

MAUI COUNTY WORKFORCE DEVELOPMENT BOARD
(MCWDB)
MEETING MINUTES
June 19, 2019
9-11:00 A.M.
MAUI ECONOMIC OPPORTUNITY, INC., Mahalani Street,
Wailuku, Conference Room 2

MEMBERS PRESENT: Leslie Wilkins, Kay Fukumoto, Cristina Schenk, Kevin Kimizuka, Karen Hanada, Kyoko Kimura, Shirley Rawlins, Kurt Ginoza, Ray Shimabuku, Deanna Garcia, Grant Wilson

MEMBERS ABSENT: Debbie Cabebe, Bob Johnston, Bill Kamai, Kwanza Woodson, Harrilyn Kameenui, Stephen West

OTHERS IN ATTENDANCE: Lee Ah Yen, MCWDB ED; Linda Puppolo, MCWDB Fiscal Specialist; Karen Arakawa, American Job Center Manager; Leilani Kepler, Alu Like Partner

A. CALL TO ORDER

1. Chair Wilkins called the meeting to order at 9:05 A.M.
2. Quorum is established.

B. INTRODUCTIONS

1. All present at the meeting introduced themselves to the group.
Chair Wilkins welcomed Cristina Schenk's new baby, Everett, to the MCWDB Family.

C. CALL FOR PUBLIC TESTIMONY

1. No members of the public were present.

D. REVIEW AND APPROVAL OF MINUTES

Chair Wilkins asked members present to review the minutes of the March 12, 2019 MCWDB Meeting Minutes.

1. ***Motion to accept the minutes as presented was made by K. Ginoza and seconded by C. Schenk. Minutes as circulated were adopted to the file.***

E. REPORTS OF STANDING COMMITTEES

- a. Chair Wilkins stated that the Committees have authority over their areas of oversight and are authorized to approve submitted items having the full weight of the Board of Directors.

- b. Youth Committee – (Minutes attached)
 - a. Youth Committee Chair D. Garcia presented a status report on the Committee that the Committee met on June 4, 2019. Those present were Deanna, Lee and Kay.
 - b. The Committees discussed recent resignations from the Ku’ina program on May 31, 2019.
 - c. Chair Garcia stated that Ku’ina is working on filling vacant positions
 - d. Chair Garcia stated that the Committee discussed the Federal Monitoring and the documentation problems of Ku’ina.
 - e. It was also reported that the PY18 contract was not fully executed.

- c. Governance Committee- (Minutes attached)
 - a. Governance Committee Chair K. Kimura presented a status report on the Committee.
 - b. The Committee reviewed draft policies and procedures
 - c. Conflict of Interest
 - i. Chair Kimura presented the Conflict of Interest Policy to the members with the acknowledgment that it had been previously approved by the full Board.
 - d. ITA Policy
 - i. Chair Kimura presented the ITA Policy to the MCWDB.
 - ii. ***Motion to approve the Individual Training Account (ITA) was made by K. Kimura and seconded by D. Garcia. Motion is adopted unanimously.***
 - e. Monitoring and Oversight Policy
 - i. Chair Kimura presented the Monitoring and Oversight Policy to the MCWDB.
 - ii. ***Motion to approve the Monitoring and Oversight Policy was made by K. Kimura and seconded by R. Shimabuku. Motion was carried unanimously.***

- d. Program Monitoring Committee – (Minutes Attached)
 - i. Program Monitoring Committee Member, C. Schenk presented a status report to the members in the absence of Program Monitoring Committee Chair D. Cabebe. In attendance at the Program Committee was D. Cabebe, C. Schenk and L. Puppolo.

- ii. The group discussed Youth Program Committee turn-over of employees and future contract negotiations.
 - iii. K. Hanada stated that the UH Ku'ina Program was advancing the funding until the contract is executed.
- e. Sector Strategies & Employer Engagement Committee- (Minutes Attached)
 - i. Committee Member L. Wilkins presented a status report on the Committee in the absence of Committee Chair Bob Johnston. Those in attendance at the Sector Strategies & Employer Engagement Committee were the following members; B. Johnston, B. Kamai, L. Wilkins, K. Ginoza (for a short time) and L. Puppolo.

F. UNFINISHED BUSINESS

- a. Eligible Training Providers
 - i. Chair Wilkins began the discussion stating that presently the Maui ETP has been started but the need is to have more ETP Providers. She stated that it is the Board responsibility to boost the lists and asks members to network in their own work communities to find new providers.

