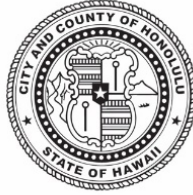


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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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, July 15, 2021 – 9:00 am to 11:00 am

Virtual Conference Call
MINUTES

Members Present: Pat Anbe, Trevor Bracher, Iva Cain, Chair Jason Chang, Russel Cheng, Rodney Lee, Joy Kimura, Sherry Menor-McNamara, Connie Mitchell, Mimi Sroat, Lorna Fredeluces

Guests Present: Andrea Gaines, Mark Menard, Jacqueline Dacay, and Velvet Fujita, Tanya Lee, Roseanne Propato, Tina Matsuo, Christine Park, Nicolette van der Lee, Reid Yamashiro

Staff Present: Raymond Duong, Alison Lum, Lyn Uratani

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

Chair Jason Chang called the meeting to order at 9:04 am.

- II. Welcome and Introductions

(Note: Per the State OIP, OWDB members are allowed to attend board meetings on audio only. Their votes will still count and their attendance will also count toward quorum. However, board members must state their names clearly during introductions and before all of their comments during the meeting.)

- III. Review and Approval of April 15, 2021 Minutes

Chair Jason Chang entertained a motion to approve the April 15, 2021 meeting minutes. Sherry Menor-McNamara motioned to approve. Rodney Lee seconded the motion. The minutes were unanimously approved.

- IV. Presentations:

Hana Career Pathways: Reimagining Workforce Preparation

Nicolette van der Lee, Program Manager, University of Hawaii Community Colleges

Hana Career Pathways is a new three-year grant project awarded in October 2020 by the USDOE as part of a nationwide series of awards called the Reimagining Workforce Preparation grants. The University of Hawaii works in partnership with the WDC to carry out this grant. This program was one of eight recipients due in part to the substantial impact that COVID had on Hawaii's economy and unemployment rates. This is a \$13.3M

grant to be implemented over three years with a projected end date of September 2023. The project seeks to build on the momentum of statewide industries, workforce development, and educational planning to work towards a thriving, resilient, and diverse Hawaii. To diversify Hawaii's economy, the program focuses on three sectors of resilient workforce growth: Healthcare, Technology, and Skill Trades. These sectors were chosen based on information and data from the WDC.

Hana Career Pathways provides funding to help cover tuition costs to unemployed and underemployed individuals residing in Hawaii. In addition to offsetting financial burdens, they also provide career advising, college counseling, and referrals to support service partners. Using a case management-style approach, they hope to work alongside the WDC, AJCH, and Community School for Adults to offer sustained feedback and support to help unemployed and underemployed individuals secure work in one of the three sectors. There are also employer incentives to partner with the program through reimbursement for mentoring time and services expended to train participants entering promising career pathways within these sectors. The Hana Career Pathways Model is built on short-term training, apprenticeship/work-based learning to gain "stacked" industry credentials, and post-apprenticeship advancement opportunities.

For more information on this presentation, please see the attached Hana Career Pathways slides and RWP Handout.

Connie Mitchell had two questions for Nicolette van der Lee. The first question was if Hana Career Pathways was available to service homeless individuals and individuals who were recently released from incarceration. Many of these individuals do have prior work experience, education, and/or skills and would benefit greatly from the extra support of the program for their re-entry into society. Nicolette van der Lee responded that homeless individuals and individuals who were recently released from incarceration would be eligible for the program under the "unemployed" category. She welcomed Connie Mitchell to refer clients to their program. This question is extremely pertinent because OWDB just learned that HireNet is not accessible in correctional facilities, thus making it near impossible for soon-to-be released individuals to connect with the support they need to re-enter society with employment. Recently released individuals also are experiencing a delay with receiving their EBT cards, and, sometimes, have to wait up to a week to gain access to funds for food, shelter, and clothing. Connie Mitchell and Roseanne Propato, a member of the Data Management and Technology Committee, will connect at a later date to discuss this issue with Nicole van der Lee.

