



Hawai'i County Workforce Development Board

County of Hawai'i West Hawai'i Civic Center Community Meeting Hale
74-5044 Ane Keohokalole Highway, Building G
Kailua-Kona, Hawai'i 96740
Tuesday, August 16, 2016
10:00AM to 1:00PM

** = Action item

MEMBERS

David De Luz Jr -Chair

Jim Kennedy-Vice Chair

Donald Straney-Vice Chair

Kevin Balog

Greg Barbour

John De Fries III

Ann Ebesuno

Jason Fujimoto

Blayne Hanagami

Glenn Hashimoto

Jak Hu

Holly Ka'akimaka

Vivian Landrum

Alison Lee

Chris Manfredi

Alton Nosaka

Chad Okinaka

Debbie Perkins

Debbie Shigehara

Char Shigemura

WIOA SPECIALISTS

Michelle Arima

Sandra Goodale

SUPPORT STAFF

Chasity-Lynne DeVera

AGENDA

Call to Order

Introductions

Public Comments

Approval of Minutes

Old Business

1. One-Stop Procurement update

New Business

1. Approval of Hawai'i County Workforce Development Board Bylaws**
2. Update on the Workforce Innovation & Opportunity Act (WIOA) Local Area Plan status
3. Approval to delegate the authority to the Executive Committee to approve the Local Area Plan and report back to the Board **
4. Approval to extend Adult and Dislocated Worker Service Provider Agreements for the Program Year 2016**
5. Update on the new Workforce Development Council Eligible Training Provider Policy and decide spending limits for future participants **

Presentation – Bernadette Howard, State Director, Career Technical Education, University of Hawaii, will provide valuable insight on Career Pathways and Sector Strategies. Also, clarify the relationships of various federal programs and how they overlap.

Chair's Report – Workforce Development Council Strategic Planning Session update

Other Reports

1. Financial Report - review dashboard of program funding
2. Big Island Workplace Connection One-Stop – 3rd Annual Job Fair update
3. Executive Committee – Annual Plan approved and submitted
4. Youth Committee – first meeting update

Industry Reports-board members may speak regarding the status of their business sectors

Announcements

1. The next HCWDB meeting is scheduled for October 25, 2016 at 10 00am.

Adjournment

2016 AUG -9 PM 12:00
COUNTY CLERK
COUNTY OF HAWAII

NEW BUSINESS

- Approval of Minutes from April 26, 2016
- New Business # 1 Summary
- HCWDB Draft By-Laws
- Local Area Plan Definitions
- Local Area Plan Guidance
- 2017-2020 Draft Local Area Plan
- New Business # 3 Summary
- New Business # 4 Summary
- New Business # 5 Summary

Hawai`i County Workforce Development Board

Draft Summary Minutes

April 26, 2016

Members Present

David DeLuz, Jr. – Chair
Jim Kennedy – Vice-Chair
Donald Straney – Vice-Chair
Zavi Brees-Saunders
Ann Ebesuno
Jason Fujimoto
Blayne Hanagami
Glenn Hashimoto
Vivian Landrum
Chad Okinaka
Debbie Perkins
Debbie Shigehara
Char Shigemura

Staff Members Present

Susan Akiyama
Michelle Arima
Chasity DeVera

Absent and Excused

Kevin Balog
Greg Barbour
Jak Hu
Holly Ka`akimaka
Alison Lee
Chris Manfredi
Alton Nosaka

Members of the Public

John Vannatta - WCSA
Gretchen Magnuson – HPM

Call to Order

Meeting called to order at 10:08 am. Michelle introduced the representatives from Monster.com. Board members also introduced themselves.

Public Comments

None

Approval of February 23, 2016 Minutes

The minutes were distributed for review. Char moved to approve, Debbie seconded and the minutes were unanimously approved.

Old Business

1. Proposed Rules of Practice and Procedures for Hawai`i County Workforce Development Board (HCWDB) review and next steps to be taken
Michelle informed the group that the proposed Rules of Practice and Procedures is currently in draft form awaiting comments. She stated that the Rules are posted on the County website and asked members to review them and send her feedback.
2. Decide whether to reassign Finance Committee responsibilities to the Executive Committee**
Michelle explained that at the last meeting committee sign-up sheets were circulated and no one volunteered for the Finance Committee. After some discussion, they feel that assigning Finance Committee responsibilities to the Executive Committee would be beneficial as all committee Chairs would have a strong understanding of the finances. Jim moved to approve, Dr. Straney seconded and the motion was unanimously approved.

3. Standing Committees – selection of members, chairs and schedules**

Michelle stated that standing committees were selected at the last meeting and members signed up. She asked that everyone break out into their committees and select a Chair as well as two or three dates they would like to meet. Chairs are normally selected at the first committee meeting but need to be done sooner since the Executive Committee needs to meet. David reviewed the committee rosters and announced the Chairs as follows:

- Program Oversight Committee – Alison Lee
- Youth Committee – Chad Okinaka
- Strategic Planning Committee – Dr. Straney
- Career & Business Committee – Glenn Hashimoto
- Finance Committee - Reassigned to the Executive Committee
- Executive Committee – Chair and Vice-Chairs of WDB, Committee Chairs

New Business

1. Decide whether to delegate the authority to the Executive Committee to approve the Annual Plan and have Office of Housing and Community Development (OHCD) enter into contract with State**

Michelle explained that the Annual Plan provides budgets to the State describing how we plan on spending the money and includes the number of participants served as well as the cost per participant. This plan needs to be submitted to the State by June 1. Due to the time constraints, the recommendation would be to give authority to the Executive Committee and have it approved by May 13. Once approved it will need to be routed through the County for approval by Corporation Counsel and the Mayor. Char moved to approve, Ann seconded and the motion was unanimously approved.

2. State Unified Plan and Local Area Plan timeline update

Michelle reviewed the timeline with the group. She informed them that the Governor and WDC reviewed and approved the State Plan and submitted it on April 1. It is currently in the revision period with the Feds. They are expecting quite a few comments to come back as the plan is not as solid as the State had intended it to be. The plan should come back by June 15 for revisions and final submission will be by June 30. The State will be coming to the Big Island on May 16 to get input on the State Unified Plan and Michelle invited the Board to attend. The Local Area Plans need to be submitted by September 30.

3. Determine whether to issue a Request for Proposal or renew current In-School and Out-of-School service provider agreements for the Program Year 2016**

Michelle informed the group that Goodwill is the current provider for both the In-School and Out-of-School programs. The RFP was issued last year and included the option to extend the contract each year for three additional years. It is up to the Board to issue an RFP or renew the contract. It is the recommendation of OHCD to extend the contract as the regs are still not out and Goodwill has been meeting or exceeding the performance measures. Chad stated that his organization works with the Ola I Ka Hana Program and he feels comfortable recommending that the contract be renewed. He stated that the staff are very professional and have been working diligently to correct any issues they had. Char moved to approve the renewal of the contracts, Jim seconded and the motion was unanimously approved.

4. Decide whether to extend and approve current One-Stop Partner Memorandum of Understanding (MOU) for One-Stop Partners until July 1, 2017 or until a new One-Stop Operator is procured, whichever comes first**

Michelle stated that OHCD is the current One-Stop Operator and has an MOU with One-Stop Partners that expires June 30th. She spoke with the State and they are allowing the Board to extend the current MOU until the regs are issued or a new One-Stop Operator is procured. Jim moved to approve, Vivian seconded and the motion was unanimously approved.

Presentation – Monster Government Solutions

Presenters introduced themselves and distributed packets. They discussed the many features offered through Monster Government Solutions including: job matching technology, resume searches, career pathways services and other services for employers. They also discussed services for job seekers and case managers. One of the benefits of working with Monster is that they would provide employer services for free. Traditionally, employers are charged approximately \$10,000 annually for these services. Handouts are available upon request.

Chair's Report

Industry Reports

Blayne – WDD is currently trying to get staff on board to assist participants. They are working HCC to get student vets to Pohakuloa for work experience programs. They are also working with DVR to assist people with disabilities. The Going Home Consortium will be hosting a meet and greet with employers and ex-offenders.

Jason – The construction industry is strong. In 2013/2014 there was a sizable increase in construction in West Hawai'i due in part to luxury hotel and condo projects. East Hawai'i projects started to pick up in the second half of last year. Affordable housing in West Hawai'i is difficult but is strong in East Hawai'i.

Zavi – There is an ongoing need for youth employment opportunities as well as youth training. They are having difficulties recruiting part time youth workers for their clubs.

Other Reports

1. Financial Report – overview of program funding summary
Michelle informed the group that the financial report is included in the packet. It is a quick overview of the finances and budgets for the programs. She stated that the balance for Admin is only \$4,000. That is WIOA funds. The County contributes approximately \$130,000 to the Admin budget. The Adult/DW program was not recorded due to having just received their reports the day prior to the meeting.
2. National Association of Workforce Boards (NAWB) report
Michelle informed the group that both she and Char attended NAWB, the National Association of Workforce Boards in Washington, D.C. It is the largest convention available for local boards. Traditionally, administrative staff attends and we also look for volunteers from the Board. It is a great opportunity to network, learn what other states and local boards are doing, the best and worst practices, etc. Representatives from all Counties attended the conference. Char added that if the group has the opportunity, they should really try to attend as it is a wealth of knowledge.

Announcements

1. Next WDB meeting is scheduled for Tuesday, July 26, 2016 at 10:00am.

Adjournment

David called for a vote to adjourn the meeting. Jim moved to approve, Char seconded, the motion was unanimously approved. Meeting adjourned at 1:02 pm.

NEW BUSINESS #1

Approval of Hawai'i County Workforce Development Board (HCWDB) bylaws.

BACKGROUND:

- Bylaws help organizations know how to handle new situations or issues that may arise.
- Each local board is required to submit the Local Board's Bylaws along with the Local Area Plan.

CONSIDERATION:

- The bylaws of the Local Board may be amended.

RECOMMENDATION:

Approve the Hawai'i County Workforce Development Board (HCWDB) bylaws.

Hawai`i County
Workforce Development Board

By-Laws

8/16/2016

HAWAI`I COUNTY WORKFORCE DEVELOPMENT BOARD BY-LAWS

ARTICLE I – DEFINITION

Definition

Section 1 The term “Board” means the Hawai`i County Workforce Development Board (HCWDB).

