

# OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

## FULL BOARD MEETING

July 25, 2017 – 9:00am to 11:00am (approximate)

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

Attendees: Jason Chang, Russel Cheng, Pono Chong, Carolyn Edward, Susan Foard (for Albert Perez), James Hardway, Meli James, Brent Kakesako, Brian Lee, John Morton, Jim Tollefson, Alvin Tsukayama, Janice Wakatsuki, Emmet White, Lorna Woo

Staff: Alison Lum, Lyn Uratani

Guests: Cindy Matsuki, Joanne McCully, Allan Sagayaga, Lei Nakamura, Erick Pascua, Rolanse Crisafulli, Debbie Miyao, John Vannatta, Christine Park, Alaina Atana

- I. Call to Order  
Chair Tollefson called the meeting to order at 9:03am.
- II. Welcome and Introductions
- III. Approval of Agenda  
Chair Tollefson entertained a motion to approve the agenda. Jason Chang motioned to approve. Seconded by Brian Lee. Unanimously approved.
- IV. Approval of minutes from April 25, 2017 meeting  
Chair Tollefson entertained a motion to approve the minutes from the April 25, 2017 meeting. Brian Lee motioned to approve. Seconded by Jason Chang. 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  
**Adult Education and Career Pathways**

**John Vannatta, Principal**  
**Christine Park, iCan Program Coordinator**  
**Waipahu Community School for Adults**

John and Christine provided two videos and a PowerPoint to illustrate the student demographics served via Waipahu Community School for Adults (WCSA). They discussed the diploma programs and courses offered at WCSA, as well as entrance tests and use of assessments to determine student placement into diploma programs. Christine discussed the iCan program and its services of advising, tutoring, and personalized instruction for participants requiring additional support as they transition into the workforce. John emphasized that the mission of the community schools is to help students transition into existing pathways, and that their programs are not intended to compete with the community colleges. He also provided information about the amount of students who successfully completed diploma programs. Lastly, John shared a few updates regarding federal funding via Title II; he stated that adult education received \$2.2M via WIOA Title II but mentioned that a possible budget cut may be underway. He commented that no other agency aside from both community schools, who applied together as a consortium, had submitted an RFP.

Meli James, John Morton, and Brian Lee posed questions about employment interest assessments, the reporting of student data following graduation, whether or not to accept minors via the 41-40 process—also known as the exemption from compulsory education, the availability of data for the 41-40 process, and any noticeable differences between the students at WCSA versus McKinley Community School for Adults. John Vannatta answered their inquiries. Chair Tollefson thanked John and Christine for their presentation.

## VII. New Business

### 1. Reduction in federal funds for PY17

Alison Lum discussed the lateness of the USDOL in releasing funding for WIOA Title I program, and reiterated the Title I includes adult, dislocated worker, youth, and local administration. She explained that April is already considered late for the USDOL to release funds, but to avoid breaks-in-service, the WDC provided estimated numbers. The board based annual budgets on the estimated numbers; the budget was approved. On July 6<sup>th</sup>, the actual numbers were released, which revealed the reduction of funding for each source. The impact on Oahu was less than half a percent for each program: a decrease of \$1,122 to Local Administrative funds, a decrease of \$3,042 to Youth, a decrease of \$4,412 to Adult, and lastly a decrease of \$2,648 to Dislocated Workers. The contract of the One Stop Operator will be adjusted to 10% of each of the programs' final allocations.

Normally the State would not pass on a reduction in funds to counties, but there was considerable difference this time and they were not able to absorb it. The State consequently asked the boards to revise their annual plan/budgets to demonstrate the decrease of funding. Thus, the original annual plan submitted to the WDC on May 4<sup>th</sup> that was accepted and approved will now have to be amended.

Overall, Oahu receives \$2.8M, but that is down to \$2,720,988. This will also reflect the RFP that was set to contract One Stop Operator; it was noted in RFP that should funds decrease, then the award for the contract will also decrease. Adjustments to the program have been made; roughly \$1,200 in overall decrease.

## VIII. Old Business

### 1. Award of the One Stop Operator Contract

Alison Lum announced the procurement process was successfully completed. An RFP for the One Stop Operator was submitted to Procurement Division with C&C and contract at July 1<sup>st</sup>. Oahu is the only county to contract One Stop Operator by deadline thus far; this award was given to WorkHawaii. She expressed thanks to review panel comprised of John Morton, Jason Chang, and Gregg Fraser. The RFP received a high score at 94%; WorkHawaii was the only respondent.