The second question was if Hana Career Pathways was able to help its participants develop middle management skills in the event that they wanted something that was not necessarily entry-level but also not upper-management-level. Nicolette van der Lee responded that the training provided for those types of participants would depend on the type of credentials they are seeking. Those situations would be based more on the level of prior experience or education that such individuals already possess, and what they hope to gain from their "stacked" industry credentials via the program's available training.

Alison Lum thanked Nicolette van der Lee for her presentation and mentioned they were working together with UHCC to streamline the application process and create a seamless transition with referrals to the AJCH. Hana Career Pathways is also ensuring that the same class offerings are available and listed on the ETP list for Oahu. Doing so will enable OWDB to help provide tuition assistance for the difference that's not currently covered by UH as long as the participants are eligible under WIOA Title I. OWDB and Hana Career Pathways can also share performance measures. Alison Lum offered to connect Nicolette van der Lee with the Employer Engagement Committee and the Business Engagement Team at the AJCH. She suggested that Nicolette van der Lee reach out to the current employers/work sites that have work-based learning agreements with the City.

V. Follow-Up on Emsi Burning Glass Merger

Chair Jason Chang invited Rodney Lee to update the board on the status of Emsi. Rodney Lee stated that as of June 14, 2021, Emsi merged with its closest competitor, Burning Glass. It is now the leading labor market analysis firm. The SkillScape and ReWork contracts were completed by Alison Lum and her team. In addition to thanking them, Rodney Lee also thanked the City's Purchasing Department for their work. Now all that is left to do is plan the project kick-off. Rodney Lee will keep the board informed on next steps.

VI. Kauai Workforce Development Board Update

Chair Jason Chang discussed the recent developments with the Kauai Workforce Development Board (KWDB). KWDB has been trying for a number of years to fully implement WIOA and meet the performance measures for their Title I Adult and Dislocated Worker Programs and Title I Youth Program. KWDB did not sign the contracts for their Program Year 2021 WIOA allocation. Kauai County's Managing Director, Michael Dahilig, announced at the WDC meeting on June 23, 2021 that Kauai will continue to keep the American Job Center open by using American Rescue Plan Act funds. This will allow them to keep their workforce programs running and continue to serve clients. At the same time, KWDB also made the announcement that they would like to pursue the possibility of moving under OWDB. Tim Wong and Alison Lum met with WDC member, Brian Lee, to get a better understanding of the situation and the intent behind the Managing Director's announcement. A preliminary brainstorming session was held with Allicyn Tasaka and KWDB's administration. KWDB needs to submit a formal letter stating their intentions. The Director of Budget and Fiscal Services and the Deputy Corporation Counsel have been briefed. They are awaiting the official notice in order to bring this matter to Mayor Blangiardi's attention. Chair Jason Chang stated that there is more information to come and updates will be provided as soon as possible.

VII. Reports Related to the WIOA

One Stop OperatorAndrea Gaines, WorkHawaii Assistant Administrator

Andrea Gaines stated that they were having the AJCH Partners Meeting tomorrow, which will be offered as a hybrid virtual and in-person event. Jane Burgisay, from the Social Security Administration, will be the speaker. Jane Burgisay will be presenting information on the latest updates regarding Social Security and how Social Security is trying to increase their accessibility. Andrea Gaines also reported that they received an update from the Child Support Enforcement Agency about providing new job opportunities for non-custodial parents.

