

PUBLIC NOTICE
MAUI COUNTY WORKFORCE DEVELOPMENT BOARD (MCWDB)
COUNTY OF MAUI
MEETING MINUTES

The Maui County Workforce Development Board met on Tuesday, September 24, 2019 from 9:00 a.m. at Maui Economic Opportunity, Inc., Classroom 2, 99 Mahalani Street, Wailuku, HI 96793.

PRESENT: *Leslie Wilkins, Cristina Schenk, Kay Fukumoto, Kyoko Kimura, Michelle Bruce, Kurt Ginoza, Karen Hanada, Kevin Kimizuka, Michael Rembis designee (Jim), Ray Shimabuku, Cyrus Kodani, Grant Wilson, and Kwanza Woodson*

ABSENT: *Debbie Cabebe, Deanna Garcia, Kimo Falconer, Bob Johnston, Bill Kamai, and Kimo Falconer*

STAFF PRESENT: *Linda Puppolo, MCWDB Executive Director and Karen Arakawa, American Job Center Manager (AJC)*

STAFF ABSENT: *Lee Ah Yen, Fiscal/Admin Specialist*

OTHERS PRESENT: *Keku Deponete, Ku'ina Program and Jerrie Sheppard, Maui County Corporation Counsel*

1. CALL TO ORDER

a. Chair L. Wilkins called the meeting to order at 9:01 a.m.

2. INTRODUCTIONS

a. Board Chair L. Wilkins thanked new ED L. Puppolo for stepping into the role of Executive Director due to the necessity of L. Ah Yen to go on family leave.

b. Board Chair L. Wilkins welcomed everyone and asked them to introduce themselves.

3. CALL FOR PUBLIC TESTIMONY

a. No public testimony was offered.

4. REVIEW AND APPROVAL OF MINUTES of June 19, 2019 (action)

a. K. Ginoza made a motion to adopt the June 19th, 2019 minutes as presented.

b. K. Kimura seconded the motion.

c. The motion passed unanimously.

5. REPORTS OF STANDING COMMITTEES

a. Executive Committee

- i. ***Chair L. Wilkins explained to the group that the Executive Committee had reviewed and approved the Budget re-allocations and Job Descriptions previously.***
- ii. **Review & Approval of PY18 Supplemental Budgets (action)**
 1. ***K. Woodson made a motion to adopt in principle the proposed PY18 Budget re-allocation with latitude to make non-substantive changes to re-align budget to account for changes that are under 10% per the Workforce Development Council procedures.***
 2. ***K. Kimizuka seconded the motion***
 3. ***Upon discussion, ED L. Puppolo explained that the budget reflected HireNet expenditures that were paid directly by the Workforce Development Council and would no longer be a MCWDB expense.***
 4. ***Motion passed unanimously.***
- iii. **Review & Approval of PY19 Budgets (action)**
 1. ***K. Fukumoto made a motion to approve the PY19 Budget and Annual Plan with latitude to have editorial non-substantive corrections by the WDC.***
 2. ***K. Woodson seconded the motion.***
 3. ***Upon discussion, ED L. Puppolo explained that there were typos and corrections to the Annual Plan and Budgets submitted but that the WDC had generated contracts because they were non-substantive.***
 4. ***The motion passed unanimously.***
- iv. **Review & Approval of Job Descriptions (action)**
 1. ***Chair L. Wilkins requested a group vote based on the Executive Committee's recommendation to approve the Job Descriptions for the Executive Director and Fiscal/Admin Specialist positions.***
 2. ***Upon discussion, K. Kimura questioned the structure of the staff.***
 3. ***The Job Descriptions were approved unanimously.***

b. Youth Committee

- i. **Review of Youth Program Monitoring Report Plan (action)**
 1. ***In the absence of Committee Chair, D. Garcia, Committee Member K. Fukumoto directed the group to their binders for the details of the Youth Committee Meeting held on August 8th, 2019.***
 2. ***A motion was made to accept the Committee Report by K. Kimizuka and seconded by K. Ginoza.***

