

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

FULL BOARD MEETING

April 27, 2016 • 12:45 pm to 2:40 pm (approximate)
Mayor's Conference Room • 530 S. King Street, Room 301 • Honolulu, HI 96813

MINUTES

Present: Jim Tollefson, Kalei Inn, Shawn Kana'iaupuni, Jason Chang, Connie Mitchell, Marian Tsuji, Emmet White, Richard Kaipo Lum, Tim Wong, Vance Roley, Kathryn Matayoshi, Albert Perez, Brent Kakesako, Russel Cheng, Robbie Melton, Meli James, Danelia Newman, Joanne Kealoha, Caroline Sluyter, Richard Vieira, Brian Lee, Lorna Woo

Absent: John Yamamoto, Brian Keala Benz, Carolyn Edward, Pono Chong, Gregg Fraser, John Morton, Norma MacDonald, Craig Watase, Cade Watanabe

Staff: Marilyn A. Matsunaga, Alison Lum

Guests: Cindy Matsuki, Barbara Yamashita

I. Call to Order and Welcome

Chair Jim Tollefson called the meeting to order at 1:05pm

II. Approval of the Agenda

Request to take the agenda out of order while waiting for the Mayor to arrive was unanimously approved.

III. Public comment on issues on agenda, or if not on agenda, for consideration for Board's agenda at next meeting

None

IV. Swearing-in of Members by Deputy City Clerk Kimberly Ribellia

Deputy City Clerk Kimberly Ribellia issued the oath of office to the Board members present. Her staff assisted in having members sign the accompanying oath of office documents.

V. Introductions: Members

Each Board member introduced themselves to the group with information about themselves and their organization.

Two members sent their regrets for not being able to attend the meeting. Gregg Fraser was on Molokai and Carolyn Edward was in New York.

VI. Executive Director's Report

For her report, Marilyn Matsunaga provided an orientation for the Board. All information she highlighted is available on our website www.Oahuwdb.org

The Board is established by a federal law, the Workforce Innovation and Opportunity Act (WIOA) which was preceded by the Workforce Innovation Act. WIOA is over 800 pages long.

President Obama initiated a review of all the workforce and training programs. As a result, the system was redesigned and moved away from a client-centric focus towards a business engagement focus.

By federal law, Board composition must be 51% or more business leaders. We are a business led Board.

We are one of four Local Boards in Hawaii. In Hawaii, Local Boards were organized by county government. In other places in the United States, Local Boards are organized as a nonprofit or a for-profit, a subsidiary of either, a region, or even a state. The other Local Boards in Hawaii are the Kauai County Workforce Development Board, the Maui County Workforce Development Board, and the Hawaii County Workforce Development Board.

The National Association of Workforce Boards states that the purpose of Local Boards is to better align the workforce system with education and economic development.

The California Economic Council states that the WIOA emphasis on business as a transition to a "push model" rather than a "pull model." A "push model" is based on projected business demand. WIOA explicitly talks about the need to work strongly with economic development.

The "Board Member Resources" page on our website contains information about the Sunshine Law and the Ethics Commission. These are training materials Board members must review. For the ethics training video, please be sure to print out the form that says you watched the Ethics Training video and send it to the Ethics Commission. There is also an annual financial disclosure form Board members are required to submit to the Ethics Commission. If anyone has ethics questions, please consult with the Ethics Commission directly.

An overview was provided of other resources located on our website such as:

- Local Board Functions chart as excerpted/quoted from federal law
- Local Board Membership categories (per federal law) along with our membership roster
- Local Plan and State Unified Plan – side-by-side chart displaying the functions of each; excerpted/quoted from the federal law
- Economic and Business Research Resources:

- National and International publications co-authored by the Board.

VI. Action Items:

- A. Action Item: Approval of Board Bylaws
To conform to the new Federal Workforce Innovation and Opportunity Act (WIOA), bylaws amended to include WIOA language.

Motion to approve was made by Jason Chang, seconded by Danelia Newmann. Bylaws were unanimously approved.

- B. Action Item: Election of OWDB Board Officers
Chair of the Board
Vice Chair of the Board

Emmet White, Chair of the Nominations Committee, submitted the names of James Tollefson and Jason Chang for consideration for Chair and Vice Chair of the Board and made the motion to approve. No other nominations or volunteers were offered from the floor.

