

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  
RODNEY LEE

ALISON P.M. LUM  
EXECUTIVE DIRECTOR

Executive Committee Meeting  
Monday, June 17, 2019 – 1:00pm to 2:00pm  
Queen's Conference Center Room 201  
1301 Punchbowl Street, Honolulu, HI 96813

Members Present: James Hardway, Chair Jason Chang, Vice Chair Tim Wong

Staff Present: Alison Lum and Lyn Uratani

I. Call to Order

Chair Chang called the meeting to order at 1:03pm.

II. Review and Approval of Minutes from April 9, 2019

Chair Chang entertained approval of minutes. James Hardway motioned to approve. Tim Wong seconded. Unanimously approved.

III. Discussion of Board Certification

Alison Lum discussed the OWDB member list that was updated in April and submitted to WDC for review. Wayne Liou, Oahu's liaison at the WDC provided an initial review of our member list with regard to recertification. OWDB is up for recertification on July 1, 2019, and we will have to pass our current member list through Wayne while also providing a potential member list. Wayne observed that while Manny Valbuena is ex-officio and non-voting, he is nonetheless a member; total members will affect how many union representatives and business representatives OWDB needs. We have discussed this matter of membership status directly with Manny; he is willing to do what the Board wants. Chair Chang stated that Manny could be invited to participate without being on the board. Alison Lum asked if Manny could be considered an advisor. Tim Wong commented that Manny could make suggestions and provide valuable support to OWDB. Alison Lum mentioned that in order for Manny to remain a member of the board, OWDB would need to add 2 more business members and 1 more union member to meet WIOA criteria for local board membership. With the short timeframe, we would need assistance from the Mayor's Office to identify and appoint these members in time to meet the June 30 deadline. In the past, there have been occasions where the board consulted with Manny regarding WIOA and service provider matters but he was unable to comment since he was a member of OWDB and it created a conflict of interest. An advisory role might relieve him of that conflict. Jason Chang suggested that Manny could be called a senior advisor to OWDB. Tim

Wong asked if there is anything that would prevent us from giving him that title or role. Alison Lum stated Allicyn Tasaka at WDC confirmed that it was an allowable option. James Hardway asked about the minimum number of members. Alison Lum stated per WIOA, 19 members is the minimum to meet the criteria for a local board. Tim Wong asked if we would need to change the organizational chart. Alison Lum commented that Manny Valbuena's location on the organizational chart would stay where it's at, but an asterisk to identify his advisory role should be included and that a change to the OWDB website will need to be made.

Tim entertained motion to create Senior Advisor to OWDB position for Manny Valbuena. Jason Chang motioned. James Hardway seconded.

#### IV. Executive Director's Report

Alison Lum shared that Jacce Mikulanec was recommended by Trevor Bracher as a potential board member. As the Executive Director of the Japanese Cultural Center of Hawaii, he would represent business. Jacce was previously involved with the City and County on other boards and committees and was interested in serving on OWDB; ultimately, it was a matter of timing and OWDB was not able to secure his nomination letter in time. Alison Lum commented that a potential new OWDB member could be Mel Resonable; Mel is a Senior Human Resources Manager at Hawaii Gas Company. Alison Lum added that Mel attended Faustino Dagdag's presentation at the AJCH on February 27 and continues to attend WDC meetings as guest. She also added that WDC was advised that obtaining the Mayor's signature for Board certification by July 1 is not possible if we are still waiting on nomination letters for members. Tim Wong and Jason Chang agreed.

Alison Lum updated the committee on the recent WDC monitoring; there was a final interview that took place after the June 13th WDC meeting with Wayne Liou. There were no findings; all submitted files looked good. There is just one more fiscal issue for Oahu to follow up on. Kathy Miyahira asked OWDB for a short summary of the audit conducted of the Service Provider. Going forward, OWDB will have consultant Jackie Sakane assist with the monitoring of the service provider until Justin Sarce's vacant position is filled.

Alison Lum also discussed certifying the AJCH as "comprehensive." WDC issued a 59-page packet on how AJCH certification should be done. Jackie Sakane will assist. Jason Chang asked if using the packet is a requirement. Alison Lum confirmed this and added that the WDC did not provide a definitive deadline.

Alison Lum shared that the Emsi contract is up for renewal in August. James Hardway asked if we could include Erick Pascua and Lei Nakamura in the renewal conversation. 90% of usage is by Lyn Uratani which is at the Board's level. Alison Lum commented that Oahu particularly needs Emsi access for the Local Plan. Tim Wong asked if Oahu receives the 10 licenses with our \$12,500 payment. Alison Lum confirmed this and added that we have separated out the licenses to each of the programs so that they have access as well. Tim Wong commented that Lei Nakamura and Erick Pascua should be pulling reports for their staff and partners. James Hardway added that partners should be involved in pulling reports, not just Lei Nakamura and

Erick Pascua. Alison Lum commented that the board could ask Erick Pascua and Nisa Tokunaga to add Emsi use to standard operating procedures and/or client assessments and create a training plan for AJCH staff and partners. This can be brought up at the full board or discussed at a future finance committee meeting. James Hardway and Tim Wong agreed that Emsi access has been beneficial for board use and we should renew. Alison Lum mentioned that Emsi groups OWDB with UH for a State discount.