3. *The group discussed the audit of UH Ku'ina files; the deficiencies and responses to the Monitoring Report for the Youth Program including disallowed costs; missing EEO documents in a few files; and the general disarray in file structure.*
4. *ED L. Puppolo presented the corrections that were already made in the EEO document compliance and file structure that brought Ku'ina back into compliance.*
5. *ED L. Puppolo explained the disallowed costs and Chair L. Wilkins spoke to the monitoring response plan to retroactively approve Eligible Training Providers and definitions in the Local Plan that would bring the disallowed costs into compliance to allow petitioning to request these costs be allowed.*
6. *The group unanimously approved the motion.*

c. Governance Committee

- i. Review of Local Plan revisions and program definitions. *(action)*
 1. *K. Kimura addressed the review of the revisions to the Local Plan and development of the MCWDB Policy & Procedures Manual draft.*
 2. *K. Kimura made a motion to accept the Local Plan definitions as approved by the Governance Committee and K. Kimizuka seconded the motion.*
 3. *The group approved the motion unanimously.*
- ii. Review of MCWDB Policy & Procedures Manual *(action)*
 1. *K. Kimizuka made a motion to approve the draft of the MCWDB Policy and Procedures Manual with the understanding that it is a working document that will have continued development and K. Ginoza seconded the motion.*
 2. *The motion is approved unanimously.*

d. Program Monitoring

- i. Review of Adult & Dislocated Worker Monitoring Report Plan *(action)*
 1. *In the absence of Program Committee Chair, D. Cabebe, K. Hanada made a motion to approve the Adult & Dislocated Worker programs' monitoring plan response plans and C. Schenk seconded the motion.*
 2. *ED L. Puppolo explained that there was an adoption of an Inter-agency form to allow one collection of essential documents to facilitate a more seamless co-enrollment process which will lower the cost per participant for the Adult Program as a correction to the monitoring deficiencies. She also stated that the response plan was*

already making a difference in enrollment numbers.

3. *The motion to approve the Monitoring Report Plan was approved unanimously.*

e. Sector Strategies & Employer Engagement Committee

i. Eligible Training Provider & Career Advancement Provider Lists
(action)

1. *In the absence of B. Johnston, Sector Strategies & Employer Engagement Committee Chair, K. Ginoza made a motion to accept the monitoring report response plan to address ETP List deficiencies and K. Woodson seconded the motion.*
2. *ED L. Puppolo stated that the applications for over thirty additions to the Eligible Training Provider List were being processed and should be complete in October to address the deficiencies in the monitoring report.*
3. *The motion to support the monitoring report response plan passed unanimously.*

6. UNFINISHED BUSINESS

a. Business Frame Work- Final Report Update – Chair Leslie Wilkins

- i. *Chair Wilkins announced that the Hawaii State Workforce Development Council Final Business Frame Work Plan is available for review on the link in (6.a.ii).*
- ii. <https://labor.hawaii.gov/wdc/files/2019/06/Final-Combined-Hawaiis-Statewide-Business-Services-Framework-Plan-06.13.19.pdf>

b. American Job Center Certification Planning- AJC Manager, Karen Arakawa

- i. *AJC Manager K. Arakawa stated that the Certification of the American Job Center is under way with the target for completion of the AJC Certification being June 30, 2020.*

c. Vista Volunteer- ED, Linda Puppolo

- i. *ED L. Puppolo told the group that a Vista Volunteer had been selected and was due to begin on November 12th, 2019.*

7. NEW BUSINESS

a. Rapid Response Plan

- i. *ED L. Puppolo explained that the contract for Rapid Response was on hold because there were problems with the Rapid Response MOA and that it was in the State Attorney General's Office for revisions.*

b. Request for Proposals

- i. ***ED L. Puppolo told the group that the RFP for the Adult & Dislocated Programs was issued on September 18th, 2019 and that the proposals are due on October 18th, 2019.***

c. Status Updates

i. Hawaii State Workforce Development Council (WDC) Update

1. ***Chair Wilkins gave an update on the Workforce***

Development Council meeting on 9/12/19 as follows:

- a. ***Martha Ross has been contracted by the WDC to write the State-wide Strategic Plan for years 2020-2024 and will be holding a Stakeholder meeting soliciting input in every county in the State of Hawaii.***
- b. ***ED L. Puppolo stated that the WDC has asked the MCWDB to re-write the beginning of the present Maui County Local Plan (2017-2020) and Ms. Ross will be making a proposal in the near future to assist with that re-write.***
- c. ***Chair Wilkins asked L. Puppolo to do a “Doodle Poll” of dates in January for the MCWDB Members to review the new State-Wide Strategic Plan.***

ii. AJC Update- AJC Manager, Karen Arakawa

1. ***AJC Manager, K. Arakawa updated the MCWDB***

Members on some of the activities at the AJC as follows:

- a. ***Maui Brewing Company is planning Job Fairs on some Fridays***
- b. ***UniSEA will be conducting a Job Fair at the AJC on October 4th, 2019.***
- c. ***Alu Like Partner is temporarily only available by phone from Oahu until recruitment of a new Maui person in December.***
- d. ***K. Arakawa attended Language Access Training on 9/13/19 to make a more seamless process for English Language Learners.***
- e. ***The AJC Partner meetings are held on the first Thursday of every month from 9-11 am at the American Job Center and every month there is a partner services presentation to educate all the partners on the program services of all the partner participants.***