### 2. Award of the Title II: Adult Education and Family Literacy Grant

Debbie Miyao thanked Board members, especially James Hardway, Meli James, and Gregg Fraser for volunteering their time to review RFP process for Adult Education. Adult Education will be awarded \$2.2M for coming year.

Chair Tollefson congratulated OWDB on its productivity since the start of the calendar year, given multiple project deadlines, concerns with conflict-of-interest, and other complex processes needed to certify board.

### 3. Reports related to WIOA

#### a. One Stop Operator

Rolase Crisafulli thanked OWDB on behalf of her administrative team for the OSO award and discussed her team's interest in bringing improvements to WorkHawaii's (WH) services that will implement MOUs. Erick Pascua and Lei Nakamura discussed program highlights from the previous PY to include enrollment. 169 adult, 288 youth, 118 dislocated workers; enrollment means eligibility determination and assessment prior to placement in trades. 1289 new 4811 returning customers Dillingham; 264 new 884 returning. June 7<sup>th</sup>, WDC inventoried for Title I program, offered technical guidance. No findings. April 30, youth has conducted job fair with 13 employers who committed to work with youth—39 job offers, 17 interviewed, 100 attended. WH continues to partner with employers via customized recruitment fairs; as a result of these efforts, 385 participants attended, 180 were interviewed, and 85 were given job offers. The youth program has 166 participants who received diplomas; 114 have since entered unsubsidized employment and 13 are entering college. Title I funded business development continues to provide business outreach and development for workforce trends; 100 employers were contacted in last PY and as a result, WH was able to execute 14 on-the-job-training (OJT) agreements to train and potentially employ 26 participants. Lastly, 27 participants enrolled in disability employment initiative grants; a benefit of this grant is the ability to assist with coordination and procurement of resources specifically for persons with disabilities.

Lei Nakamura thanked the board and expressed understanding that WH's work with the board is specific to WIOA and that WH is committed to supporting the needs of Hawaii's current and future workforce. She mentioned that WH does a lot to benefit the community via its services, not simply in employment services but also in terms of the prevention of youth substance abuse and criminal behavior, especially for youth who have committed minor offenses. She also shared how WH assists adults and families experiencing or on the verge of experiencing homelessness, such as through the Rent-to-Work program, which allows participants to focus on improving employability.

Lei Nakamura also briefly mentioned WH's success in creating a case management database for non-profits and other entities to specifically contribute and track youth participant information; this allows WH to dual-enroll or triple-enroll youth participants in programs to best meet their needs and additionally track information about the efficacy of ongoing partnerships and programs.

Meli James and Chair Tollefson posed questions regarding percentage of companies with OJT seeking assistance with labor and manufacturing and other companies and organizations who have participated in OJT or job fairs at WH. Erick Pascua and Lei Nakamura responded to their inquiries.

b. WIOA Core Partner Updates

John Vannatta briefly discussed an upcoming challenge for Adult Education with regard to County MOUs. He stated that he met with interim superintendent to determine necessary steps forward, as well as with Attorney General to discuss contracts. He noted that in the DOE, a principal cannot sign an MOU, only a superintendent is able to do so following additional vetting from the AG's office. Consequently, John explained his interest in working with the new superintendent to inform him/her of this concern, given that there is no current mechanism for the DOE to move money between counties.

John Morton lastly noted that WCSA's CB diploma program has a second phase for participants which requires that a student must obtain 100 hours of work experience or be enrolled into a postsecondary program in order to receive the diploma, and that all of this data is tracked. He explained that this a good example of how the CB diploma program directly connects to WIOA.

c. Vocational Rehabilitation

Susan Foard affirmed John Vannatta's previous comments about the difficulty of the MOU process, expressed the need to work collaboratively with regard to this specific area, and then posed a question regarding DVR clients not being able to attend iCan as this issue relates to MOUs. John Vannatta responded to her inquiry citing Compulsory Education law and ongoing litigation.

d. Wagner-Peyser Act

Alvin Tsukayama briefly discussed that the program is in the process of looking at cross-allocation; meetings to be held with Rolanse. The staffing of AJC is aimed for September 1<sup>st</sup> and they are currently in the process of notifying units of staff movements; union reps will have opportunity to speak with staff who are concerned about the process.

