, autism spectrum, Down's syndrome, etc. She is most interested in what they are able to do for an employer, rather than what disability they have; case managers are available to provide further support. Janice Wakatsuki asked about work hour restrictions. Kirsten states that while students are typically matched to site requests for specific shifts or scheduling, normally students work during City hours.

Alison Lum stated the OWDB Administrative Office will be hosting one SYEP intern. She added that this program serves multiple WIOA target populations addressed in the Local Plan and it is in partnership with the Division of Vocational Rehab, a WIOA mandatory partner. Kirsten provided flyers and employer applications to attendees. Chair Tollefson thanked Kirsten for her great work.

WIOA Bulletin 03-17 Local Workforce Development Board Review of Adult Education and Family Literacy Act (AEFLA)

Ms. Deborah Miyao

Acting Adult Basic Education Director

State of Hawaii Department of Education

Office of Curriculum, Instruction & Student Support

Adult & Community Education

Debbie gave an overview of the adult education program in the State of Hawaii Department of Education, and described the program's target population as consisting of out-of-school youth and adults between the ages of 16 and 80, who are served by community school campuses across the state. Debbie stated that WIOA requires community schools to put out an RFP, and that the last RFP completed was in 2004 via WIA. The newest change for RFP is a section requiring work with WDCs on each island; recommendations given will allow WDC to determine youth providers. The role of local board is to select three members to sit on committee to make recommendations to the DOE.

Debbie provided handouts. She further explained that eligible providers will submit applications. Then, all applications (except for community schools) that come in will be sent to Alison for three board members for

review. She specified that two weeks is allotted for board members to review and make recommendations, then the Screening Committee for grant awards will meet and consider all recommendations put forth by local boards.

James Hardway, Gregg Fraser, John Morton, and Brian Lee sought added clarification regarding Debbie's request to the board. Debbie and John Vannatta responded to their inquiries.

Chair Tollefson sought to simplify the discussion, positing that board is to look at proposals and make recommendations to the eligible agency, which is the DOE. He clarified that recommendations made are with regard to the proposals' ability to correspond to the local plan; the eligible agency will consider the results of the local board and make the final decision. Debbie affirmed this. Chair Tollefson and Alison asked whether the review packets will be forwarded to the board once they have met the minimum 13 requirements. Debbie stated the board is to review all materials as they align to the local plan. Chair Tollefson and Alison expressed concern that the board is being asked to review all materials, even those not eligible for grant money, as it creates more work for the board. Chair Tollefson asked Debbie to further investigate the matter.

Alison explained that under WIOA, all Local Workforce Development Boards in Hawaii are mandated to volunteer three members to assist with the review process to start mid-June. Gregg Fraser volunteered to assist and seconded Chair Tollefson's request of Debbie to only forward eligible applications for review. James Hardway also volunteered to be on the review committee.

VII. Executive Director's Report

Alison expressed gratitude to newly-expanded Executive Committee, which replaced the approved permitted interaction group both of which allowed them to meet and make decisions between board meetings as needed. The board members are approved and the certification request is awaiting Mayor's signature; the Workforce Development Council (WDC) has verified that members have met requirements under WIOA via industry, mandatory partner, and community-based organization representation. Alison stated that the board approved the local plan, which the Mayor has signed. The Local Plan is conditionally-approved by the WDC and is undergoing revisions. Alison thanked Jeff Fantine, Meli James, and Chair Tollefson for their presence in review meetings, and all other board members' assistance and work on the Local Plan. The Plan is scheduled to be revisited every two years. Chair Tollefson expressed appreciation to Alison for her ongoing work to help the board meet these deadlines and learn the new WIOA.

Alison and Chair Tollefson discussed experiences at two previous conferences, during which they were able to meet members of boards across the nation as well as those representing the neighbor islands.

Alison lastly stated that the RFP is complete and with the Purchasing Department.

VIII. Discussion of Full Board Meeting schedule

Chair Tollefson asked the chairs of each committee to begin seeking members and outside representatives to volunteer on their respective committees. Alison affirmed that the next full board meeting will be in July or August. Chair Tollefson mentioned the possible need to increase the frequency of meetings.

IX. Announcements None.

X. Adjournment Chair Tollefson adjourned the meeting at 10:17 a.m.