WIOA Title I Programs.....Mark Menard, Jacqueline Dacay, Velvet Fujita, WorkHawaii

Mark Menard stated that the AJCH held an in-person hiring event on June 16, 2021. There were 14 local businesses that participated in this event. The event attracted over 150 attendees. Seven business who participated in the event completed surveys reporting that 10 attendees were officially hired from the event. Mark Menard reported that the feedback they received about the organization and flow of the event was significantly positive. Some businesses commented that they would like to see more qualified attendees. While the AJCH has not official survey response, Whole Foods conveyed that they hired seven attendees from the event and Roberts Hawaii said they hired six attendees. Mark Menard stated that the AJCH will hold another in-person hiring event on August 3, 2021 from 9 am to 3 pm at the Pomaikai Ballroom. As of right now, there are 29 local businesses signed up to participate in that event. This event will follow a similar format and will require attendees to pre-register online. Attendees will be required to upload their resumes online and provide proof of vaccination or a negative COVID test result to enter the event. He also reported that 19 former Loves Bakery employees registered for a Computer Literacy class at the Waipahu Community School for Adults. The classes at the Dole Cannery also filled up. 19 people signed up for the class and all 19 of them successfully completed it. Four of the 19 have successfully gained employment. The AJCH is continuing their collaboration with T.E.A.M. WorkHawaii to provide outreach to individuals seeking on-the-job training. They received inquiries from the 14 local businesses they worked with during their most recent hiring event about on-the-job training services, and will provide them with updates. The Rent to Work Program and Stanford Carr Development held a Financial Literacy class on June 5, 2021. Mark Menard also stated that they developed a new partnership with iHeartRadio, who will help with PSAs and collaborate on future events. Mark Menard stated that he would be in contact with Nicolette van der Lee about her presentation on Hana Career Pathways to establish further collaboration on their upcoming in-person hiring event.

On behalf of Erick Pascua, Jacqueline Dacay reported that they are adding a “pre-gaming” quality to their next in-person hiring event by providing workshops on resume writing and interviewing skills. They will run two two-hour sessions with a maximum capacity of 20 people for each session. They are tentatively looking at July 28, 2021 to run the workshops. The date might be subject to change, but they will make sure the workshops take place at least a week before the August 3 in-person hiring event. They will use the HireNet resume template to get attendees registered in HireNet and maximize their services. Jacqueline Dacay also stated that the AJCH Adult Worker Program and AJCH Dislocated Worker Program have exceeded all their performance measures for the fourth quarter.

For more information, please see the attached report for the AJCH Adult and Dislocated Worker Programs.

On behalf of Nisa Tokunaga, Velvet Fujita reported that they had 147 youth enrolled in the Youth Program at the end of June. They celebrated the graduation of 70 students on June 25, 2021. Of the 70 students, 35 students attended the event in person at the Waikiki Shell. The participants received Workforce Development Diplomas, GEDs, or HiSet Diplomas. Mayor Blangiardi was a keynote speaker and addressed the graduates and their families. Velvet Fujita stated that a video of the event is posted on their website <https://qrco.de/bbaRaQ>. Alison Lum played the 6 minute short version of the video for the board members.

For more information, please see the attached report for the AJCH Youth Service Center Program.

VIII. OWDB Committee Reports on Activities

Employer Engagement Committee Chair Jason Chang Sector

Chair Jason Chang reported that there was no formal meeting yet. They are working to invite the chairs of the other committees to participate in their upcoming meetings. Chair Jason Chang will keep everyone updated as more information becomes available.

Strategies and Career Pathways Committee Joy Kimura

Joy Kimura reported that they are currently in the process of scheduling another Sector Strategies meeting. She attended the WDC's Sector Strategies Committee meeting on April 28, 2021. She is scheduled to attend the next WDC Sector Strategies meeting later this month. Joy Kimura stated that she met with Brennon Morioka, the Dean of the UH College of Engineering, to get more information on their engineering sector partnership with the Chamber of Commerce to help expand or support their programs.

Data Management and Technology Committee Rodney Lee

Rodney Lee reported that they had several meetings leading up to contracting of Emsi Burning Glass. They are continuing to meet to discuss how to get the other committees involved in the upcoming kick-off. They will reach out to Sector Strategies and Employer Engagement Committees.

