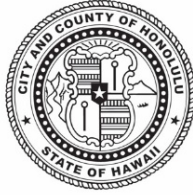


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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RICK BLANGIARDI
MAYOR

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

FULL BOARD MEETING
Thursday, January 20, 2022
8:30 am to 10:30 am

Virtual Conference Call
MINUTES

Members Present: Pat Anbe, Trevor Bracher, Iva Cain, Chair Jason Chang, Russel Cheng, Erick Pascua, Rodney Lee, Joy Kimura, Tammi Oyadomari-Chun for Erika Lacro, Suzie Schulberg, Mel Resonable, Mimi Sroat, Vice Chair Tim Wong

Guests Present: Andrea Gaines, Jacque Dacay, Suzanne Kopan Sakwa, Mark Menard, Collin Perciballi, Ramon Ruiz, Paul Sakamoto, Reid Yamashiro, Lorna Fredeluces

Staff Present: Raymond Duong, Nicole Kurashige, Alison Lum

- I. Call to Order..... Chair Jason Chang

Chair Jason Chang called the meeting to order at 8:34 am.

- II. Welcome and Introductions

- III. Review and Approval of October 21, 2021 Minutes

Chair Jason Chang entertained a motion to approve the October 21, 2021 meeting minutes. Rodney Lee motioned to approve. Russel Cheng seconded the motion. The minutes were unanimously approved.

- IV. Presentation:

SkillScape - Regional Skills Analysis: Strengthening Data-Based Decisions to Close Workforce Equity Gaps

Rodney Lee, Executive Vice President, Spire Hawaii LLP, OWDB Data Management and Technology Committee Chair

Suzanne Kopan Sakwa, Senior Consultant, Emsi Burning Glass and Collin Perciballi, Senior Consultant, Emsi Burning Glass

Rodney Lee thanked the board members for reviewing the presentation packet and SkillScape Report. He noted that the ongoing pandemic has impacted the workforce with higher

unemployment rates, but that the struggle to place job seekers into long-term positions has always been present. With this information in mind, the data produced by the Emsi Burning Glass via the SkillScape Regional Analysis Report is crucial in identifying workforce trends and developing programs and pathways that can help jobseekers re-skill or upskill to find better long-term employment matches. Although the current SkillScape presentation is a snapshot of the current available data for the City and County of Honolulu, the board members can begin thinking about how such information it can be used to inform their work within their organizations and the community at large. Rodney Lee also discussed how this data could, eventually, be made accessible to the general public to help connect them to appropriate programs at the AJCH that can serve their employment needs. The goal of this presentation is to present the current findings to the board members and gain their approval in moving forward with this project by sharing the data with their stakeholders to generate more support for the rollout of the SkillScape and OahuSkills project.

Suzanne Kopan Sakwa and Collin Perciballi presented an updated report on how focusing on skills enables employers to identify talent-skill gaps and connects jobseekers to higher paying skills in rapidly growing sectors through upskilling and reskilling programs. Emsi Burning Glass data is collected from regional, state, and national labor market data to provide the most accurate and updated analysis of in-demand skills for the City and County of Honolulu. The report draft currently includes sections such as Economic Overview of Oahu, Target Career Areas (Transitioning and Exiting), and Addressing Outcome Gaps via Reskilling Opportunities. Business and Finance, Healthcare, and IT and Math are career areas experiencing an increase in skilled labor demand and would be good options for jobseekers to transition into via reskilling. Career areas such as Hospitality, Recreation, and Personal Services, Sales and Customer Service, and Protective Services are experiencing an exiting of workers into other fields. Rodney Lee stated that this information was shared with the Executive Committee and that this data can be used to make research-based decisions on the programs and pathways they build and support going forward. Suzanne Kopan Sakwa and Collin Perciballi concluded their presentation by reiterating Rodney Lee's statement and suggested that the board members identify and collaborate with key stakeholders to use the SkillScape Report data to create the foundation for the rollout for the OahuSkills project to the wider community.

Please see the attached Emsi Burning Glass SkillScape Presentation for more information.