- iii. **Adult & Dislocated Worker Programs Update- Kevin Kimizuka, WDD**
 - 1. ***WDD Maui Division Manager, K. Kimizuka gave an update on the increased participant numbers of the Adult and Dislocated programs due to the new Inter-Agency form and co-enrollment with the UH Ku'ina Program.***
 - 2. ***K. Kimizuka also gave a report on the monitoring deficiencies that have already been corrected and the plan that has been developed by the monitoring response team of ED L. Puppolo, UH Ku'ina Program, K. Deponte, and WDD's K. Kimizuka.***
 - 3. ***K. Kimizuka spoke in unison with K. Ginoza and ED L. Puppolo in addressing the suggestion of the Sector Strategies & Employer Engagement Committee that a Basic Employment in the Workplace type of class and an Intro to Management class be created to assist employers in new employee orientation and identifying possible advancement of their existing employee base to management positions.***

- iv. **Ku'ina Youth Program Update- Manager, Keku Deponte**
 - 1. ***UH Ku'ina Program Manager, K. Deponte, gave an update as to his personal development in his position with the assistance of other MCWDB Members, ED L. Puppolo and other AJC Partners.***
 - 2. ***K. Deponte spoke to the importance of the monitoring report response planning and the co-enrollment process with WDD's Adult Program.***
 - 3. ***K. Deponte reported 62 Youth were enrolled in the Ku'ina Program and several had been waiting for new providers to be added to the ETP list.***
 - 4. ***He also reported that the case load was very difficult for a half-time position.***

- d. **Fiscal Update – MCWDB Staff**
 - i. **Close-out for PY17**
 - 1. ***In the absence of Fiscal/Admin Support Specialist, L. Ah Yen, ED L. Puppolo asked the members to review the report sent to the Board by Specialist Ah Yen that shows that \$73,239 was returned back to the State in Program Year 17 (July 1, 2017 to June 30, 2019).***

- ii. Update for PY18
 - 1. *The Fiscal Specialist's report also included Program Year (July 1, 2018 to June 30, 2020) which showed unspent funding of \$483,730 (as of July 31, 2019).*
 - 2. *ED L. Puppolo stated that is why a PY18 Budget re-allocation that was approved by the Executive Committee and the MCWDB was necessary and that would be completed and sent back to the Executive Committee as soon as fiscal documents became available.*

8. ANNOUNCEMENTS

- a. Board Meeting Schedule meetings were announced as follows:
 - i. Wednesday, December 11th, 2019
 - ii. Wednesday, March 11th, 2020
 - 1. *Corrected by Board Chair, L. Wilkins*
 - iii. Wednesday, June 10th, 2019
- b. **A list of WIOA related meetings and workshops was announced by ED L. Puppolo (attached)**

9. ADJOURNMENT

- a. *Chair L. Wilkins adjourned the meeting at 11:40 a.m.*

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DATES TO REMEMBER

SEPTEMBER 26, 2019	UH PRESENTATION ON PERKINS LOAN PROGRAM AMERICAN JOB CENTER 1:00 PM – 2:00 PM
SEPTEMBER 30, 2019	FINAL MONITORING REPORT RESPONSES DUE
OCTOBER 11, 2019	WDC VISTA VOLUNTEER KEANA POLICY INFRASTRUCTURE MEETING – OFFICE OF ECONOMIC DEVELOPMENT & AJC
OCTOBER 18, 2019	AUDIT OF WDD PROGRAM AND FISCAL
OCTOBER 22, 2019	COUNTY WORKFORCE DEVELOPMENT BOARD EXECUTIVE DIRECTOR MEETING- HILO
OCTOBER 28, 2019	VISTA VOLUNTEER START DATE
NOVEMBER 12, 2019	WIOA PROGRAM STAKEHOLDERS INPUT MEETING FACILITATED BY WDC CONSULTANT, MARTHA ROSS AMERICAN JOB CENTER 12:30 PM – 4:30 PM
NOVEMBER 14, 2019	WIOA QUARTERLY REPORTS DUE
NOVEMBER 18, 2019	FEDERAL MONITORING OF ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS FOR EEO COMPLIANCE
DECEMBER 11, 2019	MAUI COUNTY WORKFORCE DEVELOPMENT BOARD MEETING AMERICAN JOB CENTER – 9:00 AM – 11:00 AM