ARTICLE II – PURPOSE

Purpose

Section 1 The Board shall conduct its affairs in conformity with the goals, objectives, duties, and intent as set forth in the Workforce Innovation and Opportunity Act (“WIOA”) and sections of the Code of Federal Regulations that are related to it.

Section 2 The Board serves as a strategic convener to promote the development of a highly competent and productive workforce by coordinating the efforts of educational institutions, labor, business, economic development organizations, government agencies and the entire community in order to sustain a strong economy and lifestyle.

ARTICLE III – BOARD MEMBERSHIP

Appointments

Section 1 Members of the HCWDB shall be nominated by local business organizations, business trade associations or local labor federations and appointed by the mayor in compliance with the WIOA and consistent with the requirements of the State.

Section 2 The membership of the Board shall be made in accordance with the WIOA as follows:

(A) a majority of the members of each local board shall be representatives of business in the local area, who –

- (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 - (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 - (iii) are appointed from among individuals nominated by local business organizations and business trade associations;
- (B) not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who –
- (i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
 - (ii) shall include a representative, who shall be a member of a local organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
 - (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;
- (C) each local board shall include representatives of entities administering education and training activities in the local area, who –

- (i) shall include a representative of eligible providers administering adult education and literacy activities under Title II;
 - (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
 - (iii) may include representatives of local educational agencies, and of community based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
- (D) each local board shall include representatives of governmental and economic development entities serving the local area, who –
- (i) shall include a representative of economic and community development entities;
 - (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
 - (iii) shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than Section 112 or Part C of that Title (29 U.S.C. 732, 741), serving the local area;
 - (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing and public assistance; and
 - (v) may include representatives of philanthropic organizations serving the local area; and
- (E) each local board may include such other individuals or representatives of entities as the mayor in the local area may determine to be appropriate.

Terms

Section 3

Initially, the terms of members were to be staggered: one-third of these members will be appointed for a term of one year, another third, to a term of two years, and the final third, to a term of three years. Thereafter, each the term for each appointed member will be for a period of three (3) years.

Conclusion of Membership

Section 4

- A. Membership on the HCWDB shall cease in case of death, written resignation to the HCWDB Chairperson, disqualification or failure to be reappointed.
- B. Should any member be unable to complete his or her term, the mayor shall appoint a person to complete the remainder of the unexpired term.

ARTICLE IV – OFFICERS AND DUTIES

Term of Office

Section 1

- A. The members of the Board shall elect a Chairperson and two (2) Vice-Chairpersons from among the business representatives on the Board as outlined in Article III, Section 2(A).
- B. Election of Chairperson and Vice-Chairperson(s) shall be done on an annual basis at the first regular Board meeting of a calendar year. Officers are eligible for election of additional terms.

Chairperson

Section 2

- A. The Chairperson shall serve as the official representative and spokesperson of the HCWDB
- B. The Chairperson shall preside over meetings and conduct the business of the Board.

Vice-Chairperson(s)

Section 3

The Vice-Chairperson(s) shall assume all responsibilities of the Chairperson in his or her absence.

ARTICLE V – COMMITTEES

Executive Committee

Section 1

- A. The Executive Committee shall be composed of the Board Chairperson, Vice-Chairpersons and the Chairpersons of the standing committees of the Board.

- B. The Officers of the Board will also be Officers of the Executive Committee.
- C. May make recommendations and act on behalf of the Board between business meetings, as approved by the Board.
- D. The Chairperson may call meetings of the Executive Committee as necessary.
- E. All transactions of the Executive Committee shall be reported in full at the next scheduled meeting of the Board.

Standing Committees

Section 2

- A. Standing committees may be established by the Board to provide information and assist the Board in carrying out responsibilities under WIOA.
- B. Standing committees must be chaired by a member of the Board, may include other members of the Board and must include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise.

ARTICLE VI – MEETINGS, QUORUM AND CONFLICT OF INTEREST

Regular Meetings

Section 1

The Board shall meet at least four (4) times each year at sites accessible to the public.

Notice of Meetings

Section 2

- A. The Chairperson, or his or her designee, is responsible for sending a notice of each meeting, accompanied by an agenda, to each Board member giving adequate time for preparation for the meeting.
- B. The Chairperson, or his or her designee, is responsible for filing a notice of each meeting with the Office of the County Clerk for public inspection at least six (6) calendar days prior to the meeting.
- C. The Chairperson, or his or her designee, shall maintain a list of names and addresses of persons who request notification of meetings and shall send a copy of the notice to such persons no later than the time the agenda is filed.

Special Meetings

Section 3

The Chairperson shall call special meetings of the Board whenever meetings are deemed necessary.

Attendance at Meetings

Section 4

Board members are expected to attend a majority of meetings of the Board and if unable to do so are recommended to tender their resignation.

Quorum

Section 5

- A. A quorum shall consist of a majority of the membership of the HCWDB. To be valid, any action of the Local Board must receive the approval of a majority of the members at the meeting.
- B. Pursuant to Section 92-3.5 of the Hawai'i Revised Statutes, a meeting may be held by videoconferencing; provided that the videoconferencing system used shall allow both audio and visual interaction between all members of the Local Board participating in the meeting and the public attending the meeting, at any videoconferencing location. The notice required by Section 92-7 of the Hawai'i Revised Statutes shall specify all locations at which Local Board Members will be physically present during the videoconferencing meeting and the public will be allowed to attend the meeting at any such site. Any member participating in a videoconferencing meeting shall be considered present at the meeting for the purposes of determining compliance with the quorum and voting requirements of the Local Board. A meeting held by videoconference shall be terminated if both audio and visual communication cannot be maintained at all locations where the meeting is being held, even if a quorum of the Local Board is physically present in one location.

Conflict of Interest

Section 6

- A. As outlined in Section 107(h) of WIOA, a member of HCWDB or a member of a standing committee may not vote on a matter under consideration by the Board or standing committee regarding the provision of services by such member (or an entity that such member represents) or that would provide direct financial benefit to such member or the immediate family of such member.

ARTICLE VII – EXPENSES AND COMPENSATION

Expenses

Section 1

Any authorized expenses incurred by Local Board members and staff shall be compensated according to guidelines set by current Federal, State and County statutes and regulations.

ARTICLE VIII – AMENDMENTS

Amendments

Section 1

The by-laws of the Board may be amended at any regular or special meeting by a two-thirds vote of the quorum present at the meeting, provided at least ten (10) calendar days' written notice is given to each Board voting member. No by-law restricting the power of the Mayor to freely appoint or remove a member of the Board, or to otherwise exercise the authority granted to him by the Act, shall be effective unless consented to by the Mayor. Any such by-law shall remain in effect only so long as the Mayor continues to so consent.

WIOA DEFINITIONS [WIOA Section 3]*

ADMINISTRATIVE COSTS—The term “administrative costs” means expenditures incurred by State boards and local boards, direct recipients (including State grant recipients under subtitle B of title I and recipients of awards under subtitles C and D of title I), local grant recipients, local fiscal agents or local grant subrecipients, and one-stop operators in the performance of administrative functions and in carrying out activities under title I that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and nonpersonnel costs and both direct and indirect costs.

ADULT EDUCATION—The term “adult education” means academic instruction and education services below the postsecondary level that increase an individual’s ability to—

- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- (B) transition to postsecondary education and training;
- and
- (C) obtain employment.

ADULT EDUCATION AND LITERACY ACTIVITIES—The term “adult education and literacy activities” means programs, activities, and services that include adult education, literacy, work place adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training.

AREA CAREER AND TECHNICAL EDUCATION SCHOOL—The term “area career and technical education school” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 230).

BASIC SKILLS DEFICIENT—The term “basic skills deficient” means, with respect to an individual—

- (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

CAREER AND TECHNICAL EDUCATION—The term “career and technical education” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302).

CAREER PATHWAY—The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that—

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);
- (C) includes counseling to support an individual in achieving the individual’s education and career goals;
- (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

- (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- (G) helps an individual enter or advance within a specific occupation or occupational cluster.

CAREER PLANNING—The term “career planning” means the provision of a client-centered approach in the delivery of services, designed—

- (A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- (B) to provide job, education, and career counseling, as appropriate during program participation and after job placement.

CHIEF ELECTED OFFICIAL—The term “chief elected official” means—

- (A) the chief elected executive officer of a unit of general local government in a local area; and
- (B) in a case in which a local area includes more than 1 unit of general local government, the individuals designated under the agreement described in section 107(c)(1)(B).

COMMUNITY-BASED ORGANIZATION—The term “community-based organization” means a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

COMPETITIVE INTEGRATED EMPLOYMENT—The term “competitive Integrated employment” has the meaning given the term in section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705), for individuals with disabilities:

(7) Customized employment

The term “customized employment” means competitive integrated employment, for an individual with a significant disability, that is based on an individualized determination of the strengths, needs, and interests of the individual with a significant disability, is designed to meet the specific abilities of the individual with a significant disability and the business needs of the employer, and is carried out through flexible strategies, such as—

- (A) job exploration by the individual;
- (B) working with an employer to facilitate placement, including
 - (i) customizing a job description based on current employer needs or on previously unidentified and unmet employer needs;
 - (ii) developing a set of job duties, a work schedule and job arrangement, and specifics of supervision (including performance evaluation and review), and determining a job location;
 - (iii) representation by a professional chosen by the individual, or self-representation of the individual, in working with an employer to facilitate placement; and
 - (iv) providing services and supports at the job location.

CORE PROGRAM—The term “core programs” means a program authorized under a core program provision.

CORE PROGRAM PROVISION—The term “core program provision” means—

- (A) chapters 2 and 3 of subtitle B of title I (relating to youth workforce investment activities and adult and dislocated worker employment and training activities);
- (B) title II (relating to adult education and literacy activities);
- sections 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (relating to employment services); and
- (C) title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741) (relating to vocational rehabilitation services).

CUSTOMIZED TRAINING—The term “customized training” means training—

- (A) that is designed to meet the specific requirements of an employer (including a group of employers);
- (B) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
- (C) for which the employer pays—
 - (i) a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
 - (ii) in the case of customized training (as defined in subparagraphs (A) and (B)) involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

DISLOCATED WORKER—The term “dislocated worker” means an individual who—

- (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or
- (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D) is a displaced homemaker; or

(E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

DISPLACED HOMEMAKER—The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or

(ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

ECONOMIC DEVELOPMENT AGENCY—The term “economic development agency” includes a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.

