

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

PUBLIC NOTICE was hereby given to persons interested in the program activities related to the Workforce Innovation and Opportunity Act (WIOA) that the Maui County Workforce Development Board held a meeting on Thursday, November 5th, 2020 from 10:30 a.m. to 12:30 p.m. online via BlueJeans link <https://mauibluejeans.com/562527122> Meeting ID 562527122

Public Testimony may also be emailed to: linda.puppolo@mauicounty.gov or left in outside box at 2200 Main Street, Suite 305, Wailuku, Hawaii (one day in advance).

****There was no Public Testimony submitted.**

BOARD MEMBERS IN ATTENDANCE: *Leslie Wilkins, Chair (LW), Cristina Schenk, Vice-Chair (CS), Debbie Cabebe, Chair Program Committee (DC), JoAnn Inamasu, Mayoral Liaison & Member (JI), T. Karen Hanada, Member (TKH), Kyoko Kimura, Chair Governance Committee (KK-Aston), Michael Rembis, Member (MR), Cyrus Kodani, Member (CK), Grant Wilson, Member (GW), Bob Johnston, Chair Sector Strategy & Employer Engagement Committee (BJ), Kurt Ginoza, Member (KG), Kevin Kimizuka, Member (KK-WDD)*

BOARD MEMBERS ABSENT: *Shirley Rawlins, Member (SR), Deanna Garcia, Chair Youth Committee (DG), Ray Shimabuku, Member (RS), Michelle Bruce, Member (MB), Kimo Falconer, Member (KF), Bill Kamai, Member (BK)*

STAFF IN ATTENDANCE: *Linda Puppolo, MCWD Executive Director (LP), Karen Arakawa, American Job Center Manager, (KA), Maureen Harvey, Rapid Response Coordinator (MH), Racesen Nakagawa, Economic Development Specialist (RN)*

STAFF ABSENT: *Lee Ah Yen, Fiscal Specialist (LAH)*

OTHER GUESTS: AJC PARTNERS: *Keku Deponte, UH Ku'ina Youth Program (KD), Marshall Norman, Maui Job Corps (MN)*

1. CALL TO ORDER

- a. *LW called the meeting to order at 10:39 am*
- b. *LP announced that quorum was attained with twelve members in attendance through roll call vote*

2. INTRODUCTIONS

- a. *LW requested LP to read off who was in the call*
- b. *DC, TKH, BJ and MR are leaving early, and LW used Chair's*

Prerogative to move voting items to accommodate and ensure quorum.

3. CALL FOR PUBLIC TESTIMONY

a. No Members of the Public came forward for testimony.

4. REVIEW AND APPROVAL OF MINUTES of February 12, 2020 and May 27, 2020 (**action**)

a. KK made a motion to approve meeting minutes of February 12, 2020

b. DC seconded the motion

c. Motion adopted as presented after LW asks if there are any abstentions or nay votes

d. KK made a motion to approve meeting minutes of May 27, 2020

e. KG seconded the motion

f. Motion adopted as presented after LW asks if there are any abstentions or nay votes

5. REPORTS OF STANDING COMMITTEES

a. Executive Committee Report, Leslie Wilkins (**action**)

i. Review of the PY20 Annual Plan

1. CS commends LP for the detail and transparency of the Annual Plan

2. CS makes a motion to adopt the PY 20 Annual Plan

3. KK seconded the motion

4. Motion carries after roll call vote was taken and no abstentions or nay votes, plan was adopted unanimously

5. LP informs that the WBC has adopted the plan as well

b. Finance Committee Report, Cristina Schenk (**action**)

i. Review of Fiscal Policies

ii. Review of PY18 Closeout Documents

iii. Review of Final Reports for PY18 WIOA Programs

iv. Review of PY19 Local Administration to June 30, 2020

v. Review of July PY19 WIOA & Rapid Response Fiscal Report

vi. Review of the PY20 Annual Plan Budget

vii. Review of revisions to PY19 Budgets

1. CS, as Finance Committee Chair, made a motion to approve the seven agenda items regarding fiscal policies, budgets, close out documents and final reports

2. MR seconded the motion

3. Motion is adopted unanimously after vote and no abstentions or nay votes

c. Fiscal Specialist Update, Lee Ah Yen

i. LAY is out sick so LP proceeded with the Fiscal Update

ii. CS commends LP on the detail of the financial report

d. No Committee Meetings held by the following Committees:

1. Program Committee & Youth Committees

- 2. Governance Committee
- 3. Sector Strategies & Employer Engagement Committee
- e. Proposed new Committee Structure Chart, Linda Puppolo (**action**)
 - i. ***BJ makes a motion to adopt and ratify the committee structure and appointments.***
 - ii. ***MR seconded the motion***
 - iii. ***The motion carries unanimously after vote and no abstentions or nay votes***

