

PUBLIC NOTICE
MAUI COUNTY WORKFORCE DEVELOPMENT BOARD (MCWDB)
COUNTY OF MAUI
MEETING MINUTES
Wednesday, December 11, 2019

RECEIVED

2020 JAN 21 PM 1:21

OFFICE OF THE
COUNTY CLERK

PUBLIC NOTICE was given to persons interested in the program activities related to the Workforce Innovation and Opportunity Act (WIOA) that the Maui County Workforce Development Board would be meeting on Wednesday, December 11, 2019 from 9:00 a.m. to 11:00 a.m. at the American Job Center, Maui Mall, 70 E. Kaahumanu Avenue, Kahului. The purpose of the meeting of the Maui County Workforce Development Board included, but was not be limited to, the following issues:

BOARD MEMBERS IN ATTENDANCE: Leslie Wilkins (Chair), Cristina Schenk (Vice-Chair), Deanna Garcia, Debbie Cabebe, Kevin Kimizuka, Kurt Ginoza, Bill Kamai, Michael Rembis, Cyrus Kodani, Karen Hanada, Kay Fukumoto, Grant Wilson

BOARD MEMBERS ABSENT: Shirley Rawlins, Kyoko Kimura, Kwanza Woodson, Kimo Falconer, Ray Shimabuku, Bob Johnston, Michelle Bruce

OTHERS PRESENT: Jerrie Sheppard, Maui County Deputy Corporation Counsel, James Diegel, Maui Health System-Kaiser Permanente, Keku Deponte, UH Ku`ina Program Manager, Karen Arakawa, American Job Center Manager, Scarlett Munoz-Perez, MCWDB Vista Volunteer, and Linda Puppolo, MCWDB Executive Director

OTHER ABSENT: Lee Ah Yen, MCWDB Fiscal Specialist (excused)

1. CALL TO ORDER
 - a. *The meeting was called to order at 9:05 am*
2. INTRODUCTIONS
 - a. *Chair L. Wilkins asked the group to introduce themselves to the group.*
3. CALL FOR PUBLIC TESTIMONY
 - a. *No members of the public came forward*
4. REVIEW AND APPROVAL OF MINUTES of September 24, 2019 (*action*)
 - a. *A motion was made to adopt the minutes from the September 24, 2019 MCWDB Meeting and the motion was passed unanimously by the Board.*
5. REPORTS OF STANDING COMMITTEES
 - a. **Executive Committee - No meeting this quarter**

- b. Youth Committee & Program Committees Joint Meeting on Monitoring Report response remedies (*action*)
1. *K. Hanada asked the Board to consider providing some assistance on disallowed costs for the Ku'ina Program due to disarray of the Eligible Training Provider List.*
 2. *Chair Wilkins explains the importance of the ETP list to the members and the process of how providers are added to the list; including that the provider suggestions must come from the AJC Partners and WIOA Providers themselves.*
 3. *ED, L. Puppolo tells the Board that from August to December the training provider list went from three providers to thirty-three providers.*
 4. *The Youth Committee Chair D. Garcia spoke in reference to the joint meeting of the Program and Youth Committees that was held on Wednesday, December 4, 2019 and the group informed the Board that they were suggestion that the County and University of Hawaii share the disallowed costs of approximately \$6,000, if possible.*
 5. *OED Director, K. Fukumoto said she can only make the suggestion but it needs to go through the process.*
 6. *Corporation Counsel, J. Sheppard took a minute to provide the Board with information as follows:*
 - a. *the reason the Board does not have a Corporation Counsel representative assigned to MCWDB is because it is not recognized under Chapter 2 of the Maui County Code and she explained the process to become a Board recognized by Chapter 2 of the Maui County Code;*
 - b. *J. Sheppard also explained the structure of the Sunshine Law requirements of Committee meetings to the members. Committee reports must be reported at the Board meetings following the Committee meeting but findings cannot be acted upon until the next subsequent meeting of the MCWDB;*
 - c. *J. Sheppard also advised to ensure with any revisions to the By-Laws regarding Committee structure that all the mandates in the TEGs are addressed in the descriptions of the Committees;*
 - d. *J. Sheppard explained to the MCWDB that the fiscal liability of disallowed costs for the University of Hawaii is the responsibility of the University of Hawaii as per the contract;*