Trevor Bracher stated that the data was fascinating and relevant to his sector in Hospitality Services, and would like to hear more about how he can use the data to help bolster his organization. Rodney Lee offered to pass questions along to Suzanne Kopan Sakwa and Collin Perciballi and can help coordinate another presentation at a later time.

Iva Cain asked if the SkillScape Report included data from people with disabilities entering and exiting the workforce. Suzanne Kopan Sakwa stated that their data comes from the American Community Survey (ACS) from the U.S. Census Bureau and does not include information regarding disability identification or veteran status. Collin Perciballi stated that the limitations in their data also come from a lack of information on cross-talk with military programs on how veteran skills translate into civilian jobs and the types of sectors veterans are seeking employment.

Suzanne Kopan Sakwa and Collin Perciballi welcomed the board members to contact them if they have questions or would like another presentation with more tailored data to match their sector.

V. Old Business: Action Item – Approval of the SkillScape Report to be Shared with Stakeholders for Input and to Create a Timeline for Rollout

Chair Jason Chang entertained a motion to approve the SkillScape Report to be shared with stakeholders for input and to create a timeline for rollout. Joy Kimura motioned to approve. Suzie Schulberg seconded the motion. The SkillScape Report was unanimously approved.

Rodney Lee thanked the board members for their approval and welcomed their suggestions for key stakeholders that he should begin contacting.

VI. Reported Related to WIOA

One Stop Operator.....Andrea Gaines, One Stop Operator

Andrea Gaines announced the next AJCH Partners meeting is being held virtually tomorrow, Friday January 21, 2022, from 10 am to 12 pm. She also stated there were upcoming AJCH Job Fair announcements that Mark Menard and Jacque Dacay would elaborate on during their report.

WIOA Title I Programs.....Mark Menard and Jacqueline Dacay, Managers

Mark Menard and Jacque Dacay presented their report on the AJCH enrollment in WIOA Programs for the last quarter period (October 1, 2021 to December 31, 2021). There were 128 participants in the Adult Worker Program, 118 participants in the Dislocated Worker Program, 19 participants in the WIOA DWG Disaster Grant Program, and 14 participants in the WIOA DWG Employment Program. On December 2, 2021, the AJCH collaborated with KPT for a job fair event and provided information about their services. The AJCH was able to speak to about 45 participants during the job fair. Three participants visited the AJCH following the job fair event, with one of the participants being referred to the CVS Pharm Tech Program. The AJCH also conducted an informational session with about eight prospective Hawaii Dental Assisting Academy (HDAA) students in December 2021. Five new WIOA participants were enrolled into the HDAA Program through this session and are now receiving help with their tuition via WIOA funds.

Unifi Services reached out to the AJCH in December 2021 to coordinate a job fair event tailored to their current hiring needs. Unifi Services hopes to hire 30 people for various airport operations positions with American Airlines. The Unifi Job Fair will be held at the AJCH on Thursday, January 27, 2022m from 9 am to 3 pm. The job fair will be broken into 1.5 hour sessions that will be limited to 15 people each with the option of pursuing one-on-one interviews for serious applicants. Participants must pre-register online to reserve a seat during one of the sessions. Lastly, the AJCH will also participate in a job fair hosted by Halekulani Hotel to provide employees who might separate from the hotel with job search and transition resources from partners such as the Hawaii Restaurant Association (HRA) and Hana Career Pathways.

Please see the attached WIOA Title I Adult and Dislocated Worker Report for more information.

Nisa Tokunaga could not attend this meeting, but a brief summary of her reports was provided. Currently there are 153 youth enrolled in the WIOA Youth Program, with 83 in follow-ups. There are 99 youth enrolled in YouthBuild PY17, with 44 in follow-ups. There are 61 youth enrolled in YouthBuild PY19, with 10 in follow-ups. The Juvenile Justice Counseling (JJC) Program received 36 referrals. Of these referrals, 20 youth passed the program, 7 youth were disqualified due to insufficient contact with the youth and/or refusal of services by their parent/guardian, and 1 youth failed to attend their counseling session. 21 participants and/or their parent/guardian received their first follow-up call; 10 participants and/or their parent/guardian received their second follow-up call; and 11 participants and/or their parent/guardian received their third follow-up call. The JCC Program completed 42 follow-up calls, with 8 follow-up calls being unsuccessful. The Youth Program is currently working to submit another grant application for YouthBuild 2021, which is due on January 21, 2022.

