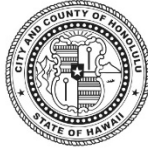


OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR

JASON C. CHANG  
CHAIR  
TIM WONG  
VICE CHAIR  
EXECUTIVE COMMITTEE:  
JAMES P. HARDWAY  
MELI JAMES  
ALISON P.M. LUM  
EXECUTIVE DIRECTOR

Executive Committee Meeting Minutes  
Friday, January 11, 2019 from 12:00pm to 1:00pm  
Queen's Conference Center Board Room

Committee Members in Attendance: Jason Chang, James Hardway, Rodney Lee, Tim Wong

Board Staff in Attendance: Alison Lum and Lyn Uratani

- I. Call to Order at 12:00pm. Quorum met at 12:00pm.
- II. October 2, 2018 Executive Committee Minutes  
Jason Chang entertained motion to approve October 2nd minutes. James Hardway motioned. Tim Wong seconded. Unanimously approved.
- III. Organizational Chart and Separation of Duties  
Alison Lum stated that the organization chart for separation of duties needs to be approved. OWDB received information that Workforce Development Council (WDC) considered Oahu's present firewall very confusing. Alison Lum inquired about the highlighted solid line between One Stop Operator (OSO) and DCS Director, and wondered if there should be a dotted line. James Hardway and Tim Wong suggested the use of a dotted line from OWDB to DCS Director. Alison Lum will update chart based on Tim Wong's example.

Tim Wong requested revision data and tracking. James Hardway asked if a motion is needed to take to Full Board. Alison Lum provided confirmation.

IV. Executive Director's Report

Alison Lum stated that OWDB Finance Committee members had asked for more proposals for the Larry Robbins training. OWDB has learned that according to the City, training does not need to have three bids. Larry Robbins's training would be \$22,000 for three days involving all AJCH partners. James Hardway asked if WDC will question OWDB this contract. Alison Lum stated that this money comes from subcontractor's budget; WDC does not need to know subcontractor's budgets.

Committee discussed how a Memorandum of Agreement with the Mayor means OWDB is in partnership with Mayor. James Hardway suggested that future amounts of contracts of OSO be

based on scope of service versus a percent of the Title I program budgets which can change multiple times in a program year.

Alison Lum asked the committee about “paying before approving” with regards to consultant Jackie Sakane. WDC is saying that Jackie Sakane’s contract is a disallowed cost. Contract was approved, but modification was not approved by WDC. Committee observed that according to WDC, since budget modification not approved, it is unclear how OWDB can execute service under that.

Alison Lum shared concern about WDC involvement in OWDB budget. Committee agreed that WDC does not have purview to do this under WIOA. Tim Wong stated that Jackie Sakane did the work OWDB needed, and OWDB needs to pay her. James Hardway agreed. Tim Wong commented that whatever expenses are incurred need to be incurred after the budget modifications are approved. Rodney Lee agreed with Tim Wong: Jackie Sakane submitted an invoice and this is a legal claim. Alison Lum will let Jackie Sakane know that invoicing can be held. Committee agreed that WDC cannot hold onto budget modification forever. Alison Lum stated the budget modification has been held since August 6, 2018. Tim Wong commented there is no definitive date given by WDC. James Hardway stated that we need to involve WDC members in our situation. Jason Chang stated he will set up a call with Leslie Wilkins, WDC Chair. James Hardway stated that it would be acceptable for OWDB to ask for rationale and guidance to understand how deep into OWDB and contractor’s budget WDC can review.

Alison Lum stated that Wayne Liou submitted a request to be put in contact with the OSO. WDC would like to ask Oahu’s Youth Services Provider to train Maui and Kauai service providers. There is no Executive Director for Maui and Kauai; thus, it would be fruitless to train without any leadership in place. WDC is considering taking control of neighbor island counties because both the Infrastructure Funding Agreements and MOUs were not signed. In WIOA, changes to local areas requires Mayors to be notified; OWDB can infer that this was not done. Rodney Lee agreed.

Alison Lum stated that fringe rate for City employees went up; 69.66%. Alison Lum also stated that July 1<sup>st</sup> is deadline to recertify OWDB. Emmet White retired and nominated predecessor, Susan Schulberg, as President and CEO of Arcadia Family of Companies. One business vacancy remains. Alison Lum is considering Martin Zorn, COO at Kamakura Corporation.

Alison Lum stated the Wayne Liou is the 4<sup>th</sup> person assigned to Oahu by WDC as WDC liaison. Alison Lum asked what should be the OWDB directive for her communication with WDC. Jason Chang volunteered himself to assist in communication with WDC. Committee discussed how OWDB is only functioning Board and OSO; therefore, Oahu carries the State. Committee agreed that it will be important for OWDB to repair these issues in communication with WDC and move forward. Otherwise, WDC will be in jeopardy.

#### V. Committee Reports

Data Management and Technology: James Hardway provided report and commented that this report also folds into Performance Measures and Accountability. James Hardway has recommended going out to bid for new MIS system and has been in discussion with Scott Murakami. Scott Murakami expressed concern because he needed time to research the matter while we consider going to bid. James Hardway reported that WDC, WDD, and Scott returned with dueling proposals; all parties agreed that we are paying too much.

Employer Engagement: Jason Chang stated that the committee has not met pending review of outreach and branding assessment at WDC.

Finance: Tim Wong commented that there a few issues to explore, including in-kind contributions of furniture and panel systems. Committee concluded that a market-value approach is needed. Invoicing for AJCH partners will start in February 1; partners will be alerted about bills ahead of time. Kamehameha Schools verbally committed that AJCH will be staying at Dillingham. Committee considered remodeling of AJCH for ADA compliance/human-centered design; however, WDC stated that this would not be approved unless OWDB shows that all partners are paying equally into remodeling cost. Youth budget for meals was approved for Full Board review.

Sector Strategies and Career Pathways: Alison Lum shared that Meli James will give the committee's report at the January 17, 2019 Full Board meeting. The \$15,000 obligation was fulfilled; OWDB will pay Chamber of Commerce Hawaii. Alison Lum mentioned that she has been invited to the NextGen Sector Partnership meeting in Austin in February 2019.

- VI. Next meeting: Jason Chang announced that the next meetings of the Executive Committee will be held on April 9 from 1pm to 2pm, July 9 from 10am to 11am, and October 8 from 11am to 12pm at the Queen's Conference Center.
- VII. Adjourned 1:12pm.