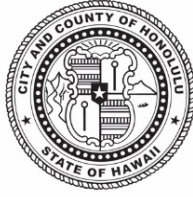


OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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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, October 21, 2021
9:00 am to 11:00 am

Virtual Conference Call
MINUTES

Members Present: Pat Anbe, Trevor Bracher, Iva Cain, Russel Cheng, Lorna Fredeluces, Rodney Lee, Joy Kimura, Sherry Menor-McNamara, Connie Mitchell, Suzie Schulberg, Allison Izu Song, Mimi Sroat, Janice Wakatsuki, Vice Chair Tim Wong

Guests Present: Amy Asselbaye, Elizabeth Causby, Jacqueline Dacay, Stacy Ferreira, Carla Kobashigawa, Chad Kobashigawa, Tina Matsuo, Mark Menard, Lei Nakamura, Christine Park, Erick Pascua, Keala Peters, Roseanne Propato, Ramon Ruiz, Jennifer Sakurai, Nisa Tokugawa, Patrick Williams

Staff Present: Raymond Duong, Nicole Kurashige, Alison Lum

- I. Call to Order.....Vice Chair Tim Wong

Vice Chair Tim Wong called the meeting to order at 9:02 am.

- II. Welcome and Introductions

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

Vice Chair Tim Wong entertained a motion to approve the July 15, 2021 meeting minutes. Rodney Lee motioned to approve. Suzie Schulberg seconded the motion. The minutes were unanimously approved.

- IV. Presentation:

Update from the City and County of Honolulu’s Office of Economic Revitalization

Amy Asselbaye, Executive Director, Office of Economic Revitalization

Amy Asselbaye presented an update on how OER is helping businesses and families get back on their feet in response to the ongoing pandemic. OER’s Recovery Strategy focuses on three main categories: Building Resiliency, Supporting Recovery, and Investing in Equity. They provide the public with critical information about pandemic revitalization efforts through their partnerships with various programs and grassroots initiatives (Oahu Back to Work, The Pantry, Lighthouse

Outreach, KEY Project, etc.). They are currently working closely with food distribution and rental and utility relief efforts to help provide vulnerable communities (kupuna/the elderly, Pacific Islanders, etc.) with an island-wide network of support. Alison Lum and Vice Chair Tim Wong thanked Amy Asselbayer for her presentation and welcomed the Board Members and guests to contact her if they are interested in collaborating.

For more information, please see the attached OER Update slides. Amy Asselbayer welcomed Board Members and guests to contact her directly if they have any further questions.

Connie Mitchell asked Amy Asselbayer if there are any OER discussions about developing the workforce in the Human Services and/or Social Services sectors. Amy Asselbayer responded that there are discussions about developing the workforce in these sectors. She mentioned that Lei Nakamura would also be able to speak to these developments, as they are partnered to help Adult and Dislocated Workers either gain the skills needed for employment in these sectors or upskill to switch employment to another industry sector. Amy Asselbayer mentioned that their Rental and Utility Relief Program will receive an estimated \$200 million, which will be used, in part, to bolster their support for households in need through their Housing Stability Services. She hopes that they can establish better connections and partnerships to also generate interest in programs that would lead to an increase in employment in the Human Services and/or Social Services sectors. She looks forward to more collaboration with Lei Nakamura and Connie Mitchell to help address this issue.

Carla Kobashigawa asked Amy Asselbayer if the courses offered on the Oahu Back to Work website were limited only to UH community colleges or if private educators/vendors could also provide courses and services with the same subsidies. Amy Asselbayer responded that private educators/vendors could provide courses and sources with the same subsidies only if they participate as subcontractors to UH. The UH Community College Division is currently working with OER on their programs and currently have subcontractor relationships with Purple Maia and Local 5. She is open to discussing partners, especially with those in the IT field, about helping meet the demand for immediate job openings.

V. New Business

Introduction of New Board Member

Vice Chair Tim Wong introduced Allison Izu Song (Allison Izu Elevated Basics for the Modern Woman CEO/Owner) to the Board Members and guests. She stated that she was honored to be part of OWDB and looked forward to learning and collaborating with everyone.

Announcement of New Committee Members

Vice Chair Tim Wong introduced the newest Committee Members to the Board Members and guests: Chad Kobashigawa (ACTT Hawaii President/Owner, Data Management and Technology) and Myoung Oh (Associate Vice President and Director of Business Advocacy and Development, Chamber of Commerce Hawaii, Sector Strategies and Career Pathways). Chad Kobashigawa thanked the Board Members and guests and stated that he looks forward to the opportunity to serve on the DMT Committee. He welcomed Board Members and guests to contact him if they wanted to exchange ideas and collaborate on future projects.

