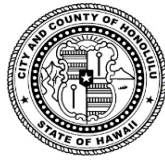


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR

JASON C. CHANG
CHAIR
TIM WONG
VICE CHAIR
ALISON P.M. LUM
EXECUTIVE DIRECTOR

EXECUTIVE COMMITTEE MEETING

Monday, January 6, 2020 – 2:00pm to 3:00pm (approximate)

Budget and Fiscal Services Conference Room #208

Honolulu Hale, 2nd Floor

530 South King Street, Honolulu, HI 96813

Members Present: Chair Jason Chang, Vice Chair Tim Wong, Rodney Lee

Staff Present: Alison Lum, Lyn Uratani

MINUTES

- I. Call to Order Chair Jason Chang

Chair Chang called the meeting order at 2:28pm.

- II. Approval of Minutes from August 5, 2019 Meeting

Chair Chang entertained approval of the minutes. Rodney Lee motioned to approve. Tim Wong seconded. Unanimously approved.

- III. WIOA American Job Center Certification Tool due to the Workforce Development Council by January 15, 2020

- Discussion of certification process and completed tool
- Vote on recommendation to full board for approval at January 9, 2020 meeting

Chair Chang clarified the deadline of January 15th. Alison Lum confirmed this. Rodney Lee recommended clearer definition of point systems. Tim Wong agreed. Rodney Lee asked if this should be considered a self-evaluation. Chair Chang stated that this is an assessment of where the AJCH is currently at, and mentioned that any missed points should be used to ensure that the remaining requirements are fulfilled. Alison Lum added that this certification is a significant achievement and shows why Oahu has the only comprehensive AJCH in the state thus far.

Chair Chang entertained recommendation of approval of the AJC Certification Tool at the January 9, 2020 meeting. Rodney Lee motioned to approve. Tim Wong seconded. Unanimously approved.

- IV. Discussion of appointment of the Evaluation Committee to review the 2020 competitive sealed bids received when the One Stop Operator Request for Proposals is issued

Rodney Lee asked if the RFP was issued. Alison Lum stated that OWDB will first need to organize an RFP review committee comprised of at least three government employees. She added that other board members can volunteer but the Executive Committee generally fills the required roles.

- V. Executive Director’s Report Alison Lum

Alison Lum stated that in the interest of time, she will give her Executive Director’s Report at the full board meeting on January 9th.

- VI. Next Meeting: Week of March 30 to April 3

Alison Lum stated that the next meeting of the Executive Committee will be held at the end of March.

- VII. Adjournment

Chair Chang adjourned the meeting at 2:52pm.