Please see the attached WIOA Title I Youth Program Report and Juvenile Justice Counseling Report for more information.

VII. OWDB Committee Reports on Activities

Sector Strategies and Career Pathways Committee.....Joy Kimura

Joy Kimura stated that the Sector Strategies and Career Pathways Committee met on November 2, 2021. During this meeting, the committee decided to focus their attention on the following four sectors: 1) Renewable Energy with a sub-focus on Waste Management, 2) Manufacturing with a sub-focus on Entrepreneurship and Agriculture, 3) Healthcare Services with a sub-focus on Social Services, and 4) IT with a sub-focus on Training Credentials. Joy Kimura is working with the committee to schedule their next meeting where they will discuss how to best support these sectors.

Data Management and Technology Committee.....Rodney Lee

Rodney Lee stated that the Data Management and Technology Committee met on December 1, 2021. During this meeting, the committee met with Suzanne Kopan Sakwa and Collin Perciballi to review the SkillScape Regional Skills Analysis data and report draft, which was revised and presented to the board members today. They are currently discussing plans for rollout.

Performance Measures and Accountability Committee.....Suzie Schulberg

Suzie Schulberg stated that the Performance Measure and Accountability Committee met on November 18, 2021. During this meeting, Jackie Sakane updated the committee on the status of the third party monitoring and data validation for WorkHawaii. This year, the committee plans to assist the evaluation of the One Stop Operator and provide quarterly desktop monitoring to ensure that the performance measures are met. They will also prepare for the performance measure negotiations with the Workforce Development Division for the upcoming program year. Lastly, Suzie Schulberg shared that she and Nicole Kurashige, WIOA Specialist, visited the AJCH in December 2021. She and Nicole Kurashige were impressed by the AJCH and greatly

appreciate the work that the staff does in creating a welcoming environment for their clients. Suzie Schulberg and Nicole Kurashige thanked Leinaala Nakamura and Andrea Gaines for taking them on an in-depth tour of the AJCH and thanked Mark Menard and Jacque Dacay for their work as managers.

Finance Committee.....Vice Chair Tim Wong

Vice Chair Tim Wong stated that there was no formal Finance Committee meeting in 2021. The committee succeeded in getting the PY21 contracts signed by the Director of DLIR on December 1, 2021. The MOUs for the Adult, Dislocated Worker, and Youth Programs are being updated to reflect the new language included in the contracts. The committee is also on track with the WIOA deadline to obligate the funds.

Employer Engagement Committee.....Chair Jason Chang

Chair Jason Chang stated that the Employer Engagement Committee met on November 16, 2021. During this meeting, Kaala Souza provided an update on the Workforce Resiliency Initiative and the Digital Literacy Assessment. The goal is to have 91 companies take the Digital Literacy Assessment. The access to the Digital Literacy Assessment might still be accessible, so any interested board member can take it along with their organization/company.

VIII. WIOA Core Updates

Adult Education and Career Pathways.....Pat Anbe, Waipahu CSA

Pat Anbe stated that Waipahu CSA established a new partnership with AlohaCare to roll out the “Promise of Hope” educational benefit program to their members to help them earn their high school equivalency diploma. They have received 17 referrals so far for their Waipahu, Windward, and Hilo campuses. Waipahu CSA’s ongoing partnership with Unite Us Hawaii is also going well. This partnership allows Waipahu CSA to send, receive, and track outcomes of referrals from Unite Us Hawaii network partners. Unite Us Hawaii also provides support services to assist students with childcare, transportation, housing, and more.

Pat Anbe provided an update on the HiSet situation mentioned at the previous Full Board Meeting. PSI has decided to remain in Hawaii and will continue to provide HiSet exams to students. The procurement process is complete and this decision is now finalized.

