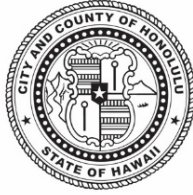


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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MAYOR

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

EXECUTIVE COMMITTEE MEETING
Thursday, July 1, 2021
11 am to 12 pm

Virtual Conference Call
MINUTES

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

Staff Present: Alison Lum, Lyn Uratani

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

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

- II. Welcome and Introductions

- III. Review and Approval of April 1, 2021 Meeting Minutes

Tim Wong motioned to approve the meeting minutes, and Joy Kimura seconded the motion to approve. There was no further discussion, questions, or amendments. The minutes were unanimously approved.

- IV. Board Certification Discussion

Chair Jason Chang moved into a discussion about the Board Certification. Alison Lum stated that OWDB is required to submit a list of its members to the WDC on July 1 of every odd-numbered calendar year. The WDC signs off and certifies that the board has met all WIOA membership criteria.

Alison Lum said the challenge is that board members rotate off on June 30, making it difficult to invite people to join the board during the transition process. The board is currently missing representation in these sectors: Retail, Manufacturing and Agriculture.

Joy Kimura from Hawaii LECET will move to fill the membership seat for a Registered Apprenticeship on the board. This leaves an open seat to be filled by a representative from an organized labor union.

Alison Lum suggested a few potential membership candidates for the 3 open seats. She can assist the Executive Committee with reviewing the résumés and biographies for the prospective members and completing their nomination forms for the committee to review before submitting to the WDC for final verification and approval.

Alison Lum suggested a “warm hand-off” approach for future board nominees. Recruitment is more effective when current Executive Committee members or board members reach out to people they know and invite them to join rather than sending letters to membership associations in different sectors. Pre-COVID, Lyn Uratani sent out multiple letters but the response was low, and engagement fell through when COVID hit. Chair Jason Chang agreed with the warm hand-off approach and stated that it is worth discussing at the next full board meeting to ask other members for their suggestions. Alison Lum stated that recruiting needs to be continuous with any potential members joining committees first until a seat on the board opens up. Potential members could work alongside committees and get to know the board and its responsibilities, thus making the invitation process easier on all parties involved. Subject matter experts can also be invited to join committees.

WDC was informed that the board is trying to find members to fill its open seats and will give OWDB the rest of July to get everything finalized and brought before the mayor for approval and signature.

There were no further comments, questions, or objections to the Board Certification discussion.

V. Emsi Update – SkillScape and ReWork

Alison Lum provided an update for Rodney Lee on the status of Emsi. She received a call earlier this morning confirming that the last contract was completed before the deadline. The board gained approval for the ReWork contract and the SkillScape contract. The POs were sent to Dr. Chris Laney this morning. Alison Lum thanked Chair Jason Chang for signing the agreements and having them on standby throughout the process because it is easier for Chris to complete the POs. Emsi is ready and waiting for the board to suggest dates to plan their kick-off meeting. SkillScape will be the survey study, and ReWork will answer many of the issues that may arise during the study. Alison Lum invited Rodney Lee to give the rest of the Executive Committee an update.

Rodney Lee explained that SkillScape is a study surveying the skills ecosystem in Oahu. It combines all the databases, analyzes the nuances, and maps them against a regressive line of cost of living. Rodney Lee is unsure what they will use to measure these metrics—it could be on a HUD level or state-level. The main goal is to look at the disparities between the supply/demand in broad strokes. ReWork will provide the details for a solution to bridge the gaps between expanding industries and upcoming industries. It is a web app to help job seekers get to where they need to be by linking them with ETPs. Training for ReWork will be difficult because it requires us to rethink the way we service jobseekers. Rather than being résumé-based, it is focused on getting both employees and employers to look at skillsets. If we can match skillsets, we can get to a solution. The hope is that the ReWork web app will increase the overall engagement levels because it can quickly connect jobseekers to counselors and ETPs. This project is one of the most significant pushes to help people get back to work because the SkillScape survey and the ReWork data will show if the strategies and tactics are effective.

Rodney Lee notes that this approach creates pathways by skillset and not by experience. The most attractive part of this approach is that the individual job seeker controls their career pathway. The more information they include in the web app, the more comparisons can be generated by the survey to, someday, create a data-based dashboard for the board. If the state were to expand on this survey, they could get valuable data on the metrics for each county. Rodney Lee acknowledges that this is a tense time, but he hopes that this study will provide answers about ways to better support programs through various forms of funding.

Rodney Lee will be calling on the committees and their chairs to help with the launch timeline. Executive Committee members need to figure out how they want to communicate with their target populations in the different sectors to measure employee/employer engagement. The Executive Committee needs to decide how to best frame their approach with the Chamber of Commerce to maximize OWDB's position at the forefront of this study. If this study is successful, the hope is that WDC takes notice and implements the study statewide.

There were no further comments, questions, or objections about the Emsi Update. Chair Jason Chang affirmed that the board is ready to help whenever Rodney Lee and Emsi need them.

VI. Executive Director's Report

Alison Lum thanked Director Jason Chang for representing the board at the WDC's last quarterly meeting. Leslie Wilkins has resigned as the WDC Chair. In the interim, Alan Hayashi, the Vice-Chair, is filling in as Chair. The governor needs to appoint the next WDC chairperson. After the governor makes his appointment, it goes to the Legislature to get finalized. There aren't many updates concerning the state's budget and the recent WDC reorganization. Four staff members, were let go. Jeanine Ohta and Jayson Muraki were rehired by the Workforce Development Division. Effectively, Allicyn Tasaka and her WDC staff are now underneath the WDD. Maricar Pilotin-Freitas is the administrator of WDD. Allicyn Tasaka reported that the WDC is still autonomous. The reorganization has caused massive changes to the WDC support staff, and their budget remains unclear. Alison Lum will update everyone during the full board meeting on July 15, 2021.

