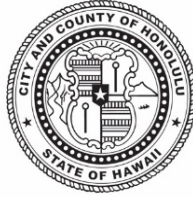


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
PHONE: (808) 768-7790 • www.OahuWDB.org



RICK BLANGIARDI
MAYOR

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

EXECUTIVE COMMITTEE MEETING

Thursday, April 1, 2021 – 11:00am to 12:00pm (approximate)

Virtual Conference Call

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

Staff Present: Alison Lum, Lyn Uratani

MINUTES

- I. Call to Order Chair Jason Chang

Chair Chang called the meeting to order at 11:01am.

- II. Approval of Minutes from September 17, 2020 Meeting

Chair Chang entertained a motion to approve the September 17, 2020 minutes. Rodney Lee motioned to approve. Seconded by Joy Kimura. Unanimously approved.

- III. Discussion

- Recommendation from Data Management and Technology Committee
 - Emsi ReWork and Emsi SkillScape

Rodney Lee explained that the Data Management and Technology (DMT) Committee has conducted three meetings starting in November. The DMT committee has been interested in finding digital solutions for some of the challenges that the board and AJCH are separately facing in their regular work. Ultimately, we wanted a way to help jobseekers find additional careers. We have been using the same resume-based and experience-based practices for many decades and these are no longer working for employers as well as jobseekers. This is difficult for people who are changing careers. After these meetings, we more fully understood that we should be attending to skills since they are convertible into different jobs and can give people ways to take on a new career path. Emsi has already

moved in that direction. As in their work on job postings where they pull together postings and profiles from places like Indeed and Monster, they created a repository for skills being identified in job postings and profiles.

While Emsi's Skillscape does this for a board-level study and dashboard, and its ReWork does this as a desktop and mobile application for jobseeker access. Both of these cannot replace the AJCH where jobseekers can receive specific services, but it gives them a way to consider other paths. We need to figure out the specifics of the rollout, but we are pleased that we can take ReWork directly to clients to engage in our services, especially those who wouldn't go to the AJCH otherwise.

Skillscape allows the board and its stakeholders to conduct a study and create a dashboard of live data about our local area to see supply and demand of workers across industries, as well as previous and next occupations for the workers in those industries. We can tailor the study to a specific question we have about our local area, so this can offer us valuable information about a particular demographic that we might not be able to uncover on our own. This allows us to strategize how we might assist these groups through AJCH services or beyond our board through coordination with our partners. It helps us look systemically and also gives us a way to show how we are being data-driven in what we are doing to advance our local area.

Chair Chang asked if the DMT Committee is recommending to move forward with the purchase of these two Emsi products. Rodney Lee confirmed and stated that Skillscape is a one-time cost to do the study and create the dashboard. Emsi will continue to update this tool for us. ReWork is a subscription service and we get to decide what we prefer. We have funding for these but do we think they are important enough to do; we will also be able to export the analytics and metrics from the back-end of these tools to HireNet for our own reporting. Chair Chang remarked that his organization is interested in the same software; we have been trying to figure out why our positions were not showing up online. Emsi's information was impressive because it offered insights about pay equity, types of jobs available, and how frequently we are actually advertising to people who can see our postings. Rodney Lee added that with each presentation, it is clear that Emsi continues to improve both products per our comments. Tim Wong commented that these tools sound very interesting; one is strategic for the board and the other conducts quick matching for the client.

Chair Chang asked Alison Lum if we need to take this to the full board for ratification. Alison Lum stated that the Executive Committee would need to agree that it wants to recommend to the full board to take the action of

approving purchase on April 15th. We can arrange to have Emsi present these products at the full board meeting.

Chair Chang stated that at the next full board meeting, he will entertain a motion, in two parts, to recommend the one-time Skillscape analysis allocated to the programs based on current participation, as well as to recommend purchase of ReWork on a yearly basis.

- Update from Performance Measures and Accountability Committee

- Performance Measure Negotiations for Program Year (PY) 2021

Alison Lum stated that Janice Wakatsuki was unable to attend so she provided the committee report. The Performance Measures and Accountability Committee had a scheduled meeting on January 13th but this was canceled due to lack of quorum. A meeting was held on March 22nd. Thank you to Lyn Uratani for finding additional committee members: Mel Resonable and Suzie Schulberg, so that we could meet quorum at the March 22nd meeting; this committee is now in charge of monitoring and will handing the to-dos to the service provider. Although we had Lei Nakamura and Erick Pascua on the committee in the past, it would now be a conflict of interest.

During the March 22nd meeting, WDC negotiated the WIOA performance measures for PY 2021. Thank you to Tim Wong for his support in the negotiation process. The committee had reviewed the estimated performance measure numbers provided by the WDC prior to the negotiation, however the WDC did not use those numbers as a starting point. Instead they wanted a higher starting point, even though this was never communicated. The committee understood that they want to have stretch goals, but this is not the best time seeing as the economy is not fully open.

Tim Wong commented that WDC provided us what they thought Oahu's target level should be; however, it is hard for us to predict the unknown, especially in light of the stimulus package coming in. We cannot be sure that people will want to come in and use our services. WDC uses Oahu's numbers to bring up the State's overall numbers and were pushing us to go way beyond our usual percentages. Alison Lum and Tim Wong emphasized to WDC that they were asking for a commitment that we might not be able to fulfill which would in turn hurt the State's numbers. For example, the WDC set one performance measure at 100% which is nearly impossible to achieve.