Under the guidance of Dr. Christine Park, the Waipahu CSA counseling interns from Chaminade and UH Hilo submitted a journal article to the Coalition of *Adult Basic Education (COABE) Journal*. Their submission was accepted and will be published in the next edition. The counseling interns also submitted proposals to the Institute on Violence, Abuse, and Trauma (IVAT) Conference and the Coalition on Adult Basic Education (COABE) Conference. Both proposals were accepted and the interns will be presenting alongside Dr. Christine Park. The article and its accompanying presentations will be on understanding and applying a trauma-informed, culturally sensitive social justice framework to adult education. The staff at Waipahu CSA and a School-Based Behavioral Health Specialist from Kahuku Complex will also attend the conferences.

Pat Anbe also announced that Waipahu CSA is partnering with Kailua High School in the coming months to develop a Family Resource Center to offer digital literacy classes for parents using funding provided through the Hawaii Comprehensive Literacy State Development Program. In addition to a digital literacy curriculum, Waipahu CSA will provide Kailua High School with Chrome Books and a part-time teacher.

Lastly, the Waipahu CSA will virtually host their annual College and Career Fair on April 27, 2022. There will be approximately 20 schools and businesses in attendance and students will be able to select two breakout sessions to attend.

Please see the attached Waipahu CSA Report for more information.

Institute of Higher Education, UH System.....Tammi Oyadomari-Chun, University of Hawaii

Tammi Oyadomari-Chun stated that UH Community Colleges are partnered with the Oahu Back to Work Program to provide avenues for participants to reach their employment goals via coursework and certification. As of Fall 2021, UH Community Colleges served 643 participants through the Oahu Back to Work Program and worked closely with Leinaala Nakamura at the AJCH. The number of participants decreased from 2020, which matches with the issues with supply and demand for certain types of training. UH Community Colleges are currently in conversation with the City and County of Honolulu to develop a future version of the Oahu Back to Work Program.

UH Community Colleges and Hana Career Pathways are continuing to offer training through the Federal Workforce Reimagine Workforce Preparation Grant. New classes and training dates for Healthcare, Skilled Trades, and Technology are available for interested participants and a full list can be found online. One of the newest classes that was posted is the Project Management Certification (PMP).

UH is coordinating an application for a federal EDA Good Jobs Challenge Grant. They are targeting a grant of three years for \$15 million to use towards job training focused around sector partnerships. Tammi Oyadomari-Chun noted that UH is interested in supporting some of the same sectors that were mentioned by Joy Kimura in her Sector Strategies and Career Pathways Committee Report. More specifically, UH is focusing on the following four sectors: 1) Renewable Energy with a sub-focus on skilled trade occupations, 2) Healthcare with a sub-focus on support positions (ex: LPN), 3) Technology with a sub-focus on entry-level jobs, and 4) Creative Media. UH is looking for letters of support to fulfill the requirements of the grant proposal, and welcome the board members to connect with them if they are interested in writing one. Tammi Oyadomari-Chun is working with Alison Lum to find the best way to distribute her request for letters of support to the board members, and will be in contact with everyone shortly. The proposal deadline for the Good Jobs Challenge Grant is February 10, 2022, and the application is a statewide application with multiple interested parties working to apply together under a single packet.

Lastly, UH has been working with a consortium, including the Chamber of Commerce Hawaii, to develop an IT Workforce Study. Tammi Oyadomari-Chun thanked Chair Jason Chang for being part of an earlier presentation on addressing IT workforce needs and providing better

opportunities for IT jobs in various sectors. There will be a free virtual presentation on “Building Hawaii’s IT Workforce of the Future” next Wednesday, January 26, from 9 am to 10 am. Interested participants can register for a seat on EventBrite.

Please see the attached UH Oahu Back to Work 2021 Report and/or view the Hana Career Pathways UH Community Colleges Workforce Training link (<https://uhcc.hawaii.edu/training/>) for more information.