Vice Chair Tim Wong stated anyone interested in joining a committee should contact Nicole Kurashige.

VI. Reports related to WIOA

One Stop OperatorLei Nakamura, WorkHawaii Assistant Administrator

Lei Nakamura thanked Amy Asselbaye for her work with OER and their partnership. She also extended her gratitude to the AJCH's other partners who have remained flexible with their availability and services throughout the pandemic. One major update is that the AJCH Resource Center was moved to the front of the building, which allows clients to immediately access help upon entry. Another major update is that the AJCH was able to hire a full-time staff member to manage the Resource Center. They have been able to service up to 10 to 12 clients for up to two hours each, depending on how busy they are each day. Outreach efforts have also been increased through T.E.A.M. WorkHawaii. They are involved in outreach at food distribution sites at Aloha Stadium and other places within the community. A Business Engagement Team was added to the current outreach efforts, however they are experiencing trouble filling vacancies for the available positions. They are currently reaching out to both businesses and jobseekers to address this situation, and they look forward to building new opportunities.

WIOA Title I Programs.....Mark Menard and Nisa Tokunaga, Managers

Mark Menard presented his report on Adult and Dislocated Worker events over the past quarter. The AJCH held an in-person Job Fair event on August 3. The event required job seekers to show proof of vaccination or a negative COVID-19 test taken within 48 hours as part of their registration. There were about 100 job seekers and 30 employers/businesses who participated in the event. A majority of job seekers and employers/businesses provided positive feedback and would like to participate in another event like this in the future. Two new staff members were hired to provide more support to the AJCH Resource Center (Colin Inamasu and Lisa Swoveland). OJT (On the Job Training Program) contracts were signed with Pacific Commercial Services (CDL), Covanta (CDL), PK Home Care (CNA), and Atlas Construction. Partnerships were established with Hana Career Pathways and Oahu Back to Work to help people find employment. The AJCH is also working with T.E.A.M. WorkHawaii to launch their outreach services to incarcerated (pre-trial) individuals and/or recently released individuals via Touch a Heart Hawaii. Touch a Heart Hawaii recently held their graduation ceremony on September 24 at Kalihi Union Church, and five graduates of the program are now participating in the Apprenticeship Program. In regards to their partnership with the DBEDT Remote Work Initiative, they have responded to 2,568 email inquiries about remote work and given 68 FLEXJOB codes to interested job seekers. Rapid Response was able to assist Dislocated Workers from Flying Food Group, University Health Partners, Anheuser Busch, and Urgent Care. Dislocated Workers from University Health Partners, Anheuser Busch, and Urgent Care were re-hired by the entities taking over their companies, and did not need as much assistance. Flying Food Group has not responded back.

For more information, please see the attached WIOA Title I Adult and Dislocated Worker Program Report. For more information on Touch a Heart Hawaii, please visit their website: <https://www.touchahearthawaii.org/>

Nisa Tokunaga presented her report on Youth events over the past quarter. Currently there are 147 youth enrolled in the WIOA Youth Program, with 74 in follow-ups. There are 59 active youths enrolled in YouthBuild PY19, with 53 in follow-ups. The Disability Employment Initiative (DEI) Program, which ended on September 30, had 52 youth enrolled. There are 53 youth enrolled in Diploma Services Program (38 at the McKinley CSA and 15 at the Waipahu CSA). There are 32 youth enrolled under the Integrated Education/Occupation Training Service Program (15 in Office Administration and Technology at Leeward CC and 17 in Construction with the Building Industry Association). Seven youth completed the Office Administration and Technology (OAT) Training Program, with 4 youth pending completion upon makeup work and 1 youth eligible to retake the courses. 15 youth completed the Construction Training Program, with one eligible to retake the courses and one who dropped out. There are 22 youth enrolled in the Work Experience Service Program (one at Waikiki Health, three at P&E, four at Re-Use Hawaii, 12 at Habitat for Humanity Leeward, and two at Rent-to-Work). The Juvenile Justice Counseling (JJC) Program provided counseling services to 18 youth, with 14 youth passing their JJC counseling sessions and 2 youth who did not complete the requirements of the JJC counseling session due to failure to attend. Under the JJC Program, 23 youth were eligible for follow-up services (11 were first time follow-ups; 8 follow-ups were successful and 15 follow-ups were unsuccessful). Out of the 18 referral cases to the JJC Program, 13 cases were male and five were female. There were 7 cases between the ages of 14 to 15 years old and 11 cases between the ages of 16 to 17 years old. Of these 18 cases, 4 were identified as youth from the Native Hawaiian community. Other program activities include Activities and Partnership on Fridays that offer group therapy sessions via Family Tree Hawaii and post-secondary transitional activities via Honolulu CC.