- e. *Chair Wilkins requested all Committee postings follow the Sunshine Law also until an opinion is rendered by Corporation Counsel as per request of ED L. Puppolo;*
- f. *Chair Wilkins asked for a recommendation from the Committee to be acted on at the next Board meeting regarding the By-Law Revision to the Program and Youth Committee;*
- g. *Program Committee Chair D. Cabebe recommended that Board Members not do the Monitoring going forward and Chair Wilkins agreed that possibly contracting the monitoring would be something that the Board should explore;*
- h. *Chair Wilkins stated that the intent would be to setup a Finance Committee to give the Board fiscal transparency. The By-Law Revisions will be an action item at the next Board Meeting;*
- i. *Chair Wilkins asked for a volunteers for both the State-wide Employer Engagement and Performance Measures and Accountability Committee with all expenses paid for meetings on Oahu.*

c. *Governance Committee – No meeting this quarter*

d. *Sector Strategies & Employer Engagement Committee – No meeting this quarter*

6. UNFINISHED BUSINESS

a. *Rapid Response Planning, Linda Puppolo*

- i. *L. Puppolo informed the group that the Rapid Response program that began on July 1, 2019 is still awaiting a contract from the Hawaii Workforce Development Council and the Attorney General's office to be able to begin the program and to secure the funding of \$64,806 which will expire on 6/30/20.*
- ii. *Chair Wilkins asked L. Puppolo if this program was a one-year funding award and L. Puppolo informed the group that it is a two-year program with the first year being 7/1/19-6/30/20 and the second year for another \$64,172 from 7/1/20-6/30/21.*

b. *Request for Proposal Award, Leslie Wilkins*

- i. *Chair Wilkins informed the Board the Adult & Dislocated Worker Program services did go out to RFP. Members of the Executive Committee and this body did score and award the contract and award the contract to Goodwill Industries Hawaii, Inc.*

- ii. *Chair Wilkins stated that Workforce Development Division has agreed to a no-cost extension to February 28, 2020 and is committed to a smooth transition.*
 - iii. *Chair Wilkins thanked WDD for their service and commitment to a smooth transition and continued working relationship as the Wagner-Peyser Program at the American Job Center.*
- c. EEO Audit, Kevin Kimizuka & Keku Deponte
- i. *K. Kimizuka and K. Deponte informed the Board that both programs passed the EEO Audit on November 15, 2019 and the program EEO files and systems are in good order.*
- d. Maui Nonprofit Director Association Presentation. The Team
- i. *Chair Wilkins and D. Cabebe (members of the Maui Nonprofit Directors Association) congratulated the Team of Karen Arakawa, Keku Deponte, Kevin Kimizuka, Sonjia Spring, Scarlett Munoz-Perez and Linda Puppolo that presented the Workforce Development System Powerpoint and Referral Project to the sixty members of the Maui Nonprofit Directors Association.*
- e. Website Update, Linda Puppolo
- i. *ED, L. Puppolo announced that her work on the website update was near completion and urged members to go on mauicounty.gov –Office of the Mayor- Office of Economic Development- Workforce Development System to view the update.*

7. NEW BUSINESS

- a. Status Updates
- i. Hawaii State Workforce Development Council Update, Leslie Wilkins
 1. *Maui is represented by Chair Wilkins, representing the MCWDB and K. Fukumoto, representing the Mayor.*
 2. *Chair Wilkins spoke about the Board Engagement Strategic Planning session at the last meeting. Chair Wilkins was impressed with the public relations planning company, Olomana Lewis.*
 3. *Chair Wilkins expressed that she is hopeful that the MCWDB will have a strategic planning session in the near future to keep us in alignment with the state plan and allowing it to be personalized to reflect the needs of Maui County.*
 4. *Allicyn Tasaka has been retained as Executive Director of the Workforce Development Council.*
 5. *Chair Wilkins will attend the National Governors Convention as a representative of the WDC in February.*

6. *Chair Wilkins thanked all those he attended the Maui Stakeholders meeting in November.*
- ii. **AJC Update- AJC Manager, Karen Arakawa**
 1. *Representatives from the Census Bureau is still recruiting through the AJC.*
 2. *MedCerts did a presentation about all their classes on the ETP List and they are looking for clinical practice sites in the company.*
 3. *Scarlett is working on the website for the AJC.*
 4. *The team is working on the AJC Certification*
 5. *In 2021, the AJC will move to the second floor of the new County building on Ho'okele Street in Kahului.*
 - iii. **Adult & Dislocated Worker Programs Update- Kevin Kimizuka, WDD**
 1. *Chair Wilkins thanks the Workforce Development Program for the improvements in the numbers of the Adult and Dislocated Worker Programs.*
 2. *K. Kimizuka told the group that the program has 15 Adult and 41 Dislocated Worker participants at the end of November.*
 3. *K. Kimizuka stated that the recruitment now is difficult in the transition but he is committed to a smooth transition.*
 4. *K. Kimizuka stated that there is a waiver for the AJC to allow it to be an affiliate site for the Molokai Center and wondered how that would work going forward. Chair Wilkins committed to working with WDD to ensure this waiver is in effect going forward.*
 - iv. **Ku'ina Youth Program Update- Manager, Keku Deponte**
 1. *K. Deponte thanked Kevin for all the assistance in coaching him with the concepts of the WIOA Program.*
 2. *K. Deponte stated that he is currently at sixty-one participants and that he is boosting the OSY numbers due to co-enrollment with the Adult Program.*
 3. *K. Deponte stated that the process of updating his EEO process and forms in preparation of the EEO Audit. He is working on it to be electronica and can be digitally signed.*
 4. *K. Deponte stated the ED L. Puppolo has been assisting in upgrading and managing the fiscal reporting.*
 5. *K. Deponte stated that he is increasing outreach Child and Adolescent Mental Health Division and will be networking to work with children with disabilities. Also, the Hawaii Technology Academy which has a diverse group which may qualifying for the Work Experience*