Vocational Rehabilitation.....Iva Cain, DHS Vocational Rehabilitation

Iva Cain stated that the Division of Vocational Rehabilitation shared Business Highlights with the board members. The last Business Highlight they had was with the Hawaii Rural Water Association Apprenticeship Program on November 10, 2021. They hope to continue working with the Hawaii Rural Water Association to enroll participants into the apprenticeship program. The MOU with DBEDT was finally executed in December 2021. DBEDT will now provide DVR year-long memberships for 100 participants in FlexJobs Corporation Services to support remote work opportunities for unemployed and underemployed people with disabilities. These 100 participants must be signed up by June 2022. Iva Cain noted that they are still working on their MOA with CVS to offer eligible participants front store work experience and health observational training. Lastly, the Division of Vocational Rehabilitation is trying to revive a cooperative agreement with the Veterans Administration to help disabled veterans find employment.

Wagner-Peyser.....Erick Pascua, Workforce Development Division

Erick Pascua is now the Workforce Development Manager with the Workforce Development Division. He noted that WDD oversees multiple programs such as the three WIOA Title I Programs, Wagner-Peyser Program, Jobs for Veterans State Grants, Senior Community Services and Employment Program, and the Trade Adjustment Assistance Program. He is currently assessing the operation needs to ensure that the AJCH is maintaining their enrollment goals, meeting performance outcomes, and spending grant funds. He also stated that he hopes to make changes to some policies, procedures, and processes to improve the delivery of program services at the AJCH. Erick Pascua thanked the staff at the AJCH and the board members for their work and collaboration. He will be working closely with Andrea Gaines, the One Stop Operator, to strengthen the ongoing partnership and services provided to clients, both remote and in-person, via a dual-enrollment process.

IX. Executive Director’s Report.....Alison Lum

Alison Lum thanked the board members and guests for continuing to meet virtually. The original intention was to have this meeting at the AJCH and to take the board members on a tour of the facilities. However, due to the recent COVID-19 surge, it was decided to err on the side of caution and keep the meetings remote until further notice. Individual or small group (no more than two or three people) guided tours of the AJCH might be a possibility for board members. Board members should contact Alison Lum and Nicole Kurashige to schedule a tour if they are interested in visiting the AJCH. Vaccination cards will be checked at the AJCH front desk upon entry.

The board staff has been responding to budget requests and monitoring reviews with the Workforce Development Division. In August 2021, the board staff submitted the Annual Plan and Budget for PY21. These contracts have since been signed by the Director of DLIR and the process is moving along. A formal response to the data validation monitoring conducted in November 2021 was completed and included a request for more guidance and technical assistance from the State. Alison Lum announced that the Workforce Development Division will provide data validation training on Thursday January 27, 2022 and Friday January 28, 2022. The training is open to board staff, board members, and AJCH staff. A formal response to the Eligible Training Provider monitoring conducted in November 2021 is being written.

Alison Lum stated that the board staff would be willing to provide Tammi Oyadomari-Chun with a letter of support for UH's application to the federal Good Jobs Challenge Grant. The board previously provided the Youth Services Center at the AJCH with a Letter of Commitment for their application to the 2022 YouthBuild Grant, which Nisa Tokunaga is currently working on. Alison Lum thanked Chair Jason Chang for also submitting a Letter of Commitment from Queens Medical Center in support of the Youth Services Center.

The small purchase order procurement of a website designer for the OWDB website project was completed earlier this month. Based on the recommendation from Maui County's Economic Development Board, a contract was awarded to Nico Fisher, the owner of skywritingbynico, to overhaul the OWDB website. A preliminary version of the new OWDB website should be live by March 2022. Each committee will be given a chance to review the new OWDB website to provide comments and feedback. Alison Lum stated that she hopes to develop a new website for the AJCH that will host all the policies and procedures for partners and clients to access after the completion of the OWDB website overhaul project. She thanked the board members and guests for their patience and flexibility in remaining online for meetings and welcomed them to contact her about scheduling a tour at the AJCH.

X. Announcements and Schedule Next Meeting

Chair Jason Chang reminded the board members to submit their Annual Financial Disclosure Form to the Honolulu Ethics Commission by January 31, 2022. The next Full Board Meeting is scheduled for Thursday, April 20, 2022 from 8:30 am to 10:30 am. More information about the meeting location will be sent at a later date.

XI. Adjournment

Chair Jason Chang thanked everyone for attending and adjourned the meeting at 10:02 am.