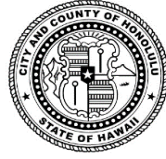


OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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TIM WONG  
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ALISON P.M. LUM  
EXECUTIVE DIRECTOR

**PERFORMANCE MEASURES AND ACCOUNTABILITY  
COMMITTEE MEETING**

Friday, November 8, 2019 – 1:00pm to 2:30pm (approximate)

**American Job Center Hawaii  
Maui Room**

1505 Dillingham Blvd., Suite 110, Honolulu, HI 96817

**MINUTES**

Members Present: Gordon Lum, Nisa Tokunaga, Committee Chair Janice Wakatsuki, Tim Wong

Staff Present: Alison Lum

I. Call to Order

Committee Chair Janice Wakatsuki called the meeting to order at 1:03pm.

II. New Business

- Certification of the AJCH as Comprehensive
  - WIOA Bulletin No. 13-16 Change 1, "One-Stop (American Job Center) Certification Revised Guidelines."
  - Timeline for Certification

Alison Lum shared the above handouts and explained the policy requirements and certification timeline to the committee members. OWDB is on track to complete the certification checklist and assessment tool to meet the January 15, 2020 deadline. The only challenge that may delay certification is the co-location of the State Department of Vocational Rehabilitation at the AJCH. Completion of the certification process would mean that the AJCH would be the first comprehensive one-stop center in the state.

- Planning for PY19

- RFP Process for One Stop Operator
- Evaluation Tool for One Stop Operator

Alison Lum shared the above handouts and explained that a major upcoming to-do in 2020 will be to renew the RFP for the second 3-year contract for the One Stop Operator. While the Executive Committee will need to appoint a Review Committee for this in January 2020, there is also an evaluation tool portion that will need to be completed which this committee will be able to fulfill.

### III. Schedule Next Meeting

Committee Chair Janice Wakatsuki stated that an email will be sent out to schedule the next meeting date and time.

### IV. Adjournment

Committee Chair Janice Wakatsuki adjourned the meeting at 2:20pm.