ELIGIBLE YOUTH—Except as provided in subtitles C and D of title I, the term “eligible youth” means an in-school youth or out-of-school youth.

EMPLOYMENT AND TRAINING ACTIVITY—The term “employment and training activity” means an activity described in section 134 that is carried out for an adult or dislocated worker.

ENGLISH LANGUAGE ACQUISITION PROGRAM—The term “English language acquisition program” means a program of instruction—

(A) designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and

(B) that leads to—

(i)(I) attainment of a secondary school diploma or its recognized equivalent; and

(II) transition to postsecondary education and training; or

(ii) employment.

ENGLISH LANGUAGE LEARNER—The term “English language learner” has the meaning given the term in section 203.

GOVERNOR—The term “Governor” means the chief executive of a State or an outlying area.

IN-DEMAND INDUSTRY SECTOR OR OCCUPATION—

(A) **IN GENERAL**—The term “in-demand industry sector or occupation” means—

(i) an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or

local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or
(ii) an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate.
(B) DETERMINATION—The determination of whether an industry sector or occupation is in-demand under this paragraph shall be made by the State board or local board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.

INDIVIDUAL WITH A BARRIER TO EMPLOYMENT—The term “individual with a barrier to employment” means a member of 1 or more of the following populations:

- (1) Displaced homemakers.
- (2) Low-income individuals.
- (3) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- (4) Individuals with disabilities, including youth who are individuals with disabilities.
- (5) Older individuals.
- (6) Ex-offenders.
- (7) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- (8) Youth who are in or have aged out of the foster care system.
- (9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (10) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- (11) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- (12) Single parents (including single pregnant women).
- (13) Long-term unemployed individuals.
- (14) Such other groups as the Governor involved determines to have barriers to employment.

INDIVIDUAL WITH A DISABILITY—

(A) IN GENERAL—The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

(B) INDIVIDUALS WITH DISABILITIES—The term “individuals with disabilities” means more than 1 individual with a disability.

INDUSTRY OR SECTOR PARTNERSHIP—The term “industry or sector partnership” means a workforce collaborative, convened by or acting in partnership with a State board or local board, that—

- A) organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership—
 - (i) representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;
 - (ii) 1 or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and
 - (iii) 1 or more representatives of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and
- B) may include representatives of—

- (i) State or local government;
- (ii) State or local economic development agencies;
- (iii) State boards or local boards, as appropriate;
- (iv) a State workforce agency or other entity providing employment services;
- (v) other State or local agencies;
- (vi) business or trade associations;
- (vii) economic development organizations;
- (viii) nonprofit organizations, community-based organizations, or intermediaries;
- (ix) philanthropic organizations;
- (x) industry associations; and
- (xi) other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

IN-SCHOOL YOUTH—The term “in-school youth” means a youth described in section 129(a)(1)(C).

INSTITUTION OF HIGHER EDUCATION—The term “institution of higher education” has the meaning given the term in section 101, and subparagraphs (A) and (B) of section 102(a)(1), of the Higher Education Act of 1965 (20 U.S.C. 1001, 1002(a)(1)).

INTEGRATED EDUCATION AND TRAINING— The term “integrated education and training” means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

LABOR MARKET AREA—The term “labor market area” means an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

LITERACY— The term “literacy” means an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

LOCAL AREA—The term “local area” means a local workforce investment area designated under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i).

LOCAL BOARD—The term “local board” means a local workforce development board established under section 107, subject to section 107(c)(4)(B)(i).

LOCAL EDUCATIONAL AGENCY—The term “local educational agency” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

LOCAL PLAN—The term “local plan” means a plan submitted under section 108, subject to section 106(c)(3)(B).

LOW-INCOME INDIVIDUAL—

(A) **IN GENERAL**—The term “low-income individual” means an individual who—

- (i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
- ii) is in a family with total family income that does not exceed the higher of—
 - (I) the poverty line; or
 - (II) 70 percent of the lower living standard income level;
- (iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- (iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- (v) is a foster child on behalf of whom State or local government payments are made; or
- (vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

LOWER LIVING STANDARD INCOME LEVEL—The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

NONTRADITIONAL EMPLOYMENT—The term “nontraditional employment” refers to occupations or fields of work, for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each such occupation or field of work.

OFFENDER—The term “offender” means an adult or juvenile—

- (A) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

OLDER INDIVIDUAL—The term “older individual” means an individual age 55 or older.

ONE-STOP CENTER—The term “one-stop center” means a site described in section 121(e)(2).

ONE-STOP OPERATOR—The term “one-stop operator” means 1 or more entities designated or certified under section 121(d).

ONE-STOP PARTNER—The term “one-stop partner” means—

- (A) an entity described in section 121(b)(1); and
- (B) an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

ONE-STOP PARTNER PROGRAM—The term “one-stop partner program” means a program or activities described in section 121(b) of a one-stop partner.

ON-THE-JOB TRAINING—The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that—

- (A) provides knowledge or skills essential to the full and adequate performance of the job;
- (B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

OUTLYING AREA—The term “outlying area” means—

- (A) American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the United States Virgin Islands; and
- (B) the Republic of Palau, except during any period for which the Secretary of Labor and the Secretary of Education determine that a Compact of Free Association is in effect and contains provisions for training and education assistance prohibiting the assistance provided under this Act.

OUT-OF-SCHOOL YOUTH—Sec. 129 : the term “out-of school youth” means an individual who is —

- (i) not attending any school (as defined under State law);
- (ii) not younger than age 16 or older than age 24; and
- (iii) one or more of the following:
 - (I) A school dropout.
 - (II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
 - (III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—
 - (aa) basic skills deficient; or
 - (bb) an English language learner
 - (IV) An individual who is subject to the juvenile or adult justice system.
 - (V) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out- of-home placement.
 - (VI) An individual who is pregnant or parenting.
 - (VII) A youth who is an individual with a disability.
 - (VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

PAY-FOR-PERFORMANCE CONTRACT STRATEGY—The term “pay-for-performance contract strategy” means a procurement strategy that uses pay-for-performance contracts in the provision of training services described in section 134(c)(3) or activities described in section 129(c)(2), and includes—

- (A) contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider (which may include a local or national community-based organization or intermediary, community college, or other training provider, that is eligible under section 122 or 123, as appropriate) based on the achievement of specified levels of performance on the primary indicators of performance described in section 116(b)(2)(A) for target populations as

- identified by the local board (including individuals with barriers to employment), within a defined timetable, and which may provide for bonus payments to such service provider to expand capacity to provide effective training;
- (B) a strategy for independently validating the achievement of the performance described in subparagraph (A); and
 - (C) a description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance described in subparagraph (A) did not occur, for further activities related to such a procurement strategy, subject to section 189(g)(4).

PLANNING REGION—The term “planning region” means a region described in subparagraph (B) or (C) of section 106(a)(2), subject to section 107(c)(4)(B)(i).

POVERTY LINE—The term “poverty line” means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved.

PUBLIC ASSISTANCE—The term “public assistance” means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

RAPID RESPONSE ACTIVITY—The term “rapid response activity” means an activity provided by a State, or by an entity designated by a State, with funds provided by the State under section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including—

- (A) the establishment of onsite contact with employers and employee representatives—
 - (i) immediately after the State is notified of a current or projected permanent closure or mass layoff; or
 - (ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;
- (B) the provision of information on and access to available employment and training activities;
- (C) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;
- (D) the provision of emergency assistance adapted to the particular closure, layoff, or disaster; and
- (E) the provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

RECOGNIZED POSTSECONDARY CREDENTIAL—The term “recognized postsecondary credential” means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

REGION—The term “region”, used without further description, means a region identified under section 106(a), subject to section 107(c)(4)(B)(i) and except as provided in section 106(b)(1)(B)(ii).

SCHOOL DROPOUT—The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

SECONDARY SCHOOL—The term “secondary school” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

STACKABLE CREDENTIALS— “part of a sequence of credentials that can be accumulated over time to build up an individual’s qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs.” (TEGL 15-10)

STATE—The term “State” means each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico.

STATE BOARD—The term “State board” means a State workforce development board established under section 101.

STATE PLAN—The term “State plan”, used without further description, means a unified State plan under section 102 or a combined State plan under section 103.

SUPPORTIVE SERVICES—The term “supportive services” means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this Act.

TRAINING SERVICES—The term “training services” means services described in section 134(c)(3).

UNEMPLOYED INDIVIDUAL—The term “unemployed individual” means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for purposes of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

UNIT OF GENERAL LOCAL GOVERNMENT—The term “unit of general local government” means any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

VETERAN; RELATED DEFINITION—

(A) **VETERAN**—The term “veteran” has the meaning given the term in section 101 of title 38, United States Code.

(B) **RECENTLY SEPARATED VETERAN**—The term “recently separated veteran” means any veteran who applies for participation under this Act within 48 months after the discharge or release from active military, naval, or air service.

VOCATIONAL REHABILITATION PROGRAM—The term “vocational rehabilitation program” means a program authorized under a provision covered under paragraph (13)(D).

WORKFORCE DEVELOPMENT ACTIVITY—The term “workforce development activity” means an activity carried out through a workforce development program.

WORKFORCE DEVELOPMENT PROGRAM—The term “workforce development program” means a program made available through a workforce development system.

WORKFORCE DEVELOPMENT SYSTEM—The term “workforce development system” means a system that makes available the core programs, the other one-stop partner programs, and any other programs providing employment and training services as identified by a State board or local board.

WORKFORCE INVESTMENT ACTIVITY—The term “workforce investment activity” means an employment and training activity, and a youth workforce investment activity.

WORKFORCE PREPARATION ACTIVITIES— The term “workforce preparation activities” means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

WORKPLACE LEARNING ADVISOR—The term “workplace learning advisor” means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.

YOUTH WORKFORCE INVESTMENT ACTIVITY—The term “youth workforce investment activity” means an activity described in section 129 that is carried out for eligible youth (or as described in section 129(a)(3)(A)).

*These definitions are provided as a courtesy and we are not liable for any inaccuracy. Please refer to Public Law 113-128 (WIOA) Section 3 for the official definitions.

