

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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**OAHU WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
POLICY #19-25**

SUBJECT: CONTACT WITH SERVICE PROVIDER

PURPOSE:

The purpose of this policy is to establish guidance on communication practices between the service provider and The Oahu Workforce Development Board (OWDB) Workforce Innovation and Opportunity Act ("WIOA") monitoring agency- Hawai'i Department of Labor and Industrial Relations ("DLIR") Workforce Development Division ("WDD") to require all communication between both parties to be facilitated through the OWDB.

BACKGROUND:

As local boards must have policies and procedures that may be more stringent than the State's policies. The direct communication between DLIR departments WDD and WDC and the service provider poses the risk of inconsistent communication and misinterpretation of policies or programmatic guidance.

POLICY:

Generally, most communication originating from WDD intended to reach OWDB's service provider shall be routed through OWDB. Likewise, most communication originating from the service provider designed to reach WDD shall be routed through OWDB (see *Exceptions* below). All communications shall be made in writing- either via email or memorandum and sent to OWDB.

. EXCEPTIONS:

The following are approved exceptions to this policy:

- Social conversations;
- Discussions or scheduled operational meetings with OWDB staff;

- Discussions pursuant to attendance at OWDB committee or full board meetings; and
- Discussions pursuant to attendance at workforce development-related special events or gatherings.

ACTION:

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

INQUIRIES:

For inquiries regarding this policy, please contact Harrison Kuranishi, Executive Director, Oahu Workforce Development Board at 808-768-7790 or h.kuranishi@honolulu.gov.



Harrison Kuranishi
Executive Director