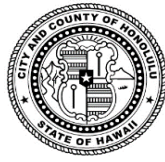


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR

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

EXECUTIVE COMMITTEE MEETING

Thursday, September 17, 2020 2:00pm to 3:00pm (approximate)

Virtual Conference Call

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

Staff Present: Alison Lum, Lyn Uratani

Guest Present: Amy Mar

MINUTES

- I. Call to Order Chair Jason Chang

Chair Chang called the meeting order at 2:02pm.

- II. Approval of Minutes from January 6, 2020 Meeting

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

- III. Statement of Work for One Stop Operator Competitive Procurement

- Review of timeline for final draft of document

Rodney Lee asked if the funds will be affected by any adjustments. Alison Lum replied that they would be coming out of the program's budgets. Rodney Lee inquired about the timeline with regard to the contract. Alison Lum responded she is still waiting to hear back from City Purchasing, but if the Statement of Work needs more time, extra time will be included for evaluation.

Chair Chang entertained approval of the Statement of Work. Janice Wakatsuki motioned to approve. Rodney Lee seconded. Unanimously approved.

- IV. American Job Center Hawaii Partner Memorandum of Understanding (MOU)

Alison Lum stated the updated MOU would contain the same information with only minor date changes and the inclusion of the Infrastructure Funding Agreement (IFA). She mentioned the One Stop Operator will continue to be funded by WIOA. The MOU will be sent to all partner agencies to sign for approval.

Tim Wong asked if there were any issues pertaining to charges for a common area. Alison Lum commented all the partners agreed and understood the process of what materials were getting charged or not, dependent on whether or not these were needed.

V. 2020-2024 WIOA Local Plan for the City and County of Honolulu

- Review timelines for draft development, public comment, and submission

Alison Lum clarified that the written Local Plan needs to support the State plan; however, the Local plan was written before the impacts of COVID-19. The fallout and ramifications of COVID-19 will be addressed more in the 2-year update.

She mentioned the Local Plan needed to be submitted with any received public comments and Mayor Kirk Caldwell's signature before November 15. The full plan is to be presented at the next full board meeting on October 7th and opened for pending public comments for 15 calendar days before being revised and sent to Mayor Kirk Caldwell for approval. The WDC assured they would provide leeway if the Mayor's signature was not received by the deadline.

VI. Projects or Focus of Board Committees for Program Year 2019 (PY19)

Chair Chang announced that a new committee chair would be needed for the Sector Strategies and Career Pathways Committee. He commented on the relationship between COVID-19 and loss of jobs in various sectors. Rodney Lee noted more companies in the U.S. are hiring remotely, thus increasing job opportunities. He suggested implementing similar techniques locally. Tim Wong remarked this approach could be detrimental if local residents begin remotely working in another state. Janice Wakatsuki provided updates on the hotel industry and mentioned that less interaction is currently preferred by clients.

Alison Lum suggested another Executive Committee meeting before the end of the current year as well as planning for another meeting in January 2021. Tim Wong asked about any issues with WIOA funds that still needed to be used. Alison Lum explained that during PY18, the funds sent back to counties were hard to spend due to numerous residents collecting unemployment. \$400,000 was given back across all the programs.

VII. Executive Director's Report Alison Lum

Alison Lum commented that the annual plan and budget completed for PY20 was allocated before COVID-19. She submitted two applications for Disaster Grant funding to aid in finding employment and supplying training.

Alison Lum stated she will finalize and submit the report for quarterly desktop monitoring. She plans to give the report in the next Board meeting. She also mentioned the City Budget was submitted previously this year during remote work, and WIOA expires at the end of the

2020 fiscal year. There is a push for reauthorization, but it may shift into a continuation and delayed until next year.

VIII. Next Meeting: TBA

Chair Chang stated the possibility of a Thursday at 2pm for the next Executive Committee meeting.

IX. Adjournment

Chair Chang adjourned the meeting at 2:53pm.