Workforce Innovation and Opportunity Act Local (County) Plan

Click here to enter NAME OF COUNTY

February 1, 2017 – June 30, 2020

Submitted by

Click here to enter name of Workforce
Development Board

Address line 1: Click here to enter ADDRESS.

Address line 2: Click here to enter ADDRESS.

City, State, Zip: Click here to enter City, State, and Zip Code.

Website: Click here to enter WEBSITE.

Plan Contact: Click here to enter NAME OF PLAN CONTACT.

Phone: Click here to enter PHONE., **Email:** Click here to enter email.

Date submitted: Click to enter a date.

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Introduction

These guidelines direct the first local plan submitted by your county under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each local workforce development board (LWDB, local board or county board) to develop and submit, in partnership with the chief local elected official, a comprehensive four-year plan to the state. At the end of the first two-year period of the four-year local plan, each local board shall review the local plan and shall submit modifications to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the plan.

The WIOA four-year plan will be effective February 1, 2017 – June 30, 2020. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public must have an opportunity to provide input in the development of the plan. The local board must make the plan available through electronic means and in open meetings in order to ensure transparency to the public.

The LWDBs must provide leadership in assembling their plan. LWDBs also should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners must be an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan will address how the LWDB will coordinate service delivery with the new core programs of Vocational Rehabilitation and Adult Education.

Each LWDB's plan should be based on the current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for job seekers, including those with disabilities, and employers. The plan must include an identification of the education and skill needs of the workforce and employment needs of the local area and include an analysis of the strengths and weaknesses of services to address these identified needs.

The assessment must include the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The LWDB should provide a complete view of the system-wide needs of the local workforce development area.

The plan must address how the LWDB will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The local plan must lead to greater efficiencies by reducing duplication and maximizing financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Hawaii's workforce system and its focus on customer service excellence. This plan should align with the Hawaii Unified State Plan.

**All plans must be submitted no later than
4:30 p.m. (HST) on
Monday, October 31, 2016 to:
dlir.workforce.council@hawaii.gov**

Prior to plan submission, please ensure:

- The local board has reviewed and approved the plan;
- The board chair and the chief elected official have signed the signature page, and the original must be submitted to the Workforce Development Council by mail at:

Workforce Development Council
830 Punchbowl Street, Room 417
Honolulu, HI 96813

OR

An E-signed copy sent with the plan;

- The submitted plan uses the structure and format provided;
- The plan is one continuous and searchable PDF document that includes all attachments OR a Word document and attachments;
- Responses to all questions are accurate and concise;
- A table of contents with page numbers is included and each page of the plan is numbered; and
- Text typed with a font size of 11 and no greater than 14 points.

Process of Local Plan Submission [WIOA, Pub. L. No. 113-128, Sec. 108(d) and (e)]:

PROCESS—Prior to the date on which the local board submits a local plan, the local board shall—

- (1) make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media;
- (2) Allow no fewer than 14 days and no more than 30 days for comments to the local board on the proposed local plan by members of the public, including representatives of business, representatives of labor organizations, and representatives of education, and
- (3) include with the local plan any such comments that represent disagreement with the plan.

PLAN SUBMISSION AND APPROVAL—A submitted local plan (including a modification) shall be considered to be conditionally approved by the end of the 90-day period; unless a written determination during the 90-day period that—

- (1) deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under WIOA Sec. 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies;
- (2) the plan does not comply with the applicable provisions of WIOA; or
- (3) the plan does not align with the State plan, including failing to provide for alignment of the core programs to support the strategy identified in the State plan in accordance with WIOA Sec. 102(b)(1)(E).

Important References

Hawaii Unified State Plan: <http://labor.hawaii.gov/wdc/reports/>

WIOA PUBLIC LAW 113-128: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2013/01/Local-Plan-Definitions-061715.pdf>

SIGNATURE PAGE

The County of [Click here to enter County](#) and the [Click here to enter Board name](#). Workforce Development Board submit this 2016-2020 plan to implement the Workforce Innovation and Opportunity Act of 2014.

We will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair

Chief Elected Official

[Click here to enter NAME of Board Chair.](#)

[Click here to enter NAME of CLEO](#)

[Click to enter a date.](#)

[Click enter a date.](#)

Section 1: Workforce and Economic Analysis

1.0 A description of the strategic planning elements consisting of:

1.1 An analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)]

[Click here to enter text.](#)

1.2 An analysis of the knowledge and skills required to meet the employment needs of the employers in the local area (county), including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)]

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1.3 An analysis of the local workforce in the county, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the county, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)]

[Click here to enter text.](#)

1.4 An analysis and description of adult and dislocated worker workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(1)(D) & 108 (b)(7)]

Activities	Strengths	Weaknesses
Click here to enter text.	Click here to enter text.	Click here to enter text.
Capacity to Provide Services: Click here to enter text.		

1.5 An analysis and description of youth workforce activities, including activities for youth with disabilities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services. [WIOA Sec. 108(b)(1)(d) and 108(b)(9)]

Activities	Strengths	Weaknesses
Click here to enter text.	Click here to enter text.	Click here to enter text.
Capacity to Provide Services:		

Click here to enter text.

1.6 Identify successful models and best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)]

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Section 2: Strategic Vision and Goals

Section 2 responses should be made in collaboration with the members of the local workforce development board and other community stakeholders.

2.1 Provide the local board's strategic vision and goals for preparing an educated and skilled workforce in the local area, (including youth and individuals with barriers to employment). [WIOA Sec. 108(b)(1)(E)]

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2.2 Describe how the local board's vision and goals align with and/or supports the vision of the Hawaii Unified State Plan:

"All employers have competitively-skilled employees, and all residents have sustainable employment and self-sufficiency." [<https://labor.hawaii.gov/wdc/files/2012/11/DRAFT-Hawaii-WIOA-Unified-State-Plan-060816.pdf>] pg. 75

Click here to enter text.

2.3 Describe how the local board's vision and goals contribute to each of the Unified State Plan goals:

- a. To provide coordinated, aligned services.
- b. To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including homeless individuals and Native Hawaiians, which are currently of critical concern to the state.
- c. To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.
- d. To fully engage employers in the workforce development system to address the talent shortage.

The Hawaii Unified State Plan includes a number of strategies under each goal. It is up to the discretion of the local board to determine what strategies best fit their local needs. (pgs. 77-79)

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2.4 Describe how the local board's goals relate to the achievement of federal performance accountability measures to support local economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]

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Section 3: Local Area Partnerships and Investment Strategies

Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board, partners, and stakeholders.

3.1 Taking into account the analysis in Section 1, describe the local board's strategy to work with the organizations that carry out core programs to align resources in the local area, in support of the vision and goals described in Question 2.1. [WIOA Sec. 108(b)(1)(F)]

[Click here to enter text.](#)

3.2 Identify the programs/partners that are included in the local workforce development system. Include, at a minimum, organizations that provide services for Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, and programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006. [WIOA Sec. 108(b)(2)]

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3.3 Describe efforts to work with partners identified in 3.2 to support alignment of service provision to contribute to the achievement of the Unified State Plan's goals and strategies. [WIOA Sec. 108(b)(2)]

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3.4 Describe the local board's plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve services and avoid duplication of services. [WIOA Sec. 108(b)(12)]

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3.5 Describe how the local board will coordinate the workforce investment activities with providing Adult Education and Literacy activities (under Title II) and describe how the local board will carry out a review of local applications submitted under Title II Adult Education and Literacy, consistent with the local plan and the State's provided criteria. [WIOA Sec. 108(b)(13)]

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3.6 Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the State, and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)]

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3.7 Describe how the local board will coordinate education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]

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3.8 Describe how the local board will coordinate workforce investment activities with the provision of transportation, including public transportation and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)]

[Click here to enter text.](#)

3.9 Based on the analysis described in Section 1.1-1.3, identify the populations that the local area plans to focus its efforts and resources on, also known as targeted populations.

[Click here to enter text.](#)

3.10 Based on the analysis described in Section 1, identify one to three industries where a sector partnership(s) is currently being convened in the local area or there will be an attempt to convene a sector partnership and the timeframe.

[Click here to enter text.](#)

3.11 Based on the analysis described in Section 1, describe the local investment strategy toward targeted sectors strategies identified in 3.10 and targeted populations identified in 3.9.

[Click here to enter text.](#)

3.12 Identify and describe the strategies and services that will be used to:

- a. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;
- b. Support a local workforce development system described in 3.2 that meets the needs of businesses;
- c. Better coordinate workforce development programs with economic development partners and programs;
- d. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

This may include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, or utilization of effective business intermediaries and other business services and strategies that support the local board's strategy in 3.1. [WIOA Sec. 108(b)(4)(A&B)]

[Click here to enter text.](#)

3.13 Does the local board currently leverage or have oversight of funding outside of WIOA Title I funding or county general funds to support the local workforce development system? Briefly describe the funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, does it have future plans to pursue them?

[Click here to enter text.](#)

Section 4: Program Design and Evaluation

Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board, partners and stakeholders.

4.1 Describe how the local board, working with the entities carrying out core programs, will coordinate activities and resources to provide high quality; customer-centered services and expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)]

Individuals with Barriers to Employment	
Native Hawaiian	Click here to enter text.
Ex-Offenders	Click here to enter text.
Youth	Click here to enter text.
Individuals with Disabilities	Click here to enter text.
Veterans	Click here to enter text.
Homeless	Click here to enter text.

Others:

[Click here to enter text.](#)

4.2 Describe how the local board will facilitate the development of career pathways, consistent with the Career Pathways Definition. [WIOA Sec. 108(b)(3)]

[Click here to enter text.](#)

4.3 Describe how the county board will utilize co-enrollment, as appropriate, in core programs and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)]

[Click here to enter text.](#)

Local boards will be asked to answer the following question (4.4) at a **later date** after additional federal guidance and final regulations are released by the USDOL.