G. NEW BUSINESS

- a. American Job Center Certification
 - a. Chair Wilkins began the discussion about the status of the AJC with the need for the certification of the AJC which is pending.
 - b. Chair Wilkins stated that the Memorandum of Understanding (MOU) is in place and that is the first step in the certification process.
 - c. Chair Wilkins stated the Maui is the first AJC in the state to have an Infrastructural Funding Agreement (IFA) and the AJC has collected over \$9,000 from the partners for the quarter of April- June 2019 for the support of the AJC.
 - d. Discussion ensued about the steps to becoming a certified AJC.

- b. Vista Volunteer
 - a. Chair Wilkins announced to the members that MCWDB has received approval of a full-time Vista Volunteer to serve both the MCWDB Staff with the development of policies (3 days per week) and to help at the AJC (2 days per week).
 - b. The tentative start date of the Vista Volunteer is July 24, 2019

H. STATUS UPDATES

- 1. Adult & Dislocated Worker Program Partner
 - K. Kimizuka, Workforce Development Division, (WDD) presented a status report and their new Intensive Outreach Program.
 - a. To increase outreach efforts, Sonya Spring began servicing Ka Hale A Ke Ola Homeless Shelter once a month and meets with First to Work Program weekly.
 - b. Not all served at the Shelter could present enrollment documents under WIOA which is the biggest barrier to enrollment in the Adult and Dislocated Worker Programs even though they are targeted populations.
 - c. K. Hanada expressed that the Board might create a policy about documentation to help targeted populations to become enrolled in the absence of some of these documents.
 - d. K. Kimizuka stated that documentation is the largest challenge to actual enrollment but that they serve targeted populations anyway but that is the exact reason why the numbers appear so low in these programs. He further stated that they interview about fifty people weekly but they often cannot overcome the documentation barrier to the program.
- 2. Youth Program Partner
 - K. Hanada presented the status report due to the resignation of the Program Director of the Ku'ina Program.
 - a. Continuity of staffing has been the problem with the program.
 - b. Monitoring had less issues than previously thought.
 - c. Documentation is also a barrier in this program.
 - d. Releasing information without a waiver between partners and developing a procedure to ensure the same compliance, (a 4140 on file) across programs, would help partners to de-Silo and reduce barriers for AJC customers.
 - e. K. Hanada stated that templates could be created to be used and shared amongst partners with a single sign-on one intake process that meets every partner's criteria.
 - f. K. Hanada suggested that SNAP could be connected also.

- g. It was suggested that more networking on internships with businesses is needed.
 - h. K. Hanada stated that there currently is no contract in place and that she has requested a two-month extension on funding from the University of Hawaii to cover expenses until a contract is signed and payments are secured for the program to ensure continuity.
3. Maher and Maher Final Report
- Chair Wilkins stated that there were twenty participants in this workshop and the Final Report for this workshop is included in the Board Packet. The Trainers provide technical assistance to Workforce Development Boards.
4. Business Frame Work- Final Report
- a. Chair Wilkins expressed that there will be a strategic planning tactical session in the fall to develop a Business Frame Work and that they are looking at pilot programs.
 - b. Chair Wilkins stated that she welcomes suggestions on what to discuss.
5. Hawaii State Workforce Development Council
- a. Chair Wilkins stated that she would like to bring Mr. Faustino Dagdag to Maui to highlight the report he gave to the WDC.
 - b. Chair Wilkins stated that the WDC Committees are really active at the state level. She stated the intention to connect the MCWDB Committees with the State Committee Chairs.
 - c. Chair Wilkins stated that there is a discussion state-wide about regionalizing the Boards with State oversight and to not continue Neighbor Island Boards. She further states that the purpose of WIOA is to drive decision making to local communities.
6. AJC Update
- a. K. Arakawa stated that there is a schedule for all Partners every week in place.
 - b. K. Arakawa states that they are working toward AJC Certification.
 - c. She also stated that they are working on AJC Guidelines (Policies & Procedures).
 - d. Chair Wilkins stated that she would get the Guidelines for the Oahu AJC for K. Arakawa to use.
 - e. K. Arakawa stated that the AJC had their first Job Fair. Eighteen people were hired by Southwest Airlines.

- f. K. Fukumoto explains to the members that the AJC must decide to move or sign a lease for one year.

7. Fiscal Update

- a. ED Lee Ah Yen presented the status of the Fiscal accounts included in the Board Member packets and informed the members that Program Year 2017 closes on June 30, 2019.
- b. ED Lee Ah Yen stated that there was a monitoring of programs on June 10-12th, 2019

I. ANNOUNCEMENTS

- a. The next Board Meeting is set for September 11, 2019
- b. Chair Wilkins told the Board that she has ordered a copy of the new Workforce Development Funding Guidelines brochure and will distribute it to members at the September meeting.
- c. Chair Wilkins thanks MEO for the coffee and the meeting space.

J. ADJOURNMENT

- a. Chair Wilkins adjourned the meeting at 11:20 a.m.