6. STATUS UPDATES

- a. Updates from Chair Leslie Wilkins
 - i. Hawaii State Workforce Development Council Update
 - 1. ***Received grant from USDOH, relinquished the prime to the UHCC system, Hawaii was awarded 13 Million Dollars to build work based learning in the sector strategies of Healthcare, IT, and Skilled Trade***
 - ii. Other Updates
- b. Updates from MCWDB Executive Director, Linda Puppolo
 - i. Review of Independent Monitoring of WIOA Programs
 - 1. ***Don't have the monitoring from June or July yet and will update in the next meeting***
 - ii. Youth Provider RFP awarded to UH with Contract term from July 1, 2020 to June 30, 2021
 - 1. ***There is a provisional extension for another year based on performance***
 - iii. MOU/IFA Extension to December 31, 2020
 - 1. ***Although AJC was scheduled to move into new facility in January; the move has been pushed back to April***
 - 2. ***Will look into extending both the MOU/IFA and the One Stop Operator contracts at January meeting at the suggestion of the Board***
 - iv. Disaster and Employment Grant Funding
 - 1. ***Contract is forthcoming***
 - 2. ***Awarded \$250K in services and \$50K in support services***
 - v. Sector Strategy Committees
 - 1. ***Knowledge has been instrumental in grant strategies***
 - 2. ***Suspended until January***
 - vi. Letter of Agreement for Performance Levels negotiations
 - 1. ***Signed by LW, Board Chair and Mayor Victorino and submitted to the Workforce Development Council in September of 2020***
 - vii. Integrated Resource Team
 - 1. ***Group meets bi-weekly on Fridays***
 - 2. ***AJC will be partnering with Maui United Way and the 211***

- Operator will be housed in the AJC annex*
3. *LP introduced new Staff, RN, and he will be working in OED and helping at the AJC*
 4. *LP introduced Workforce Plan, Awarded grant that gives \$50,000 in cash and \$250,000 in workforce positions*
 5. *Pilot project on Molokai to create 20 jobs through a private tech company that will be doing paid internships then hire for project work after completion*
 6. *Building H1-B grant to try to bring more opportunities for locals instead of companies hiring from the Mainland*
 7. *LW and BJ Commend LP on the thorough and detailed Workforce Plan.*
- c. Update on creation of websites: mauiamericanjobcenter.com and maucountyvirtualjobfair.com, Karen & Linda
- i. *First Website in Hawaii for the AJC and the Virtual Job Fair was created with media partner and member of the Business Engagement Team, Nicole Fisher*
 - ii. *MCVJF Launched on August 1st and was created to allow employers to a virtual platform to connect with qualified dislocated workers and to provide a portal the University of Hawaii system*
 - iii. *Employment services are free of charge to employers and candidates*
 - iv. *Over 25,000 page views and over 5,000 users since August 1st*
- d. AJC Update- AJC Manager, Karen Arakawa
1. *AJC Certification Completion*
 - i. *LW Congratulates KA for the Certification of the AJC*
 2. *AJC Status during the Covid-19 Pandemic*
 - i. *Closed to the public on March 23rd and reopened June 5th and setup reopening policy and procedures before that date*
 - ii. *Policies are in the manual and the AJC is adhering to CDC guidelines*
 - iii. *Resumed AJC Partners meetings*
 - iv. *Wagner-Peyser, Dislocated and Adult programs, DVR, and MEO are back at the AJC*
 3. Update of AJC re-location to the new Ho'okele Street Service Center
 - i. *AJC Relocation has been moved to April 2021*
 - ii. *AJC Annex Lease has been extended to March 2021*
 - iii. *AJC on a month-to-month Lease starting in January 2021*
- e. Update from Ku'ina Youth Program Manager, Keku Deponte
- i. *KD updated everyone on what has been happening in the program in regards to the Covid-19 Pandemic*
 - ii. *There has been cooperation from McKinley and UHMC due to*