4.4 Describe county board actions to become and/or remain a high-performing board, consistent with the factors developed by the Workforce Development Council. These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards to assess one-stop centers,

guidance on one-stop center infrastructure funds, and roles and contributions of one-stop partners [WIOA Sec. 108(b)(18)]

[Click here to enter text.](#)

4.5 Describe one-stop delivery system in the local area, consistent with the One-Stop Center Definitions including:

- a. How the county board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]

[Click here to enter text.](#)

- b. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology, and through other means. [WIOA Sec. 108(b)(6)(B)]

[Click here to enter text.](#)

- c. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]

[Click here to enter text.](#)

- d. Describe the roles and resource contributions of the one-stop partners and if memoranda of understanding or resource sharing agreements are used, provide a summary of those agreements. [WIOA Sec. 108(b)(6)(D)]

[Click here to enter text.](#)

- e. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

[Click here to enter text.](#)

4.6 Describe the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)]

[Click here to enter text.](#)

4.7 If training contracts are used, how will the use of such contracts be coordinated with individual training accounts; and how will the local board ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

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4.8 Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]

[Click here to enter text.](#)

4.9 Describe how the local board will coordinate workforce investment activities in the local area with rapid response activities carried out in the local area (as described in section 134(a)(2) A). [WIOA Sec. 108(b)(8)]

[Click here to enter text.](#)

Section 5: Compliance

5.1 Attach as *Attachment A*, the document signed by the Chief Local Elected Official (Mayor) designating the local workforce development board as the local (county) WIOA administrative entity.

5.2 Describe the competitive process and criteria (such as targeted services, leverage of funds, etc.) to be used to award subgrants and contracts for WIOA Title I Adult, Dislocated Worker, and Youth services; provide the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)]

[Click here to enter text.](#)

5.3 Provide an organization chart as *Attachment B* that depicts a clear separation of duties between the board and service provision.

5.4 Provide a roster of the local board as *Attachment C*, including the name, title, organization, of each board member; and the category that each member represents. [WIOA Bulletin No.04-15]

5.5 Provide the policy and process for nomination and appointment of board members demonstrating compliance with WDC Policy/WIOA Bulletin No.04-15.

5.6 Provide the completed Local Workforce Development Board Membership Certification Request included in WIOA Bulletin No. 04-15 (SN 04), as *Attachment D*. See <http://labor.hawaii.gov/wdc/files/2013/01/SN-04-WIOA-04-15-Attmt-2-Cert.-Request.pdf>

5.7 Provide the name, organization, and contact information of the designated equal opportunity officer for WIOA within the local area.

[Click here to enter text.](#)

5.8 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

[Click here to enter text.](#)

5.9 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)]

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5.10 Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

[Click here to enter text.](#)

5.11 Provide a description of the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Department of Human Services' Division of Vocational Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)]

[Click here to enter text.](#)

5.12 Describe the process for getting input into the development of the local plan in compliance with WIOA section 108(d) and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. If any comments received that represent disagreement with the plan were received, please include those comments as *Attachment E*. [WIOA Sec. 108(b)(20)]

[Click here to enter text.](#)

5.13
(a) Attach the following to the Local Board Plan:
(1) The Local Board's Bylaws as *Attachment F*

(2) The Local Board's Conflict of Interest Policy as Attachment G

(b) State any concerns the local board has with ensuring the compliance components listed below are in place prior to October 31, 2016. Copies of documents are not required at this time but may be requested during monitoring.

- Administration of funds
- Agreement between all counties and other local governments, if applicable, establishing the consortium of local elected officials
- Agreement between the Local Elected Officials and the Workforce Development Board
- Code of Conduct
- Approved Budget
- Memorandum of Understanding and/or Resource Sharing Agreements, as applicable
- Required policies on the following topics
 - Financial Management including cost allocation plan, internal controls, cash management, receipts of goods, cost reimbursement, inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, procurement, allowable costs
 - Program Management including equal opportunity for customers, supportive services, needs related payments, file management, eligibility, self-sufficiency criteria, individual training accounts, layoff assistance, priority of services, grievance for eligible training providers list, transitional jobs, stipends, training verification/refunds
 - Risk Management including records retention and public access, public records requests, monitoring, grievance, incident, disaster recovery plan
 - Board Policies including board appointment, board resolutions

[Click here to enter text.](#)

5.14 Describe how the Local Board complies with the requirements of Hawaii's Sunshine Law on open meetings and meeting records (HRS §92) and WIOA Sec. 107(e):

- (a) Who is notified of meetings and how are they notified?
- (b) Where are meeting notices (agenda) posted?
- (c) Where are the meeting minutes posted? How does the public access meeting minutes?
- (d) Attach as *Attachment H* the local board agenda and minutes for the last two fiscal years (2014 & 2015).
- (e) How will information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities be available to the public?

**Workforce Innovation and Opportunity
Act
Local Area Plan
County of Hawai'i**

February 1, 2017 – June 30, 2020

Submitted by

Hawai'i County Workforce Development Board

50 Wailuku Drive
Hilo, Hawai'i 96720

www.hawaiicounty.gov/office-of-housing/

Plan Contact: [Click here to enter NAME OF PLAN CONTACT.](#)

Phone: 808-961-8379,

Email: ohcdwia@hawaiicounty.gov

Date submitted: [Click to enter a date.](#)

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Introduction

These guidelines direct the first local plan submitted by your county under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each local workforce development board (LWDB, local board or county board) to develop and submit, in partnership with the chief local elected official, a comprehensive four-year plan to the state. At the end of the first two-year period of the four-year local plan, each local board shall review the local plan and shall submit modifications to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the plan.

The WIOA four-year plan will be effective February 1, 2017 – June 30, 2020. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public must have an opportunity to provide input in the development of the plan. The local board must make the plan available through electronic means and in open meetings in order to ensure transparency to the public.

The LWDBs must provide leadership in assembling their plan. LWDBs also should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners must be an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan will address how the LWDB will coordinate service delivery with the new core programs of Vocational Rehabilitation and Adult Education.

Each LWDB's plan should be based on the current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for job seekers, including those with disabilities, and employers. The plan must include an identification of the education and skill needs of the workforce and employment needs of the local area and include an analysis of the strengths and weaknesses of services to address these identified needs.

The assessment must include the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The LWDB should provide a complete view of the system-wide needs of the local workforce development area.

The plan must address how the LWDB will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The local plan must lead to greater efficiencies by reducing duplication and maximizing financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Hawaii's workforce system and its focus on customer service excellence. This plan should align with the Hawaii Unified State Plan.

**All plans must be submitted no later than
4:30 p.m. (HST) on
Monday, October 31, 2016 to:
dlir.workforce.council@hawaii.gov**

Prior to plan submission, please ensure:

- The local board has reviewed and approved the plan;
- The board chair and the chief elected official have signed the signature page, and the original must be submitted to the Workforce Development Council by mail at:

Workforce Development Council
830 Punchbowl Street, Room 417
Honolulu, HI 96813

OR

An E-signed copy sent with the plan;

- The submitted plan uses the structure and format provided;
- The plan is one continuous and searchable PDF document that includes all attachments OR a Word document and attachments;
- Responses to all questions are accurate and concise;
- A table of contents with page numbers is included and each page of the plan is numbered; and
- Text typed with a font size of 11 and no greater than 14 points.

Process of Local Plan Submission [WIOA, Pub. L. No. 113-128, Sec. 108(d) and (e)]:

PROCESS—Prior to the date on which the local board submits a local plan, the local board shall—

- (1) make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media;
- (2) Allow no fewer than 14 days and no more than 30 days for comments to the local board on the proposed local plan by members of the public, including representatives of business, representatives of labor organizations, and representatives of education, and
- (3) include with the local plan any such comments that represent disagreement with the plan.

PLAN SUBMISSION AND APPROVAL—A submitted local plan (including a modification) shall be considered to be conditionally approved by the end of the 90-day period; unless a written determination during the 90-day period that—

- (1) deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under WIOA Sec. 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies;
- (2) the plan does not comply with the applicable provisions of WIOA; or
- (3) the plan does not align with the State plan, including failing to provide for alignment of the core programs to support the strategy identified in the State plan in accordance with WIOA Sec. 102(b)(1)(E).

Important References

Hawaii Unified State Plan: <http://labor.hawaii.gov/wdc/reports/>

WIOA PUBLIC LAW 113-128: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2013/01/Local-Plan-Definitions-061715.pdf>

SIGNATURE PAGE

The County of [Click here to enter County](#) and the [Click here to enter Board name](#). Workforce Development Board submit this 2016-2020 plan to implement the Workforce Innovation and Opportunity Act of 2014.

We will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair

Chief Elected Official

David S. De Luz, Jr.

[Click here to enter NAME of CLEO](#)

[Click to enter a date.](#)

[Click enter a date.](#)

Section 1: Workforce and Economic Analysis

1.0 A description of the strategic planning elements consisting of:

1.1 An analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)]

Click here to enter text.

1.2 An analysis of the knowledge and skills required to meet the employment needs of the employers in the local area (county), including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)]

Click here to enter text.

1.3 An analysis of the local workforce in the county, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the county, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)]

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1.4 An analysis and description of adult and dislocated worker workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(1)(D) & 108 (b)(7)]

Activities	Strengths	Weaknesses
Click here to enter text.	Click here to enter text.	Click here to enter text.
Capacity to Provide Services:		
Click here to enter text.		

1.5 An analysis and description of youth workforce activities, including activities for youth with disabilities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services. [WIOA Sec. 108(b)(1)(d) and 108(b)(9)]

Activities	Strengths	Weaknesses
Click here to enter text.	Click here to enter text.	Click here to enter text.
Capacity to Provide Services:		

Click here to enter text.

1.6 Identify successful models and best practices for youth workforce activities relevant to the local area.
[WIOA Sec. 108(b)(9)]

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Section 2: Strategic Vision and Goals

Section 2 responses should be made in collaboration with the members of the local workforce development board and other community stakeholders.

2.1 Provide the local board's strategic vision and goals for preparing an educated and skilled workforce in the local area, (including youth and individuals with barriers to employment). [WIOA Sec. 108(b)(1)(E)]

Click here to enter text.

2.2 Describe how the local board's vision and goals align with and/or supports the vision of the Hawaii Unified State Plan:

"All employers have competitively-skilled employees, and all residents have sustainable employment and self-sufficiency." [<https://labor.hawaii.gov/wdc/files/2012/11/DRAFT-Hawaii-WIOA-Unified-State-Plan-060816.pdf>] pg. 75

Click here to enter text.

2.3 Describe how the local board's vision and goals contribute to each of the Unified State Plan goals:

- a. To provide coordinated, aligned services.
- b. To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including homeless individuals and Native Hawaiians, which are currently of critical concern to the state.
- c. To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.
- d. To fully engage employers in the workforce development system to address the talent shortage.