Performance Measures and Accountability Committee Janice Wakatsuki

Chair Jason Chang noted that Janice Wakatsuki was unable to attend today's meeting. He stated that there were no updates from the Performance Measures and Accountability Committee because they were unable to meet.

Finance CommitteeVice Chair Tim Wong

Chair Jason Chang noted that Vice Chair Tim Wong was unable to attend today's meeting. He stated reported they have an upcoming meeting planned to discuss the fiscal year 2021 budget.

Executive CommitteeChair Jason Chang

Chair Jason Chang noted that an update from the Executive Committee was not originally included on the agenda, but he wanted to provide brief insights on their recent discussion. Chair Chang reported that they held a meeting on July 1, 2021 to discuss the Kauai Workforce Development Board situation and the three vacant positions on the board that need to be filled. They are working on getting nominations for the vacant positions. Chair Chang also stated that the board membership needs to be re-certified every two years. Certifications take place during odd-numbered years.

IX. WIOA Core Partner Updates

Adult Education and Career Pathways Pat Anbe, Principal, Waipahu CSA
Pat Anbe congratulated the graduates of the WorkHawaii Youth Program. He announced that their Youth Challenge partner also held their graduation recently. Waipahu CSA and McKinley CSA are closing their summer terms and preparing for fall registration. He thanked Nicolette van der Lee for sharing information about Hana Career Pathways. Pat Anbe hopes to provide the Hana Career Pathway services to some of their students. He intends to continue participating with the AJCH’s In-person hiring events. He thanked Dr. Christine Park for her work with the Waipahu CSA counseling services. They currently have counselors and intern counselors from UH Hilo and Chaminade University. Dr. Christine Park has been meeting with both universities to find the most effective ways to help their students. At one of the previous meetings, Pat Anbe shared that the Youth Challenge Hilo Program did not seem like they would receive funding. However, the situation has changed and they may receive funding after all.

Institute of Higher Education, UH System.....Erika Lacro, University of Hawaii

Chair Jason Chang noted that Erika Lacro was attending the UH Board of Regents meeting and was not able to attend today’s meeting. More information will be provided at a later date.

Vocational Rehabilitation Maureen Bates, DVR Administrator

DVR Assistant Administrator, Iva Cain, gave the report on Maureen’s behalf. DVR has completed presentations with their business partners, specifically with Walmart Kunia, Walmart Kauai, and the US Pacific Fleet. They have also collaborated with the AJCH Veterans Program. They had an AJCH Veteran Program representative shadow their Employment Support Specialist to learn about job development with new employers. They have also been able to assist with referrals, job orders, and pre-screening to send job candidates to their employers. One of their blind employees from their Adjustment section did a presentation with Honolulu’s AJCH to work with a job candidate who was blind. Their Employment team has been working to have monthly business highlights with different business partners. DVR had presentations by Walmart in May, CVS in June, and Edgar Fernandez from DLIR in July. They are currently working on two agreements with CVS to get more participants trained. They are also working on a CVS Health Observational Training Agreement and CVS Front Store Work Experience Training

Agreement. Once these training agreements are established, they hope to get more participants to train under CVS and, eventually, be employed by them.

