

OAHU WORKFORCE DEVELOPMENT BOARD

innovation + opportunity + economic growth + human capital

EXECUTIVE COMMITTEE MEETING

Tuesday, October 2, 2018 – 9:00am to 10:00am (approximate)

Queen's Conference Center, Room 106
1301 Punchbowl Street, Honolulu, HI 96813

MINUTES

Attendees: Jason Chang, James Hardway, Meli James

Staff: Alison Lum, Justin Sarce, Lyn Uratani

I. Call to Order

Board Chair Jason Chang called the meeting to order at 9:03 am

Alison Lum requested an edit to the agenda adding a bullet point under Committee Chair Updates in section three for "Employer Engagement". Chair Jason Chang entertained a motion. James Hardway made the motion, Meli James seconded the motion.

II. New Business

o Bylaws

- Comments and incorporated edits from Deputy Corporation Counsel

A copy of the edited Bylaws was passed out to all committee members for their review. Alison Lum pointed out that the OWDB is a federally mandated board and does not fall under the Hawaii Revised Statutes like other City Boards and Commissions. WIOA mandates the minimum number of members and what sectors must be represented. The Mayor appoints the members. The City Council does not confirm them. A bulleted list of changes was requested.

o Local Plan

- Comments received

One letter from the Executive Directors of MA'O and KUA written by Brent Kakesako of HACBED who is a board member was received. A discussion took place about how best to address and respond to the letter. A cover letter will be drafted to transmit the letter to the State's Workforce Development

Council via Board Chair Jason Chang. Alison Lum reported that the ED's emails were provided to the WDC and they will be notified when the State Plan is being re-written.

- Timeline

The Local Plan Update needs to be signed by Mayor Caldwell and delivered to the WDC by close of business on October 15, 2018.

Chair Jason Chang entertained a motion to approve the Local Plan Update. James Hardway made the motion to approve and Meli James seconded the motion.

- Board Member Nominations

New members Trevor Bracher, Rodney Lee and Joy Kimura were appointed by the Mayor to serve on OWDB. Their bios were shared with the Executive Committee.

III. Committee Chair Updates

- Employer Engagement – Chair Jason Chang

Jason Chang shared an update from the WDC's Employer Engagement Committee. Dr. Kim Payton was contracted to help develop Hawaii's Business Services Plan. An event is being coordinated by the WDC for Oahu inviting employers, business execs, and WIOA partners of OWDB on October 25, 2018 at the AJCH. A flier was handed out. This flier was emailed to the board and community partners of OWDB.

- Data Management and Technology – James Hardway

James Hardway recommended dissolving this committee after a letter is written to the WDC addressing the situation with HireNet and entertaining the possibility of procuring a separate MIS software for Oahu. James said he will create a spreadsheet to collect the information.

- Finance - Vice Chair Tim Wong

Tim Wong is currently traveling. Alison Lum share that the first modification to the PY17 budget was submitted back in August and we are waiting for response from WDC. The Annual Budget Narrative for PY18 along with the additional questions were submitted to WDC on 8/15/18. Two bulletins from the WDC were issued. One was for new allocations to PY17 funding which will now cause new contracts to be written and another budget modification to be created. The other was for IFAs. All core partner IFAs must be signed and submitted to the WDC by Nov 9, 2018.

- Performance Measures and Accountability – Vice Chair Tim Wong

James Hardway reminded the committee that at the last full board meeting on July 19, 2018 he was appointed chair of the Performance Measures and Accountability Committee when Tim Wong was appointed to take over the Finance Committee.

No meeting was held. Alison Lum gave an update that all Partner MOUS have been signed and the TANF was sent to the Mayor for signing.

The response to WDC's Monitoring submitted on 8/31/18 was shared with the committee.

- o Sector Strategies and Career Pathways – Meli James

Meli James and Alison Lum met with Natasha Inouye about Workplace Wellness event 7/25/18.

Natasha Inouye from the Chamber of Commerce of Hawaii emailed the invoice for the Engineering Pau Hana Event that was held on August 15, 2018. The invoice was for \$3,329.78 which will be reimbursed from the \$15,000 given to OWDB by WDC for Sector Strategy Partnership events.

A second invoice was emailed to OWDB in the amount of \$2,975.00 for the facilitator used to convene the Hospitality Sector Partnership. Meli and Alison will ask Natasha for clarification on this invoice and an additional invoice that was mentioned for almost \$6,000. This would leave less than \$3000 for the workplace wellness event that was being discussed.

August 28, 2018 Stacy Clayton organized a site visit to Wahiawa with Senator Donovan Dela Cruz. Brent Kakesako attended in place of Committee Chair who was unable to make the rescheduled date and time. On 9/13/18 Brent updated Meli James and Alison Lum on the Wahiawa site visit and ideas for Local Manufacturing event that come out of the tour of Pineapple Crate in Wahiawa

IV. Executive Director's Report

Alison Lum shared that the WDC no longer allows Local Boards to give reports at the Quarterly Council Meetings. Instead, the WDC's Executive Committee issues a list of questions that all local boards must answer and those answers are submitted to the WDC and included in the quarterly meeting packets.

The PY16 Closeout documents have been submitted to the WDC.

V. Adjournment

The meeting ended at 10:03 am