

Present: Tim, James, Erick, Rodney. Absent: Lei

Staff: Alison, Lyn

Quorum met 10:11am

Call to Order 10:17am

Minutes. Tim motioned. James. Rodney second. Approved.

Action item:

Alison said that this is the main action item needed and for which the meeting needed to be held. Jackie Sakane has helped OWDB with Local Plan update and missing policies. OWDB needs a full five-year rewrite of the Local Plan. Community stakeholder meeting and facilitated discussions with different groups. Coordinating different portions. Public comment. Jeff Fantine managed many states' plans at the time. Jackie will do a more focused effort. It's considered a small purchase. Tim asked about her expenses and how we approve. Alison said that Jackie would not expect per diem but just a portion of travel. Rodney asked if it's not included in contract. In contract as part of reimbursables. Tim suggested a reimbursables. Tim asked if there would be an issue with approving contract at 24k. J was fiscal compliance officer; we need to certify OSO and redo RFP. We have another chunk of money for PY19. R said under small purchase, this must include reimbursables and taxes. J should adjust hours and add in 2k for travel. R and James: add statement for contract includes taxes, reimbursables for travel, all included. Alison would like to consider her for other projects. Need clarity on what is parcel. T said we don't need to go out to bid for LP plan. Purchasing said that we don't have to take someone on based entirely on bid. T and James: preference to keep J based on familiarity with what we are doing; sole source. Purchasing said get bids or do sole source. A will update Jackie handout and resend to committee.

Approval based on amendment. \$24.5k nt \$25.8k.

James motioned subject to amendment. Rodney seconded. Approved.

State fiscal person on vacation in May. Moved to 6/5-6. On site AJCH. OWDB created Dropbox. Tim wondered about W's perspective; if he drives what they need to oversee. Then OWDB looks like OWDB is not following rules. OWDB needs more autonomy; certain oversight rules should be followed. Erick said that W and M-E are brand-new and inexperienced. Policies being requested are WDC's. James said just send them their stuff. Tim's point is that we need to adhere to fed guidelines, not theirs. Data validation – no yellow stickers. WDC says AJCH files are orderly and consistent. R: so they are monitoring something they use as a teaching aid? Alison: WDC will interview me; idk what W is talking about. E: did they monitor board? A: not specific and no quoting of TEGE because we asked for written report to respond to and quoting of WIOA regs. W is so new that he answers questions with more information than he should provide. Admitted Jeanne conducts monitoring. W and M-E will do on-site but will report back to Jeanne. James: we need to guard against what is their opinion versus what is out of compliance. T: difference between what is required and what's wanted are two different things. How they want info

is different from what is required. A: looking at performance measures, AJCH has exceeded everything. We need clarification on FY18; FY17 is not within scope of monitoring. T: It's wasted resources if true. R: they want 33 single audit reports? A: for C&C. monitoring for non-profit. R: A133 is old reference for 2CFR. A: we have a lot of policies requested. R: language is old and related to subrecipient. A: what Erick was saying was that they gave us a pass on the labeling requirement because they were so late in announcing. We have most items already. This is way more detailed than last year's. This is closer to what we would do for fed monitoring when feds monitor state and we are included. They ask about incidents, is it EEO, grievances – unclear. They say don't send in inventory because have one, but then a few lines down they ask about property; not sure if they were asking for real estate, etc. All of this due next week Wednesday. E: will the accountant review everything? A: when we submit everything, WDC accountant will still be on vacation. A: the only people with access to Dropbox are City people; we will provide WDC accountant access; she can review but not edit. T and R: checklist very unclear. T: Worried W's process will become procedure. We have no fall back and need to watch out for that.

PY19 annual plan.

WDC announced numbers; higher than expected. Instead of keeping RR separate, funds now connected to DW. Better. W said that WDC is changing allocation method. R: is it because performance measures? A: changed it because past RR activity; Maui had large layoffs, hotel. Idk what they were looking at to give 100% to Oahu. J: not sure about premise because Oahu didn't receive all. A: WDC gets a RR fund just for Hawaii that used to go to WDD. J: Would like to reevaluate necessity to pull 20%. What was average last 3-5 years. A: Elaine will not do RR at all. She should not keep any. J: I think we're talking about two separate RR funds. RR for warn notice, but additional amount that is the 20% that gets pulled from DW because its discretionary from state side. 20% isn't required to pull. A: will ask Allicyn directly. Not due until 8/15. This is initial high-level budgets. J: how did they come up with formula for RR? A: will find out methodology for proportion for the three funds. R: is it pop based? A: for youth, Kauai and Maui had no enrollment and had to give money back. Could have impacted ability to give more or less. State's allocation came out way before this. Takes WDC awhile. Not due until 8/15, but last time, they didn't approve until Feb following year.

Rough budget so far. Salaries will be impacted because we are shortstaffed. R: was told it would 69%. A: employer portion is 48%. Staggering. For PY18, they are paying for everything, but PY19, we are waiting for renegotiation of contract. R: Might need buffer based on powerpoint. A: asked James about special projects if we can pull from programs. J: same concept of the 20% for RR; when we get 10% and pass the rest down to AJCH, could we withhold a certain % of funds for program-related activities. Question is to support different committees through surveys or award training grants; would we need to go to WDC or fed project officer? Does whole 80% go to AJCH or we would have to contract? A: a good point because we shouldn't wait for WDC to give us leftovers, especially because they give us stringent deadlines. R: possibility of tacking this discussion onto portion or 20%? Do you forecast any monies re: unexpected expenditures? Overestimating what they can do. We do not need more budget realignments. A: ledge gave extra dollars to WDC; WDC hired extra staff. T: if they have a lot of fixed costs, not much discretionary. A: WDC includes this on their minutes, we can share it. R: it would make it easier for us to understand when they send money down. Is the money sufficient for what we would like to do? I agree with holding back some for programs, but if we have to comply with added funds. J: they send it down, but it can be recaptured. A: we can pull WDC budget and each county's. Maybe there is a trend. E: if

they got 500k last year and didn't get anything this year, how can they support fixed cost? J: RR that WDD got is part of WP. A: but they gave it to WDC. J: could be separate streams.

PY18 mod

Justin left 4/15; OWDB will need to do a mod at some point. Rowena says that it's too early to mod. R: are you looking to fill? A: confirmed. T: when? A: May of second program year. Typical to do one mod per program year, but not sure where it will be. Sometime next April.

A: Jackie has monitoring background and can assist OWDB until position is filled. R: positions left open, but money taken. A: our reduction is not City, but money coming from feds. UI and population. It's been decreasing steadily due to unemployment. During recession, City received 14M.

Next meeting:

A: next board meeting is July, so no meeting needed, will amend page. Enter Jackie into system 7/1. WDC meeting is 6/13. Jason cannot attend, would anyone like to fill in? R: next meeting, September. James: if no one can make it, I will go. A: we'll determine date for next meeting. J: my committee A: second half of June. J: groundwork for to-dos.