4. OWDB Committee Chair Updates

a. Executive Committee

Chair Tollefson stated a meeting was held on June 1<sup>st</sup>. Each meeting will allow committee chairs to give a brief report.

b. Finance Committee

James Hardway provided an overview of the July 14<sup>th</sup> meeting on behalf of absent Finance Committee Chairperson Gregg Fraser. He mentioned that the committee discussed RFP for the One Stop Operator and how to improve current MOUs. A few issues raised at this meeting included

partners' lack of knowledge of the Board, the need for a checklist regarding client volume served by mandatory partners to best determine staffing and funding levels, and documentation in preparation for future audits to demonstrate how they are meeting the requirements of the Board for a comprehensive One Stop Operator.

Alison Lum mentioned that work on the MOUs could not begin due to the RFP process for the One Stop Operator. She stated that due to procurement violations or individuals worried about the final outcome contested, some individuals were not comfortable meeting together since some members might have been in the process of bidding for the One Stop Operator. Now that the RFP process is over, work can begin on the MOUs.

Rolase Crisafulli commented that WIOA requires mandatory cost-sharing and thus a higher level of collaboration.

c. Data Management and Technology Committee

James Hardway stated that this committee has not yet had a chance to meet. He discussed ongoing efforts to recruit external members for this committee.

d. Employer Engagement Committee

Jason Chang shared that this committee is scheduled to meet for the first time in August. He expressed thanks to members willing to join this committee.

e. Performance Measures and Accountability Committee

Meli James mentioned that this committee has not yet had a chance to meet and expressed need for more members to join the committee.

Chair Tollefson encouraged an increased level of engagement from members who are not yet involved in any committees.

f. Sector Strategies and Career Pathways Committee

Pono Chong stated that a meeting has not yet been held and a notice will be sent out. He explained that he has already been in the process with partnering with community colleges via STRATA network. He mentioned that these efforts have evolved from a business/sector engagement program into a sector partnership program composed of not necessarily workforce but economic development. Each county has been given a sector to focus on; Maui chose healthcare while Kauai and Hawaii chose agriculture/food. Oahu's project initially started statewide, via Hawaii Bankers Association and IT, a discipline not sector, via CIO council; Oahu as a county strictly will focus on food manufacturing, healthcare, and design engineering. All of these programs have a workforce component, each have actions, but these are not restricted to workforce as this is an economic tool. Sustainability is the newest discussion for all counties. He mentioned some concern about resources of funding and staffing in context of declining federal dollars. James Hardway posed a question about the grant funds provided and their use. Pono answered his inquiry.

IX. Executive Director's Report

Alison Lum mentioned that OWDB is now WIOA-compliant and officially-certified. She thanked the four members who took their oaths with the City Clerk's Office: James Hardway, Janice Wakatsuki, Alvin Tsukayama, and Helen Sanpei. She stated that she is working on organizing a Board Orientation to take care of the Ethics training required by City and County of Honolulu but also to give a background to WIOA. A meeting was held with the Boards and commissions section of the managing director's office; all members need to submit CV/resume to keep on file given that members are appointed by the Mayor.

Alison Lum also mentioned that the last quarterly meeting of the WDC brought about the acceptance of the second round of revisions of the Local Plan. The Local Plan will need to be updated more than the requirement of every two years. She affirmed the significance of the WDC having "no findings" at the One Stop Operator and commended Rolanse Crisafulli, Lei Nakamura, and Erick Pascua on their work and shared that the Board and its guests should feel free to visit the One Stop Operator at the Dillingham Comprehensive American Job Center (AJC), as well as Alvin Tsukayama and the staff with the Workforce Development Division at the Waipahu Affiliate AJC.

As of July 1<sup>st</sup>, OWDB is administratively attached to BFS instead of DCS, which completes firewall and satisfies publically-transparent location of the Board. On July 3<sup>rd</sup>, Lyn Uratani joined OWDB staff as the WIOA Specialist.

Alison Lum explained that WDC will be awarding additional funds to the sector strategies programs at each county.

She will attend 8/30-9/1 Rapid Response Summit in Boston; WDC will allow Executive Directors from each county's Board to attend as well as a program representative. Both she and Lei Nakamura will attend.

Federal monitors from USDOL will visit 8/24 and 8/25 at Dillingham OSO. Invitations will be sent to Board members. Federal monitors want to meet with Board members in addition to other individuals associated with the OSO.

She lastly thanked guests and partners in attendance at the meeting. The MOU is the next significant Board to-do.

X. Announcements

Chair Tollefson stated that the next quarterly meeting is October 24, 2017; location to be determined. He thanked Jason Chang for access to the conference room.

XI. Adjournment

Chair Tollefson adjourned the meeting at 10:47am.