The Hawaii Unified State Plan includes a number of strategies under each goal. It is up to the discretion of the local board to determine what strategies best fit their local needs. (pgs. 77-79)

Click here to enter text.

2.4 Describe how the local board's goals relate to the achievement of federal performance accountability measures to support local economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]

Section 3: Local Area Partnerships and Investment Strategies

Click here to enter text.

Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board, partners, and stakeholders.

3.1 Taking into account the analysis in Section 1, describe the local board's strategy to work with the organizations that carry out core programs to align resources in the local area, in support of the vision and goals described in Question 2.1. [WIOA Sec. 108(b)(1)(F)]

Click here to enter text.

3.2 Identify the programs/partners that are included in the local workforce development system. Include, at a minimum, organizations that provide services for Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, and programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006. [WIOA Sec. 108(b)(2)]

WIOA Section 121(b)(B) Programs and Activities	Agency/Organization
Programs authorized under Title I – Adult/DW	Workforce Development Division (WDD)
Programs authorized under Title I – Youth	Alu Like, Inc.
Programs authorized under Title I – Native American Programs	Alu Like, Inc.
Programs authorized under Title I – Migrant & Seasonal Farmworker Programs	Maui Economic Opportunity, Inc. (MEO)
Programs authorized under the Wagner-Peyser Act	Workforce Development Division (WDD)
Programs authorized under Title I of the Rehabilitation Act of 1973	Division of Vocational Rehabilitation (DVR)
Programs authorized under Title V of the Older Americans Act of 1965	County of Hawai'i Senior Training & Employment Program (STEP)
Career & technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006	Hawai'i Community College (HawCC)
Activities authorized under Chapter 2 of Title II of the Trade Act of 1974	Workforce Development Division (WDD)
Employment and training activities carried out under the Community Services Block Grant Act	Hawai'i County Economic Opportunity Council (HCEOC)

Employment and training activities carried out by the Department of Housing and Urban Development	County of Hawai'i Office of Housing and Community Development (OHCD)
Programs authorized under State unemployment compensation laws	Unemployment Insurance (UI)
Programs authorized under Section 212 of the Second Chance Act of 2007	
Programs authorized under Part A of Title IV of the Social Security Act - Temporary Assistance to Needy Families (TANF)	Department of Human Services

3.3 Describe efforts to work with partners identified in 3.2 to support alignment of service provision to contribute to the achievement of the Unified State Plan's goals and strategies. [WIOA Sec. 108(b)(2)]

- **Enhance a united delivery system among partners, focusing on services rather than programs**
- **Continuous improvement of a seamless delivery system**
- **Have all partners use a common referral process**
- **The One-Stop Operator will hold monthly meetings for all One-Stop Partners convene**
- **Staff Trainings will be provided as need to enhance performance**
- **Efforts to show continuous improvement and demonstrate innovative solutions, Hawaii County has funded an online platform to match those with employment barriers with services (<http://resourcesmatch.org>). One-Stop partners are being trained, individual participant access has been launched, as well as, marketing efforts are being made on this pilot program.**

3.4 Describe the local board's plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve services and avoid duplication of services. [WIOA Sec. 108(b)(12)]

Click here to enter text.

3.5 Describe how the local board will coordinate the workforce investment activities with providing Adult Education and Literacy activities (under Title II) and describe how the local board will carry out a review of local applications submitted under Title II Adult Education and Literacy, consistent with the local plan and the State's provided criteria. [WIOA Sec. 108(b)(13)]

Click here to enter text.

3.6 Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the State, and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)]

The Hawai'i County Business Resource Center, a program of the Department of Research and Development, is launching its inaugural Hawai'i County Entrepreneurship Program on April 1, 2016.

This new free program is part of the County's ongoing efforts to promote and support local economic development. The Hawai'i County Entrepreneurship Program will link participants to leaders from Hawai'i County's business community, financial institutions, government agencies, and business development organizations to provide personal guidance and valuable connections to resources that will help our new businesses thrive. Through this program, participants will also build networking links to their peers and build their own support system. Just as important, the Business Resource Center will learn from participating entrepreneurs what kinds of assistance gaps exist and how government can bridge those gaps.

3.7 Describe how the local board will coordinate education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]

Click here to enter text.

3.8 Describe how the local board will coordinate workforce investment activities with the provision of transportation, including public transportation and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)]

The County of Hawai'i Mass Transit Agency provides island-wide commuter and limited fixed-route service to the Big Island of Hawai'i. Hele-On offers fixed-route transit service in the Hilo and Kona areas Monday through Saturday and limited commuter services to the South Kohala Resort (SKR) areas seven days a week. All Hele-On buses are ADA accessible to seniors, persons with disabilities and those needing the assistance of a mobility device. All bus operators will make ADA call outs to assist in identifying locations along the route.

The County of Hawai'i Mass Transit Agency also offers a shared ride taxi program within the urbanized Hilo area with discount ticket books available for sale at the Mass Transit Agency and the Mo'ohau Bus Terminal.

The Hawai'i County Mass Transit Authority (MTA) offers *Hele-On Kako'o* paratransit service to complement its current intra-Hilo and intra-Kona fixed route bus system. It is an advanced reservation, origin-to-destination service for persons with disabilities who are unable to use the regular fixed Hele-On bus service within the Hilo and Kona areas.

3.9 Based on the analysis described in Section 1.1-1.3, identify the populations that the local area plans to focus its efforts and resources on, also known as targeted populations.

Click here to enter text.

3.10 Based on the analysis described in Section 1, identify one to three industries where a sector partnership(s) is currently being convened in the local area or there will be an attempt to convene a sector partnership and the timeframe.

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- a. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;
- b. Support a local workforce development system described in 3.2 that meets the needs of businesses;
- c. Better coordinate workforce development programs with economic development partners and programs;
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This may include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, or utilization of effective business intermediaries and other business services and strategies that support the local board's strategy in 3.1. [WIOA Sec. 108(b)(4)(A&B)]

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Individuals with Barriers to Employment

Native Hawaiian	Click here to enter text.
Ex-Offenders	Click here to enter text.
Youth	Click here to enter text.
Individuals with Disabilities	Click here to enter text.
Veterans	Click here to enter text.
Homeless	Click here to enter text.

Others:

Click here to enter text.

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4.4 Describe county board actions to become and/or remain a high-performing board, consistent with the factors developed by the Workforce Development Council. These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards to assess one-stop centers, guidance on one-stop center infrastructure funds, and roles and contributions of one-stop partners [WIOA Sec. 108(b)(18)]

Click here to enter text.

4.5 Describe one-stop delivery system in the local area, consistent with the One-Stop Center Definitions including:

- a. How the county board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]

Click here to enter text.

- b. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology, and through other means. [WIOA Sec. 108(b)(6)(B)]

Mobile One-Stop Unit - The County of Hawai'i has entered into MOA with Civil Defense to obtain a Mobile Command, decommissioned Civil Defense unit repurposed to deliver WIOA One-Stop Partner services, as well

as, other community resource programs and information. The County has purchased 6 laptops, Wi-Fi booster, printer, and power cords to enable providers to perform services as necessary. Canopies and tables will be transported and set up outside of unit to assist additional participants. A private room if providers need to meet one-on-one with clients to address confidentiality concerns.

- c. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]

Click here to enter text.

- d. Describe the roles and resource contributions of the one-stop partners and if memoranda of understanding or resource sharing agreements are used, provide a summary of those agreements. [WIOA Sec. 108(b)(6)(D)]

Per the USDOL FAQ January 28, 2016, local agreements for funding One-Stop infrastructure costs must be in place by July 1, 2017, as well as satisfy WIOA Section 121 (h) requirements. Currently memoranda of understandings have been extended. MOUs will continue to be developed throughout this year to include updated responsibilities and cost allocations.

- e. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

Click here to enter text.

4.6 Describe the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)]

Click here to enter text.

4.7 If training contracts are used, how will the use of such contracts be coordinated with individual training accounts; and how will the local board ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

Click here to enter text.

4.8 Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]

Click here to enter text.

4.9 Describe how the local board will coordinate workforce investment activities in the local area with rapid response activities carried out in the local area (as described in section 134(a)(2) A). [WIOA Sec. 108(b)(8)]

As a One-Stop Partner, WDD's Wagner Peyser staff coordinates the statewide and local rapid response activities for companies scheduled for shutdowns. Upon receiving a written notice from the affected company, local staff initiates contact with the employer to immediately arrange an orientation for staff and management. With the general oversight of the HCWDB, WDD, the Unemployment Insurance Division, and appropriate One-Stop partners conduct joint orientation and enrollment sessions for the affected workers on the employer's site at the earliest convenience. Those eligible and interested in program services are referred to the respective One-Stop partners and services are provided. HCWDB will ensure gains and re-employment, re-entry wage rates and retention rates are all measurable and quantifiable.

Section 5: Compliance

5.1 Attach as *Attachment A*, the document signed by the Chief Local Elected Official (Mayor) designating the local workforce development board as the local (county) WIOA administrative entity.

5.2 Describe the competitive process and criteria (such as targeted services, leverage of funds, etc.) to be used to award subgrants and contracts for WIOA Title I Adult, Dislocated Worker, and Youth services; provide the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)]

Click here to enter text.

5.3 Provide an organization chart as *Attachment B* that depicts a clear separation of duties between the board and service provision.

5.4 Provide a roster of the local board as *Attachment C*, including the name, title, organization, of each board member; and the category that each member represents. [WIOA Bulletin No.04-15]

See attached

5.5 Provide the policy and process for nomination and appointment of board members demonstrating compliance with WDC Policy/WIOA Bulletin No.04-15.

Members of the HCWDB shall be nominated by local business organizations, business trade associations or local labor federations and appointed by the Chief Local Elected Official in compliance with Section 107 of the WIOA and consistent with the requirements of the State.

5.6 Provide the completed Local Workforce Development Board Membership Certification Request included in WIOA Bulletin No. 04-15 (SN 04), as *Attachment D*. See <http://labor.hawaii.gov/wdc/files/2013/01/SN-04-WIOA-04-15-Attmt-2-Cert.-Request.pdf>

See attached

5.7 Provide the name, organization, and contact information of the designated equal opportunity officer for WIOA within the local area.