Robbie Melton seconded the motion. It was unanimously approved.

- C. Action Item: Creation of Permitted Interaction Group –
Chair and Vice Chair
To allow the Chair and Vice Chair to discuss Board matters between Full Board meetings.

Motion to approve was made by Connie Mitchell, seconded by Brian Lee. Creation of the Permitted Interaction Group was unanimously approved.

A question was raised about how this permitted interaction group works – is it indefinite/open ended? The Executive Director shared that the intent is for standing committees and an Executive Committee to be established in the future.

NOTE: At approximately 1:37 pm, the Board took the agenda out-of-order to welcome the Honorable Kirk Caldwell, Mayor of the City & County of Honolulu to the meeting. The Mayor provided welcoming remarks to the Board. He also thanked them for their service to the community as members of this volunteer board. The Mayor then departed for another appointment and the Board continued with the Agenda.

- D. Action Item: Creation of Permitted Interaction Group –
Interim OWDB Local Plan Team
WIOA is a business-led system and we are looking for business leader volunteers for this interim group. The state recently informed the Local Boards throughout the state that September is the deadline for Local Plans to be submitted to the state Workforce Development Council.

Board members who volunteered for this group are: Richard Kaipo Lum, Shawn Kana'iaupuni, Connie Mitchell, Jason Chang, Caroline Sluyter, Brent Kakesako, Meli James, Kalei Inn

Joanne Kealoha made a motion to approve the eight (8) Board members listed above, Albert Perez seconded the motion and these Board members were unanimously approved as members of this permitted interaction group.

- E. Action Item: Creation of Permitted Interaction Group –
Nanakuli Library Business Advisory Ad Hoc Team
We are looking for Board volunteers to serve as an ad hoc business advisory team to the State Librarian Stacey Aldrich. The new Nanakuli Library is slated to have a business resource center and the State Librarian would like our guidance on its development.

Board members who volunteered for this group are: Shawn Kana'iaupuni, Albert Perez, Russel Cheng, Brent Kakesako

Jason Chang made a motion to approve the Board members listed above, Joanne Kealoha seconded the motion and these Board members were unanimously approved as members of this permitted interaction group.

- F. Action Item: Creation of Permitted Interaction Group –
Manoa Library Innovation Maker Space Business Advisory Ad Hoc Team
We are looking for Board volunteers with experience in the innovation industries and creation of maker spaces to work as an ad hoc advisory team to the State Librarian Stacey Aldrich on this initiative for the Manoa Library.

Board members who volunteered for this group are: Vance Roley, Russel Cheng, Meli James, Robbie Melton, Richard Vieira, Tim Wong, Brent Kakesako

Connie Mitchell made a motion to approve the Board members listed above, Kathryn Matayoshi seconded the motion and these Board members were unanimously approved as members of this permitted interaction group.

Kathryn Matayoshi shared that the Hawaii State Department of Education (DOE) has a Makery space at Leleihua High School and is currently building one at Maemae Elementary and that the College of Education has similar projects.

VII. Discussion of Full Board Meeting schedule

Due to urgent timelines set by the state for implementation of the Federal Workforce Innovation and Opportunity Act, the meetings will be held more frequently for the balance of 2016. In 2017, it is intended that the Board will meet quarterly.

Following member input, the Full Board meeting schedule for 2016 is as follows:

June 16, 2016	9:00 am to 11:00 am
August 16, 2016	9:00 am to 11:00 am

September 15,	9:00 am to 11:00 am
October 25, 2016	9:00 am to 11:00 am
December 9, 2016	9:00 am to 11:00 am.

Jason Chang offered the use of conference rooms at Queen's Medical Center.

VIII. Announcements

- Reminder: The Board is convening a presentation by Monster.com on Friday, April 29th at 1:00pm at the Kamehameha Auditorium on the campus of Queen's Medical Center. This is in keeping with WIOA mandated Local Board functions to develop strategies for using technology, promoting promising strategies and leading efforts to engage the business sector in workforce initiatives.
- Kathryn Matayoshi announced that the DOE was awarded a \$100,000 grant from JP Morgan Chase & Company to develop a detailed career readiness action plan, which is an essential step to expanding economic opportunity for young people across our state. This will include K-12 career pathways and metrics to measure school success in part, related to work readiness.

IX. Adjournment

Meeting was adjourned at 2:05pm.