Alison Lum asked Chair Jason Chang if he heard any updates regarding the WDC reorganization and budget in the Executive Session. Chair Jason Chang said that they did not.

Alison Lum thanked Tim Wong for attending the WDC meeting with her. Kauai County has been struggling to fully implement WIOA for several years. Kauai County has decided not to sign the PY20 contracts and will no longer accept future WIOA funding. The state is now responsible for figuring out what to do with Kauai County. Kauai County's first option was to merge with the OWDB. Kauai County's request means that they would maintain control of their program while Oahu takes care of administrative work. However, Allicyn Tasaka informed Alison Lum that Kauai County did complete a Local Plan and created a budget. There is confusion on how this occurred because Kauai County has no PY20 money. Allicyn Tasaka requested an update by July 1, 2021, because Kauai County service provider contracts end on June 30. The concern was that the contracts will end, and there will be no service providers in Kauai County.

Managing Director of Kauai County, Mike Dahilig, announced that CARES Act money will be used to carry their WIOA programs forward. The state still retains responsibility for resolving the

issue with Kauai County. Alison Lum will reach out to Deputy Corporation Counsel, Reid Yamashiro, and get back to the Executive Committee with more information.

PY21 allocations were announced and there will be an overall increase. The state was allocated \$7.8 million. 62% of these funds will go to the Oahu Youth Programs (about \$1.3 million). 55% of these funds will go to the Oahu Adult Programs (about \$ 1.1 million). 46% of these funds will go to the Oahu Dislocated Worker Programs (about \$526,000). Overall, Oahu will receive about \$3.5 million, which is an increase from the last funding round (\$2.8 million). Alison Lum and Raymond Duong are currently working on the budget. WDC asked for the annual plan and budget by early August. Tim Wong's committee will review the budget before sending it to Chair Jason Chang and BFS Director Andy Kawano.

Rodney Lee asked if an increase in funds meant a change in performance evaluation metrics. Alison Lum said that the performance metrics are the same for now. She noted that WDC could come back at a later time and change them.

Alison Lum reported the two sole-source contracts were completed. WDC instructed OWDB to utilize as much of the PY19 funds as possible to avoid returning any to the State. PY20 money also needs to be spent. Due to the decrease in clients accessing the AJCH, funds will be underutilized so it's important to project into PY21 and even PY22 on how to spend down funds. Last year, WDC had to run 18 RFPs to utilize all the money the counties sent back to them. Once OWDB gives money back to the state, the state has to spend the money within two years on projects with statewide benefit. If the money remains unspent, it is returned to USDOL. Doing so can result in less funding being awarded by USDOL to Hawaii in the future.

Jackie Sakane is completing her second third-party monitoring of the Title I service provider for the Board. The monitoring from the two previous years has set OWDB up well to know what to expect. Oahu seems to be in a good position for monitoring by the State. Jackie Sakane and Raymond Duong are currently in the middle of third-party monitoring for Program Year 2019. WDC has not monitored OWDB. Alison Lum will keep the rest of the Executive Committee updated on any findings.

Alison Lum met Amy Asselbaye, the Executive Director of the City's Office of Economic Revitalization. Amy Asselbaye is doing work with CARES Act money to help jobseekers. She is meeting with the City's HR Director to discuss updating its position descriptions and minimum qualifications. The City and County is Oahu's largest employer but has some of the most rigid job descriptions and minimum qualification requirements. The board has discussed this issue for many years. Amy Asselbaye's meeting with the DHR Director is a huge step in the right direction. A second meeting was held with the Office of Economic Revitalization because the Council was tasked with creating a resolution for a green jobs initiative. The resolution is geared towards creating an employment program to address green jobs. OWDB was named as an advisor. Using Emsi, Lyn Uratani did research and found that green jobs are not in demand anywhere. The meeting with council member Carol Fukunaga, who authored the bill with Heidi Tsuneyoshi, revealed that her definition of a "green job" is a climate/environmental ambassador or sustainability expert. Ideally, she'd like to identify people to work for the City in openings in Parks and Recreation, Waste Water Management, or the Office of Climate Change and Resiliency. They hope to update the Parks and Recreation job descriptions. The meeting also touched upon the Community Colleges' Hana Career Pathways Program. Alison Lum and Lyn

Uratani would like to invite Hana Career Pathways to do a presentation at the upcoming full board meeting on July 15, 2021, so they can talk about their different sectors and how the board can partner using WIOA money to make up for any portions that CARES Act money can't cover for training unemployed or dislocated workers. This program is also available to workers making less than \$20 per hour to help them up-skill.

Alison Lum met with the new Deputy Director at BFS, Carrie Castle. Carrie Castle and Andy Kawano, the Director of BFS, will share responsibilities for WIOA with Director Kawano representing Mayor on the WDC.

There were no further comments, questions, or objections about the Executive Director's Report.

VII. Announcements

Chair Jason Chang announced that the next Executive Committee Meeting is on Thursday, October 7, 2021. Chair Chang also reminded everyone that Committee Reports were cut from Executive Committee meetings to save time. Committee Reports will be done at full board meetings instead.

VIII. Adjournment

Chair Jason Chang adjourned the meeting at 11:57 am.