Wagner Peyser Lorna Fredeluces, Workforce Development Division

Lorna Fredeluces introduced herself as the Acting Office Manager. She is replacing Carol Thornton, who recently retired. She sent regards on behalf of the WDD Administrator, Maricar Pilotin-Freitas, and Program Officer, Jarret Yip, to the board. She announced that they filed a TAA Petition. Oregon and Virginia helped Hawaii file the TAA petitions. Loves Bakery, Serta, T-Mobile, and a fourth unnamed company were part of this petition process. The Department of Labor will help them with the investigation for the certification needed to help the impacted employees. HireNet also has new tutorials for job seekers and employers. Geographic Solutions, the vendor, is helping them develop and produce outreach videos and HelpDesk modules. The modules will enable job seekers to speak directly with Geographic Solutions to reset their password instead of going through the WP staff. HireNet will also include an online chat box to create a more user-friendly experience. WDD is purchasing a document management system that will allow HireNet to house all of the participant documents. WDD is also applying for a \$3 million, two-year Dislocated Worker grant to help those who are still struggling due to the pandemic. This grant will be in partnership with WIOA. The grant is projected to start on September 30, 2021. WDD is submitting a F.A.R.E. Outreach grant tomorrow in the hopes of providing outreach and education to underserved women across the state on the FMLA Family Leave Law, Harassment in the Workplace, and Pay Equity. If WDD gets the F.A.R.E. Outreach grant, they will be partnering with local non-profits. The main announcement is that the Workforce Development Council (WDC) as an agency no longer exists. The Workforce Development Division (WDD) will help to administer the services and contracts of the state board. The WDC will now be referred to as the State Workforce Development Board. WDD will remain in accordance with federal regulations to provide their services.

X. **Executive Director’s Report**Alison Lum

Alison Lum thanked the board for making time to attend today’s meeting. She reported that PY21 allocations were announced, and Oahu’s total local area funds increased by about 18% (about \$3,435,113). This is an increase of almost \$620,000 from the previous year. Oahu experienced a decrease in funding during PY20 because those funds were calculated pre-pandemic. Alison Lum stated that they will be working with the Finance Committee to form a budget for this year.

As part of the board’s fiduciary responsibilities, it monitors the service provider WorkHawaii, a division of the City’s Department of Community Services. Alison Lum stated that Jackie Sakane, the consultant that the board hired to perform the third-party monitoring, is finishing her report and has scheduled an exit interview with the Service Provider next week. She is also completing her fiscal monitoring and will schedule another exit interview at a later date. Jackie Sakane’s reports will be submitted to the Performance Measures and Accountability Committee before being brought up to the

board for a full update. The board performs monitoring annually and Raymond Duong, OWDB's Budget Analyst, provides quarterly desktop monitoring to give the service provider more up-to-date feedback on their budget and other financial issues. Raymond Duong has been helping the service provider keep track of their PY19 funding that needed to be spent by June 30, 2021.

WDC is in the process of executing a contract with SMS Research, a local research firm, to evaluate the WIOA Title I service providers in every county. For Oahu, the service provider is the Department of Community Service's WorkHawaii Division. SMS Research has already scheduled a time to tour the AJCH and meet with the program managers and key supervisors. A second contract with EDSI, a national workforce development and training company based in Michigan, will evaluate the Eligible Training Providers (ETPs) in each county. EDSI will look at the listed ETPs, identify any gaps and make recommendations on what the counties can do to add more ETPs to the list. The WDC and the EDs of each county board met with EDSI to discuss the scarcity in ETPs, especially in rural areas of the neighbor islands, and asked for recommendations for online providers or other virtual alternatives to training. Both evaluations are scheduled to end in late fall. As soon as they conclude, the consultants will be invited to present their findings to the board.

Lastly, BFS has a new Deputy Director, Carrie Castle. The previous Deputy Director, Kelli Nishimura, accepted the position of Assistant Chief Accountant for the City. Alison Lum offered her congratulations to Kelli Nishimura on her new position.

XI. Announcements

Chair Jason Chang congratulated Brent Kakesako and James Hardaway for completing their board memberships on June 30, 2021. Certificates of appreciation for their service were mailed to them. They were both instrumental over the past several years, and their service is greatly appreciated. Chair Jason Chang also announced that Carol Thornton, the Branch Manager of the WDD, retired on June 30, 2021. He congratulated her on her retirement. Chair Jason Chang welcomed Lorna Fredeluces to the board as the new representative for WDD and the Wagner Peyser partner under WIOA. He also announced that the next Full Board Meeting is on Thursday, October 21, 2021 from 8 am to 10 am.

XII. Adjournment

Chair Jason Chang thanked everyone for attending and adjourned the meeting at 10:45 am.