Alison Lum shared that we are working on the PY19 budget and plan which are due August 15. Jason Chang commented that it feels like the board just finished PY17 and PY18. Alison Lum commented that Wayne Liou at WDC shared that he anticipates the budget approval process will be much easier for us this time around.

V. Updates from Committees

a. Data Management and Technology

- i. Alison Lum stated that Rodney Lee is currently travelling. He would like to schedule a committee meeting after the full board meeting in July. He plans to address the need for a CRM tool, as this is an issue that keeps coming up with WDC.

b. Employer Engagement

- i. Jason Chang reported that the EE committee is still on hiatus. Alison Lum offered updates from the WDC EE committee meeting. She shared that the business framework was finalized and discussed at the June WDC quarterly meeting and added that Olomana Loomis is ready to launch the statewide marketing strategy in two phases. Wayne Liou confirmed to OWDB that the staff point-of-contact for the Employer Engagement Committee at WDC is Kayla Rosenfeld. As part of the summary for the training that USDOL conducted or the 3 neighbor island counties, the project officer commented that each of the AJCHs and Boards should have an elevator speech; this is something the EE committee had already started working on before its meetings were paused.

c. Finance

- i. Tim Wong shared that Jackie Sakane's contract, as well as PY17 and PY18 budgets—which were approved—were a recent focus of the Finance Committee. Tim Wong also reported on audit results and asked about the vacant Financial Analyst position and whether it has been filled. Alison Lum stated that the timeline for filling the vacant position will depend on finding the right person.

d. Performance Measures and Accountability

- i. James Hardway stated that for this committee he is interested in how to evaluate the One Stop Operator and partners. He referenced the work needed to certify the AJCH as comprehensive and added that evaluation parameters should be set up for Alison Lum and Lyn Uratani's positions. James Hardway added that the Board should have authority to give raises or change position descriptions and duties. He commented that if the board wants to retain its staff, we cannot rewrite contracts every year. James Hardway asked if the board

has leeway to decide raises. Alison Lum mentioned that Manny Valbuena can be helpful to give input from City's HR/ADMIN side. Tim Wong asked how this currently works; do staff members get a raise? James Hardway commented that the staff used to be attached to collective bargaining. Alison Lum shared that Lyn Uratani is coming up on her two year anniversary as staff to the Board; we budgeted in a step increase for her position, but this was not allowed because all staff positions are contracts.

e. Sector Strategies and Career Pathways

- i. Alison Lum reported for Meli James (who was unable to attend meeting) that this committee met in May together with the Chamber of Commerce, the University of Hawaii, and representatives from 6 support partners for consumer packaged goods. The meeting confirmed that this is a viable sector; how to launch it is the next step. July 25<sup>th</sup> is a tentative launch date since a NextGen Sector Partnership trainer will be in Hawaii.

VI. WDC meeting

James Hardway updated the committee on the recent WDC meeting that he attended as the designee for Jason Chang. James inquired about the process of evaluating the WDC's Executive Director (ED) and remarked that Oahu is the largest client and partner and it would be good to have a voice in the evaluation process. James discussed Director Scott Murakami's priorities for DLIR and summarized his efforts as a streamlining of both WDC and WDD. Tim Wong stated that regarding the ED evaluation, if Oahu is one of the WDC's largest clients, would it be possible to participate in a 360 evaluation? Alison Lum commented that she could introduce James Hardway to Sean Knox, a WDC member who is the Performance Measures and Accountability Committee Chair and created the 360 interview tool for the WDC ED evaluation.

James reported that the WDC meeting featured a presentation on a workforce map that explained where all the workforce monies in Hawaii come from. He mentioned that the number of people who are actually placed into employment is not included. He feels that anyone who sees this resource map will want to know how many people are being helped. James added that Director Murakami understands workforce. Tim Wong remarked that Director Murakami could be a resource to discuss the budget process. James commented that Director Murakami is very cognizant of separation, even though he's still on WDC. Director Murakami recommended that OWDB should work with Karen Wong, from Lanakila Pacific, who is the co-chair of the Finance Committee for WDC.

VII. Next meeting: October, at least a week before the full Board meeting on the 17<sup>th</sup>.

VIII. Adjourned

Chair Chang adjourned the meeting at 1:58pm.