- the Covid-19 Pandemic so that none of the participants have negative performance on their records*
- iii. *48 total participants, 10 new participants recruited from July through November*
 - iv. *11 ISY and 37 OSY*
 - v. *Minimum participants in new proposal is 60*
 - vi. *Co-enrolling participants in adult program, dislocated worker program, DVR, and McKinley*
 - vii. *30 Female, 18 Male, 29 between ages 14-18, 19 between the ages 19-21, and 9 that are 22-24*
 - viii. *22 Employed, 25 Unemployed. Some are receiving unemployment and some are not receiving unemployment because they are full time students or obtaining a secondary education equivalency*
 - ix. *28 Low income, 1 TANF, 1 receiving SSI, 15 SNAP, 3 Foster Children or receiving State or Local Payments, 32 live in high poverty areas and 2 Families receives free and reduced lunch*
 - x. *9 Post High School, 18 Out of school High School Drop Outs, 20 Out of School High School Graduates or equivalent*
 - xi. *10 noted as disabled, 5 English language learners, 6 single parents, 1 homeless, 5 currently pregnant or parenting youth, 42 noted that they require additional assistance to obtain employment, 24 basic skills deficient, 4 foster care, 3 out of home placement, 1 qualifies for section 477, 33 Native Hawaiian, 12 deemed substantial cultural barriers*
 - xii. *Priorities are Individuals with disabilities, parenting individuals, Individuals without a High School equivalency, skill deficient, or English Language Learners, foster youth, and those living in areas where employment is not readily available (Molokai and Lanai)*
 - xiii. *KD shared success stories about them being able to help support and service the workers in Lanai along with ILWU and OED. And a participant in the program who KD recommended to be on the WDC Youth Board because she is thriving in school as well as working in their office*
- f. Update from Adult & Dislocated Worker Programs, Chentelle Rowland, Goodwill Industries of Hawaii
 - i. *LP is reporting for CR because she is not here today*
 - ii. *367 People in Wagner-Peyser at the end of September*
 - iii. *Adult program has 29 and Dislocated worker has 36 enrolled at the end of September*
 - iv. *Already more being enrolled and getting close to the negotiated performance and it's only the first quarter*
 - v. *211 Operator, Tatiana, has been chosen and will start training in the next two weeks*
 - g. Update from Wagner-Peyser Program, RESEA, & HireNet, Kevin Kimizuka

- i. *Staff member, Karen, is working part-time on Molokai and the position is supported 50% by Wagner-Peyser and 50% UI*
 - ii. *She spends 90% of her time assisting UI Claimants*
 - iii. *Position is soon to be full-time and will still be supported 50/50 by Wagner-Peyser and UI*
 - iv. *Receiving 20 individuals a week with the RESEA program and it is currently being done over the phone due to social distancing*
 - v. *The state is currently revamping the RESEA program to make them more accessible through Zoom so they can help more people more efficiently*
 - vi. *ETF will be used to assist hotel workers and a safety plan is being worked on to ensure employee safety when returning to work*
- h. Update on Rapid Response, Maureen Harvey, Rapid Response Coordinator
 - i. *Continue to work with employers who have been issuing to the Worker Adjustment and Retraining Notification (WARN) letters*
 - ii. *Rapid Response is offering on-site services only by appointment but actively is assisting over the phone, email, and Zoom*
 - iii. *Referring both job seekers and Employers to the AJC and MVJF websites*
 - iv. *Working with ILWU on a Pilot Program for the Health and Safety Site Coordinator and it's a certified training through UH. Starting with 20 Hotel Sites*
 - v. *Each hotel will choose an incumbent employee and they will be trained virtually to be the on-site Health and Safety Coordinator*
 - vi. *The program will hopefully start within the month*
 - vii. *CK made a comment that he has spoken to other agents and knows that Grand Wailea already has an employee in mind to do the training*
 - viii. *CK informed the group that hotels are bringing back staff slowly but when unemployment ends in December there may be a large influx of Dislocated workers from the hotels seeking employment*

7. ANNOUNCEMENTS

- a. Proposed Board Meeting Schedule as follows
 - i. Wednesday, January 13th, 2020
 - 1. *Wednesday, January 13th, 2021*
 - ii. Wednesday, April 14th, 2020
 - 1. *Wednesday, April 14th, 2021*
 - iii. Wednesday, June 9, 2020
 - 1. *Wednesday, June 9th, 2021*
- b. Board Members Announcements
 - i. *The meetings stated above will be scheduled at 10:30 am and LP will send out the invitations so they can be added to the Calendar*

8. EXECUTIVE SESSION – Executive Director Annual Evaluation
 - a. *MR made a motion to move into Executive session for the purpose of evaluation of the Executive Director at 11:31 am*
 - b. *KG seconded the motion*
 - c. *Motion carries after vote*
 - d. *CS made a motion to request the Evaluation Letter for Executive Director LP will be added to her personnel file and sent to the Mayor, Director of OED and the State Workforce Development Council.*
 - e. *KG seconded the motion*
 - f. *Motion carries unanimously after vote and no abstentions or nay votes*
9. ADJOURNMENT
 - a. *LW adjourned the Board at 12:42 pm*

*****Please note that agenda items were taken out of order to ensure quorum. All items were discussed. All votes were taken with quorum present. No disabled members of the public requested assistance.***