Alison Lum remarked about the changes in the process under WIOA which now require WDC to negotiate with each of the counties and to create a

statistical adjustment model. Further clarification from WDC will be sought pertaining to the end of the program year where we have our performance measures reported, since the model can adjust it after the fact. WIOA Program Managers are aware, but mainly this committee as well as the One Stop Operator will be monitoring this to make sure that the programs are hitting all performance measures. Rodney Lee asked if there is a final number we are aiming for. Alison Lum stated that while there is a final, regardless of whether or not we hit this number, WDC could still come back in and adjust it. They will catch some of pandemic in the model, but we hoped they would explain it in detail. Tim Wong added that we were provided a finalized letter with the agreed-upon numbers.

The committee also reviewed PY18 and PY19 expenditures for the One Stop Operator and service provider. OWDB staff wanted to give assurance that we are watching the unspent funds closely in each program; the amount is still significant, and now that health insurance can be accessed by unemployed workers through the American Recovery Act money, the AJCH does not anticipate a large influx of new clients to spend down that money. OWDB has notified WDC that they will see funds coming back for PY19. It is a perfect time to purchase Skillscape and ReWork using these funds. Rodney Lee commented that both Emsi tools can help to increase engagement at the AJCH.

- Creation of a Permitted Interaction Group

Alison Lum stated that a possible need to create a permitted interaction group (PIG). Based on these negotiations and a Request for Proposal (RFP) released by WDC, for a consultant visit every island and evaluate the WIOA Title I service provider's performance, capacity to provide services, and overall ability to meet performance measures. This is most likely due to Kauai's youth provider not having any enrolled clients for several years. This evaluation will impact all islands. WDC wants to research and identify other possible organizations that can qualify as service providers in the future.

Our third-party monitoring had identified the issues being addressed in the RFP, so Oahu's service provider has been making improvements in these areas. If the creation of a PIG is necessary, Alison Lum will ask the committee to recommend it to the full board. Erick Pascua and Lei Nakamura could be members and can provide feedback to create internal monitoring. Rodney Lee commented that we need to make sure that committee members understand the PIG process; it is very structured with three meetings and decisions need to be made. Alison Lum agreed and stated that we don't need to sunshine an agenda or have minutes, but we will need outcomes.

- Updates from Employer Engagement Committee

Chair Chang stated that the Employer Engagement Committee met on February 18th. Mark Menard and Jacqueline Dacay shared their work on ongoing outreach at Dole Cannery and also shared pictures. 33 businesses at Dole are now aware of AJCH presence and services. Lyn Uratani discussed a connection she made with NAVFAC. An ongoing discussion has been how to engage new relationships; however, rebuilding the membership of this committee will be a key piece. Rodney Lee commented that one recommendation to consider is that there are so many supplemental programs; it would be interesting to get the Small Business Administration (SBA) to present. There are many contracts coming out of the federal Department of Transportation, all infrastructure, and these include a loosening of qualifications to smaller businesses. This is not just contracting, but also for suppliers, vendors, etc. This relates to military work; all federal contracts. Alison Lum asked if that makes 8(a) Business Development Program not as lucrative or opens up to more than 8(a). Rodney Lee remarked that 8(a)s have exclusion, but contracting vehicles are changing; it is moving toward General Services Administration (GSA) schedule. The State is considering the GSA schedule; it would be interesting to get the SBA to explain this. More funding will be pushed through due to the infrastructure policies nationally; SBA intends to increase jobs and head count. Alison Lum commented it would be great to have SBA present to the committee in the future.

Chair Chang asked Joy Kimura to share about work being done in Sector Strategies and Career Pathways (SSCP) Committee. Joy Kimura stated a meeting was held on January 15th. Keala Peters presented on Oahu Sector Partnerships. No action was taken. Emsi Skillscape will be helpful to us in considering other partnerships.

Tim Wong commented that the Finance Committee has not yet met. We will revisit PY19 budget and see what is expiring.

IV. Executive Director’s ReportAlison Lum

Alison Lum stated she met with Stephanie Hamano from YWCA and gave her a tour of the AJCH. Stephanie expressed an interest in connecting with the Employer Engagement Committee. She will be great partner going forward beyond just Dress for Success. Alison Lum added she was invited to sit on an advisory board for new nonprofit called Komo Hale Services in connection with Stanford Carr Development. She is seeking advisement from the Ethics Commission to make sure there are no conflicts of interest with her service. The AJCH is providing financial literacy and job training outreach at all Stanford Carr low-income housing units. This can introduce the AJCH and its services to about 600 families and is a great way to assist a WIOA target population. A new policy was also created to provide incentives to WIOA Adult and Dislocated Worker participants, similar to what WIOA Youth participants receive. Some WIOA Adult and Dislocated Worker clients disappeared during the pandemic, so we hope this will retain clients and spend down funds.

A bill that is moving from the State House to the Senate eliminated several WDC staff and moves WDC under the Workforce Development Division. Compliance could be an issue for us in the future. Our funding is not in jeopardy, but we are watching this closely.

V. Next Meeting

- July 1st and October 7th, both from 11am to 12pm on Zoom

VI. Adjournment

Chair Chang adjourned the meeting at 11:59pm.