For more information, please see the attached WIOA Title I Youth Program slides.

VII. OWDB Committee Reports on Activities

Sector Strategies and Career Pathways Committee Joy Kimura

Joy Kimura has been attending the WDC Sector Strategies and Career Pathways Committee Meetings. Based on the information gained in those meetings, she is focusing her efforts for her committee towards four sectors: Technology (Cyber Security K-12 Pathway), Remote Work (DBEDT Remote Work Initiative and International Remote Work Opportunities), Healthcare (LPN/CNA Program Recruitment and Retention Efforts), and Trade (DBEDT International Trade Opportunities). Suzie Schulberg offered to connect and provide feedback on these ideas. Carla Kobashigawa also offered to connect with her to discuss partnerships for the Cyber Security K-12 Pathway. Joy Kimura announced that the next SSCP Committee Meeting will take place via Zoom on Tuesday, November 2, from 1:30 to 2:30 pm.

Data Management and Technology Committee Rodney Lee

Rodney Lee reported that his committee was working with Emsi Burning Glass to deploy the SkillScape (reports on skills around Oahu) and ReWork (web application) projects. Development of the SkillScape and ReWork services are currently underway, with the applications entering beta form soon. The domain that the applications will be hosted is Oahu Skills, which will help match skills to individuals. More work needs to be done, but everything is progressing as

planned. Once the rollout of the applications and website is complete, the committee will collect the findings and present a report. Rodney Lee hopes that SkillScape and ReWork can provide more insight in how to read trends and gaps in the over- and under- supply of skills and open more pathways for job seekers.

Performance Measures and Accountability Committee Janice Wakatsuki

Janice Wakatsuki reported she would be attending the WDC Performance Measures and Accountability Committee Meeting on October 25 at 1 pm. On the agenda, they will discuss updates from EDSI and SMS Research regarding the statewide evaluations of the current ETPs and WIOA Title I Service Providers. The WDD Employment Services Specialist will also provide updates on the statewide Rapid Response and Business Services activities, which include the national COVID-19 disaster grants that Hawaii received. On August 25, Raymond Duong and Jackie Sakane completed the 2020 Data Validation Monitoring of WorkHawaii. The PMA Committee will be briefed on their results, in addition to the quarterly desktop and annual third-party monitoring review, during their next scheduled meeting. Janice Wakatsuki announced that the next PMA Committee Meeting will take place via Zoom sometime in mid-November and instructed her committee members to look for an email announcement with the formal date/time soon.

Finance CommitteeVice Chair Tim Wong

Vice Chair Tim Wong reported that his committee received an extension for the PY 2021 Annual Plan and Budget, which was submitted to WDD on August 31. WDD informed them that the PY 2021 contracts should be signed by the end of November. Vice Chair Tim Wong stated that his committee is aiming to get everything to WDD by the first week of November. Restructuring on WDD's end may be the cause of some of the delays that were experienced. The WDC Finance Meeting is on November 8 at 11 am. After attending the meeting, the committee will discuss what needs to be done and get the PY 2021 Annual Plan and Budget submitted and approved.

Employer Engagement Committee Alison Lum on behalf of Chair Jason Chang

On behalf of Chair Jason Chang, Alison Lum reported that the WDC Employer Engagement Meeting is scheduled for today (October 21) at 1 pm. DBEDT is scheduled to provide updates on their remote work and workforce resiliency initiatives. The committee and OWDB Administrative staff are working closely with WDC on both of these programs. Scott Murakami and Kaala Souza will be invited to present at the next EE Committee Meeting. The committee hopes to have an update on these programs to share at a Full Board Meeting in 2022. Alison Lum announced that the next EE Committee Meeting will take place via Zoom sometime in mid-November and instructed Chair Jason Chang's committee members to look for an email announcement with the formal date/time soon.

VIII. WIOA Core Partner Updates

Adult Education and Career Pathways Pat Anbe, Waipahu CSA

Pat Anbe reported that CSA enrollment levels were back up but nowhere near where they were before the pandemic. HiSet might pull out of Hawaii by the end of the year because it was

bought from ETS by PSI Testing. If PSI Testing shows an interest in continuing services in Hawaii, HiSet may still be an option for local CSA students. Pat Anbe will share more information and updates as the situation unfolds. Hawaii is also promoting a Remote Pilot Program with the help of Scott Murakami and DBEDT. This program helps students complete the Northstar Digital Literacy curriculum and connects them with broad band service (\$50-\$75 per month) to access their remote/online lessons. Students enrolled in this program are also eligible to receive a refurbished laptop to use. They are hoping to move forward with this program and see what the turnout at Waipahu CSA is like for the Spring 2022 term. Christine Park discussed the importance of offering basic computer and digital literacy classes to help prepare students for the workforce. She also shared information about their partnerships with Aloha Care and Unite Us to help Aloha Care members pay for their high school equivalency program (classes, books, and exams are fully covered). Christine Park can connect Board Members or guests interested in learning more about Unite Us to Carol Hayashida, the Director of Unite Us Hawaii.