Click here to enter text.

5.8 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

County of Hawai'i Office of Housing and Community Development is responsible for the disbursement of grant funds or Department of Finance, Hawaii County

5.9 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)]

Click here to enter text.

5.10 Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

Click here to enter text.

5.11 Provide a description of the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Department of Human Services' Division of Vocational Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)]

Click here to enter text.

5.12 Describe the process for getting input into the development of the local plan in compliance with WIOA section 108(d) and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. If any comments received that represent disagreement with the plan were received, please include those comments as *Attachment E*. [WIOA Sec. 108(b)(20)]

Click here to enter text.

5.13

(a) Attach the following to the Local Board Plan:

(1) The Local Board's Bylaws as *Attachment F*

(2) The Local Board's Conflict of Interest Policy as *Attachment G*

(b) State any concerns the local board has with ensuring the compliance components listed below are in place prior to October 31, 2016. Copies of documents are not required at this time but may be requested during monitoring.

- Administration of funds
- Agreement between all counties and other local governments, if applicable, establishing the consortium of local elected officials
- Agreement between the Local Elected Officials and the Workforce Development Board
- Code of Conduct
- Approved Budget
- Memorandum of Understanding and/or Resource Sharing Agreements, as applicable
- Required policies on the following topics
 - Financial Management including cost allocation plan, internal controls, cash management, receipts of goods, cost reimbursement, inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, procurement, allowable costs
 - Program Management including equal opportunity for customers, supportive services, needs related payments, file management, eligibility, self-sufficiency criteria, individual training accounts, layoff assistance, priority of services, grievance for eligible training providers list, transitional jobs, stipends, training verification/refunds
 - Risk Management including records retention and public access, public records requests, monitoring, grievance, incident, disaster recovery plan
 - Board Policies including board appointment, board resolutions

a) See attached

5.14 Describe how the Local Board complies with the requirements of Hawaii's Sunshine Law on open meetings and meeting records (HRS §92) and WIOA Sec. 107(e):

(a) Who is notified of meetings and how are they notified?

(b) Where are meeting notices (agenda) posted?

(c) Where are the meeting minutes posted? How does the public access meeting minutes?

(d) Attach as *Attachment H* the local board agenda and minutes for the last two fiscal years (2014 & 2015).

(e) How will information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities be available to the public?

- a) **Board members and individuals who request notification of meetings are notified via email three (3) weeks prior to the meeting date to give adequate time for preparation for the meeting. They are sent a reminder email with a copy of the agenda and previous meeting's minutes one (1) week prior to the meeting.**
- b) **Meeting notices are filed with the County of Hawai'i Office of the County Clerk at least six (6) days prior to the meeting date as required under Sunshine Law. Notices are then posted at 25 Aupuni Street, Hilo, Hawai'i as well as on the County of Hawai'i website:**

www.hawaiicounty.gov/office-of-housing/.

- c) Meeting minutes are posted on the County of Hawai`i website. The public can request a copy of the meeting minutes from the Office of Housing and Community Development.
- d) Please see Attachment H
- e)

NEW BUSINESS #3

Approval to delegate the authority to the Executive Committee to approve the Local Area Plan and report back to the Board.**

BACKGROUND:

- Each local board shall develop and submit to the Governor a comprehensive 4-year local plan, in partnership with the Mayor.
- The Local Area Plan shall support the strategy described in the Unified State Plan.
- The WIOA Title I Program requires that the HCWDB approve the Local Area Plan.
- The board may delegate authority to committees for specific purposes.

CONSIDERATION:

- At least 14 days will be set aside for public comments.
- By January 31, 2019, local boards shall review its local plan and submit modifications to reflect changes in labor market and economic conditions or other factors affecting the implementation of the plan.
- The next HCWDB meeting is scheduled for November 15, 2016.
- Our goal is to have the Local Area Plan written and executed by October 31, 2016.
- The Executive Committee meets as needed, which gives the Board greater flexibility to review plans and respond to time sensitive requirements of deadlines.

RECOMMENDATION:

Delegate the authority to the Executive Committee to approve of the Local Area Plan.

NEW BUSINESS #4

Approval to extend the Adult and Dislocated Worker Service Provider Agreements for Program Year (PY) 2016.

BACKGROUND:

- The Hawaii State Department of Labor and Industrial Relations, Workforce Development Division is the current provider for the Adult and Dislocated Worker Programs for PY 2015 effective March 1 - December 31, 2016.
- The most current RFP was issued in 2015.
- The Board may renew contracts with current service providers without an RFP up to three subsequent program years (2016, 2017 and 2018) on a year to year basis.

CONSIDERATION:

- The Hawaii County Workforce Development Board has the option to either extend current service provider contracts with Workforce Development Division or decide to do a request for proposal for the programs.
- The current provider has hired new staff and is undergoing extensive training.

RECOMMENDATION:

The OHCD recommends the Board to extend the current Adult and Dislocated Worker Service Provider agreement for the Program Year 2016.

ADULT

Performance Items	Cumulative 4-Quarter	Annual Performance Goals	80% of Annual Performance Goal	Status for Annual Goal
Entered Employment	60%	65%	52%	Met
Employment Retention	63%	85%	68.8%	Not Met
Average Earnings	\$9,611	\$12,200	\$9,760	Not Met

DISLOCATED WORKER

Performance Items	Cumulative 4-Quarter	Annual Performance Goals	80% of Annual Performance Goal	Status for Annual Goal
Entered Employment	59%	78%	62.4%	Not Met
Employment Retention	75%	92.5%	74%	Met
Average Earnings	\$12,175	\$14,759	\$11,807	Met

NEW BUSINESS #5

Decide and approve funding limits for participant eligible training provider (ETP) activities.

BACKGROUND:

- A review of the last 3 years of Eligible Training Provider expenses, the average ETP cost was approximately \$2,000 with the highest certification being \$2,700 for a Commercial Driver's License.
- In the past the Workforce Investment Act (WIA) Adult and Dislocated Worker Program ETP funding per participant was \$2,500/12 months or \$5,000/24 month period. Anything above the set limit was reviewed by program manager to determine if funding was available and if a waiver should be granted to meet the training needs.

CONSIDERATIONS:

- We continue to add ETPs and are recruiting based on the Business Community needs
- Workforce Innovation and Opportunity Act law encourages training and supplying a skilled workforce.
- Training fees may have increased over time

RECOMMENDATION:

OHCD recommends keeping the ETP spending limits the same for WIOA.

OTHER REPORTS

1. Office of Housing and Community Development (OHCD)
 - WIOA PY 15 Dashboard
 - WIOA PY 16 Dashboard
2. Big Island Workplace Connection (BIWC)
 - 05.26.16 BIWC minutes
 - 06.22.16 BIWC minutes
3. Executive Committee
 - 05.13.16 Executive Committee minutes
4. Youth Committee
 - 05.24.16 Youth Committee minutes

WIOA 2015 FUNDING DASHBOARD

DESCRIPTION	Contract Term	Contract Amount	Adjustment	Adjusted Program Year Allocation	Reported expenditures 7/1/15 - 6/30/16	Balance 6/30/16	Remarks
ADMINISTRATION (OHCD)							
	7/1/15-6/30/17	\$ 114,530.00		\$ 114,530.00	\$ 114,530.00	\$ -	County funds as needed
ADULT							
WDD	3/1/16-12/31/16	\$ 312,409.00		\$ 312,409.00	\$ 75,385.12	\$ 237,023.88	
HireNet 2015	7/1/15-6/30/16	\$ 26,258.00	\$ (4,496.00)	\$ 21,762.00	\$ 21,762.00	\$ -	
HireNet 2016	7/1/16-6/30/17	\$ -	\$ 4,496.00	\$ 4,496.00	\$ -	\$ 4,496.00	
OHCD	7/1/15-6/30/17	\$ 10,474.00		\$ 10,474.00	\$ 10,474.00	\$ -	
Total Adult Funding		\$ 349,141.00	\$ -	\$ 349,141.00			
DISLOCATED WORKER							
WDD	3/1/16-12/31/16	\$ 291,703.00		\$ 291,703.00	\$ 68,945.20	\$ 222,757.80	
HireNet 2015	7/1/15-6/30/16	\$ 17,275.00	\$ (2,958.00)	\$ 14,317.00	\$ 14,317.00	\$ -	
HireNet 2016	7/1/16-6/30/17	\$ -	\$ 2,958.00	\$ 2,958.00	\$ -	\$ 2,958.00	
OHCD	7/1/15-6/30/17	\$ 9,556.00		\$ 9,556.00	\$ 9,556.00	\$ -	
Total Dislocated Worker Funding		\$ 318,534.00	\$ -	\$ 318,534.00			
YOUTH							
In-School Youth (ISY)							
Goodwill	8/1/15-7/31/16	\$ 80,306.00		\$ 80,306.00	\$ 56,635.00	\$ 23,671.00	
HireNet 2015	7/1/15-6/30/16	\$ 6,392.00	\$ (1,095.33)	\$ 5,296.67	\$ 5,296.67	\$ -	
HireNet 2016	7/1/16-6/30/17	\$ -	\$ 1,095.33	\$ 1,095.33	\$ -	\$ 1,095.33	
OHCD	7/1/15-6/30/17	\$ 3,173.00		\$ 3,173.00	\$ 3,173.00	\$ -	
Out-of-School Youth (OSY)							
Goodwill	8/1/15-7/31/16	\$ 245,893.00		\$ 245,893.00	\$ 211,478.00	\$ 34,415.00	
HireNet 2015	7/1/15-6/30/16	\$ 19,176.00	\$ (3,283.00)	\$ 15,893.00	\$ 15,893.00	\$ -	
HireNet 2016	7/1/16-6/30/17	\$ -	\$ 3,283.00	\$ 3,283.00	\$ -	\$ 3,283.00	
OHCD	7/1/15-6/30/17	\$ 8,170.00		\$ 8,170.00	\$ 7,868.11	\$ 301.89	
Total Youth Funding		\$ 363,110.00	\$ -	\$ 363,110.00			
TOTAL 2015 FUNDING		\$ 1,145,315.00	\$ -	\$ 1,145,315.00	\$ 615,313.10	\$ 530,001.90	
Notes	Total HireNet billing \$69,101.00						
	(OHCD) Office of Housing and Community Development						
	(WDD) Workforce Development Division						