Program.

6. ***K. Deponte has been asked to represent the Veteran's on the Hawaii Veteran's Council.***
 7. ***K. Deponte has moved from an FTE .50 to FTE .75 to allow him more time to work in the program.***
- v. Vista Volunteer Update, Linda Puppolo and Scarlett Munoz-Perez
1. ***Vista Volunteer, Scarlett Munoz-Perez reported to the Board her progress in her position citing the following accomplishments:***
 - a. ***assistance in the completion of a Powerpoint Presentation of the Maui County Workforce Development System;***
 - b. ***work on the new American Job Center website is close to completion;***
 - c. ***distribution of three brochures, (one for the American Job Center, one for Job Seekers, and one for Businesses), for review and comment by the members.***
 - d. ***distribution of a customer satisfaction survey for review and comment by the members.***
- vi. Stakeholders Workshop Report. Linda Puppolo
1. ***L. Puppolo distributed the notes and the final report of the Stakeholders Meeting for the Strategic Planning of the new State-wide Plan for the members and relayed that the meeting held on November 12th, 2019 was well attended and with a great diversity of participants.***
- vii. Language in the Workforce Workshop, Linda Puppolo
1. ***L. Puppolo reviewed her attendance at the Language in the Workforce Workshop citing the new Federal Certificates of Bi-Literacy opportunities that will be forthcoming in the next months.***
- b. Opportunities for the Board and AJC Partners
- i. SMART 3.0 Hawaii Financial and Grant Management Training, January 28, 29 and 30 from 9am – 4:30pm, DLIR's Conf. Rm 310
 1. ***L. Puppolo invited members to a three day all expenses paid workshop on Oahu about Financial & Grant Management Training and asked that any member interested please contact her directly.***
 - ii. **NEEDED:** MCWDB Member to serve on the Workforce Development Council Performance Measures & Accountability Committee – quarterly Oahu meetings with all expenses paid

1. ***Chair Wilkins requested that if any member would like to be on the state-wide Performance Measure & Accountability Committee to please let her know directly.***

c. Fiscal Update – MCWDB Staff

- i. Update for PY18
 1. ***L. Puppolo reviewed the PY18 budget vs. actual variances for each program.***
- ii. Update for PY19
 1. ***L. Puppolo informed the members that the Local Administration account was almost depleted for PY18 and PY19 would probably begin to be used in January.***
- iii. Basic Budget & Program Grant Management Workshop
 1. ***L. Puppolo included the Budget & Program Grant Management Workshop notes for the members' review.***

*****NOTE: At this time, Chair Wilkins stated to the Board of Directors that the Agenda Item, Announcements, would be taken out of order and addressed before the Executive Session and that the Board would adjourn immediately after the Executive Session.***

d. EXECUTIVE SESSION (only Board Members)

- i. ***Chair Wilkins and the members agreed to go into Executive Session at 10:35 am.***

8. ANNOUNCEMENTS

a. Board Meeting Schedule as follows:

- i. Wednesday, March 11th, 2020
 1. ***Chair Wilkins cancelled the meeting on March 11, 2020 and requested that ED, L. Puppolo, conduct a Doodle Poll to request the best accelerated date in February for the Board Members to attend.***
- ii. Wednesday, June 10th, 2020
 1. ***Chair Wilkins stated that this meeting may also may have an accelerated date.***

9. ADJOURNMENT

- a. ***Chair Wilkins adjourned the meeting directly after the Executive Session at 11:00 am.***

***** NOTE:*** Please note that agenda items may be taken out of order as deemed necessary by the Board. Persons with questions concerning this Maui County Workforce Development Board meeting, or with requests for special accommodations, may contact the Office of Economic Development (OED):

County of Maui, Office of Economic Development
2200 Main Street, Suite 305
Wailuku, Maui, Hawaii 96793
Telephone: (808) 270-7709
FAX: (808) 270-7995

DRAFT