Carla Kobashigawa asked if they accept referrals for technology and computer support with regards to the refurbished laptops for students. She offered to collaborate to help bridge the gap with educational technology resources. She and Pat Anbe will connect later and discuss these possibilities.

Vocational Rehabilitation Iva Cain, DHS Vocational Rehabilitation

Iva Cain reported that October marks the start of National Disability Employment Awareness Month. DVR hosted activities statewide to celebrate this month and bring awareness to equitable accommodations for all employees (White Cane Walk with the Services for the Blind, Honoring Employees, Recognizing 7-11 for Outstanding Support of Disabled Workers and Inclusion, Highlighting the Queen’s Medical Center etc.). One community rehabilitation program hosted three youth educational sessions over the summer at Camp Erdman. These sessions provided job readiness workshops and hands-on work experience at the campsite. Iva Cain stated that DVR would do more of these youth summer programs in the future with an added blind component for disabled students that provides mobility training specific to their needs. A DVR specialist is working with the DOE to talk to students about their relationship with their counselors to help them better transition from school to DVR programs. Queen’s Medical Center had a joint presentation with DVR staff to help the participants find employment. DVR is in the process of establishing a partnership with DBEDT to have their participants access more remote work opportunities.

Wagner PeyserLorna Fredeluces, Workforce Development Division

Lorna Fredeluces thanked Lei Nakamura and the WorkHawaii Team for relocating the Resource Center to the front of the AJCH space and hiring two new staff members to enhance the quality of services provided to job seekers. She also thanked Mark Menard and Jacque Dacay of WorkHawaii for continuing to hold job fairs. Lorna Fredeluces stated that she would connect with Joy Kimura regarding collaboration on trade and international remote work. She gave her regards to the Board Members and guests on behalf of Jarret Yip and Maricar Pilotin-Freitas. WDD is working with UI to streamline the registration process and the overall UI system in an attempt to lessen the calls directed to the AJCH. WDD is still waiting for notification on whether they were awarded the Dislocated Worker Grant. They are reviewing proposals to spend down the returned WIOA funds. WDD is in the process of onboarding a virtual workshop specialist

who will host free monthly workshops on Digital Literacy, Resume Writing, and Interviewing Skills. Lorna Fredeluces introduced Ramon Ruiz. Ramon Ruiz stated that he is the LVER for veterans in Hawaii and works with local businesses to help veterans find employment. He looks forward to working with the Board Members and guests.

IX. Executive Director’s ReportAlison Lum

Alison Lum discussed the EDSI and SMS Research Evaluations, USDOL Hawaii State Readiness Consultation, WDD Monitoring, and New Policies for the WIOA Service Provider (#1-21 and #2-21). The EDSI and SMS Research evaluations are concluding. EDSI evaluated the providers listed on the current ETPL and will offer suggestions for filling gaps. SMS Research evaluated the WIOA Title I Service Providers across all counties. In September, USDOL conducted a Hawaii State Readiness Consultation. Oahu and Maui were invited to be interviewed separately as part of this consultation. Alison Lum and key staff from the WIOA Title I Programs and AJCH attended a meeting with the Federal Project Officer from USDOL ETA Region 6, Marian Esvers. She thanked the WIOA Title I Program and AJCH staff for their participation in the process. The WDD is conducting monitoring on the current ETPL and the data validation process for WIOA Title I Programs. Results will be ready soon. Two new policies were created to provide the AJCH with guidance and instruction on submitting Expenditure Reviews (Policy #1-21) and Budget Modifications (Policy #2-21). For more information, please see the attached policy documents. She thanked the Finance Committee for their help with their budget and fiscal policy. Alison Lum concluded by thanking the Board Members and guests for their patience and flexibility during the virtual meetings.

X. Announcements

Vice Chair Tim Wong reiterated Alison Lum’s sentiments and shared his appreciation with the Board Members and guests for volunteering their time and service to the OWDB. He stated that the meeting schedule for 2022 will be sent at a later date.

XI. Adjournment

Vice Chair Tim Wong thanked everyone for attending and adjourned the meeting at 11:01 am.