WIOA 2016 FUNDING DASHBOARD

DESCRIPTION	Contract Term	Contract Amount	Reported expenditures	Balance 8/4/16	Remarks
ADMINISTRATION (OHCD)					
	8/4/16-6/30/18	\$ 112,792.00		\$ 112,792.00	County funds as needed
ADULT					
WDD		\$ 336,604.00		\$ 336,604.00	
HireNet	8/4/16-6/30/17	\$ 19,856.00		\$ 19,856.00	
OHCD	8/4/16-6/30/18	\$ 18,998.00		\$ 18,998.00	
Uncontracted	8/4/16-6/30/18	\$ 4,496.00		\$ 4,496.00	
Total Adult Funding		\$ 379,954.00			
DISLOCATED WORKER					
WDD		\$ 230,521.00		\$ 230,521.00	
HireNet	8/4/16-6/30/17	\$ 13,901.00		\$ 13,901.00	
OHCD	8/4/16-6/30/18	\$ 13,020.00		\$ 13,020.00	
Uncontracted	8/4/16-6/30/18	\$ 2,958.00		\$ 2,958.00	
Total Dislocated Worker Funding		\$ 260,400.00			
YOUTH					
In-School Youth (ISY)					
Goodwill	8/4/16-	\$ 83,705.00		\$ 83,705.00	
HireNet	8/4/16-6/30/17	\$ 4,211.67		\$ 4,211.67	
OHCD	8/4/16-6/30/18	\$ 4,685.00		\$ 4,685.00	
Uncontracted	8/4/16-6/30/18	\$ 1,095.33		\$ 1,095.33	
Out-of-School Youth (OSY)					
Goodwill	8/4/16-	\$ 251,114.00		\$ 251,114.00	
HireNet	8/4/16-6/30/17	\$ 12,640.00		\$ 12,640.00	
OHCD	8/4/16-6/30/18	\$ 14,054.00		\$ 14,054.00	
Uncontracted	8/4/16-6/30/18	\$ 3,283.00		\$ 3,283.00	
Total Youth Funding		\$ 374,788.00			
TOTAL 2016 FUNDING		\$ 1,127,934.00	\$ -	\$ 1,127,934.00	
Notes	Total HireNet billing \$62,441.00				
	(OHCD) Office of Housing and Community Development				
	(WDD) Workforce Development Division				



Big Island Workplace Connection

Draft Summary Minutes

May 25, 2016
11:00 am

Agency Members Present

Helen Nishimoto (Chair)
Chad Okinaka (Vice-Chair)
Rona Alexander
Sharon Hirota
Gerry Lum
Claudette Medeiros
Ellen Okimoto
Kathy Perry
Glen Shigehara

Absent and Excused

Phyllis Funada
Blayne Hanagami

Jay Kimura
Charlie Kunz
Carla Kurokawa
Estee Nathanson
Kau`i Paleka-Kama

Staff Present

Michelle Arima
Chasity DeVera
Sandra Goodale

CALL TO ORDER

The meeting was called to order by Chair Helen Nishimoto at 10:30 am.

PUBLIC COMMENTS

APPROVAL OF MINUTES

1. Approval of March 30, 2016 minutes
Minutes were distributed for review. Chad moved to approve the minutes, Gerry seconded and the minutes were unanimously approved.

OLD BUSINESS

1. Update on Resources Match
Michelle informed the group that training was held in Hilo and Kona. HawCC, WDD, DVR, WCSA and Alu Like attended the training sessions and were given individual licenses. Partners that did not attend can still use the BIWC login and password.
2. Cost Allocations
Michelle reminded the group to submit Cost Allocations. MEO and WCSA are the only ones that are current.

NEW BUSINESS

1. Update on Monster.com's visit on April 26, 2016
Michelle stated that two sessions were held. The morning presentation was done at the Workforce Development Board meeting and focused on benefits for employers. The afternoon session was held for BIWC partners and other agencies interested in learning more. This presentation focused on the job seeker and case management side. Presentations were done for all counties and there were lots of great responses. If the State does decide to go with Monster, the services would be free to employers instead of \$10,000 per year. All information from HireNet can be transferred over electronically. The program is very user friendly and could include an app for smartphones. Michelle stated that many employers post job

listings on Craigslist instead of HireNet because it is easier to use. Kathy stated that her office denies many applicants because they can't figure out how to use HireNet.

2. Extension of One-Stop Memorandum of Understanding (MOU)
Michelle informed the group that the MOUs will expire on June 30, 2016. Due to the regulations not being released and not receiving guidance on cost allocations as well as not having a new One-Stop Operator, she asked WDC if we could extend the MOUs. WDC granted us the extension of MOUs. Hawaii County Workforce Development Board (HCWDB) approved the extension. OHCD will work with Corp Counsel to figure out how to do the extension and will send it out for signature.
3. Annual Job Fair preparation
Michelle informed the group that Jak Hu, General Manager of King Kamehameha Beach Hotel is on the Workforce Development Board and represents the hotel industry. In speaking with Jak and his Director of Human Resources and Training Manager, Rossella, we learned that there is a major shortage of employees in the hotel industry. There are many positions that need to be filled but not enough workers on that side of the island. We also learned that the buses to/from Kona are usually standing room only. They are trying to arrange a meeting with Mass Transit to discuss what options are available. Jak and Rossella are excited about participating in the job fair and reached out to the other hotels. We have six hotels confirmed for the October job fair so far. The hotels have offered to donate door prizes and food although Michelle will check with Corp Counsel to see if we are able to accept them. With the additional hotels participating, Michelle asked the group if they want to keep it at Auntie Sally's or move it to the Tennis Stadium. If we move the location to the Tennis Stadium, we could invite employers from Kona to participate. The partners had mixed opinions and Michelle asked them to think about it.

STATUS REPORTS

1. Hawai'i County Workforce Development Board
Michelle informed the group that the Board voted to extend the Youth contract another year as they are meeting or exceeding their performance goals. The Annual Plan was approved by the Executive Committee and needed to be submitted by June 1. A Stakeholders meeting was held on May 16 to get feedback on the Unified State Plan as there were a lot of corrections to be made. She asked the group to review the plan on the WDC website and submit feedback to her. Michelle informed the group that the Local Area Plan is due September 30. Instruction will hopefully be sent out in early June.
2. Office of Housing & Community Development (OHCD)
See above
3. Rural Outreach Services Initiative (ROSI)
Sharon reported that they are continuing with Rural Outreach. They will be taking the mobile unit to the Nanawale food distribution on June 29 where over 500 people come through in 2 hours. She invited the partners to join them.

BIWC PARTNER AGENCY REPORTS

1. Alu Like
Not present
2. Department of Human Services
Not present
3. Hawai'i Community College
Helen informed the group that graduation was last Friday. They are in the process of hiring a new Chancellor. They are currently offering summer boot camps for developmental education classes that are being discontinued. These classes are being offered at regular rates and students can be reimbursed some or all of their tuition depending on the grade earned.
4. Hawai'i County Economic Opportunity Council
Not present
5. Maui Economic Opportunity, Inc.
Gerry stated that they worked on and submitted a grant and should get a response by the end of June. They just completed LIHEAP training last week as well as training on the homeless initiative.

6. OHCD Existing Housing Division

Sharon reported that OHCD is developing 32 micro-units at the Friendly Place Complex in Kona for chronically homeless singles. They are hoping to complete construction by October 31. They currently oversee the contract for Ulu Wini. This project consists of 96 units and is managed by Hawai'i Affordable Properties. They offer services as well as refer clients to other agencies. She also reported that HCEOC has taken the lead on the homeless initiative. Hawai'i County was given \$1.2 million to assist those that are homeless or are about to become homeless. They have assisted 15 families so far and have another 7 in the application process. The Tenant Based Rental Assistance (TBRA) program continues to accept applications. Preference is given to those who are homeless, in domestic violence and hospice situations, etc... Participants are given assistance for 24 months and have to connect with Hawaiian Community Assets. They continue to call people off of the Section 8 waitlist. Over 800 people have been called off the list since January. OHCD will be breaking ground in mid-June for the Kamakana Senior and Kamakana Multi-Family projects. Each project will consist of 85 units each. Construction is expected to be completed by November 2017.

7. Senior Training & Employment Program

Not present

8. Unemployment Insurance

No report

9. Vocational Rehabilitation

Ellen reported that the Summer Youth Employment Program has started. There are some college students and a lot of in-school youth. Participants were placed in State and County offices. They will begin job readiness training in early June.

10. Waipahu Community School for Adults, Hilo Campus

Chad stated that Summer Terms will run June 13-July 25, Mondays and Wednesdays for Waiakea, Waimea and Kona. Classes for Kea'au and Kona will run June 14-July 26 on Tuesdays and Thursdays. Beginning in the fall, classes will also be held at Ulu Wini. Chad also stated that he just received word that they will not be taking on the lower level classes for HCC.

11. Workforce Development Division

Not present

ANNOUNCEMENTS

1. Next BIWC meeting, Wednesday, June 22, 2016, 10:30 am at OHCD Existing Housing Conference Room. We will have the Mobile Unit available at the One-Stop for partners to tour. Helen also asked for volunteers for refreshments for upcoming meetings.

ADJOURNED

Meeting was adjourned at 11:26 am.



Big Island Workplace Connection

Draft Summary Minutes

June 22, 2016
10:30 am

Agency Members Present

Helen Nishimoto (Chair)
Rona Alexander
Charlie Kunz
Claudette Medeiros
Estee Nathanson
Glen Shigehara

Absent and Excused

Chad Okinaka (Vice-Chair)
Phyllis Funada
Blayne Hanagami
Sharon Hirota
Jay Kimura
Carla Kurokawa
Gerry Lum
Ellen Okimoto
Kau'i Paleka-Kama
Kathy Perry

Staff Present

Michelle Arima
Chasity DeVera
Sandra Goodale

CALL TO ORDER

The meeting was called to order by Chair Helen Nishimoto at 10:31 am.

PUBLIC COMMENTS

APPROVAL OF MINUTES

1. Approval of May 25, 2016 minutes
Minutes were distributed for review. Rona made a correction to the attendance. Shige moved to approve the minutes, Estee seconded and the minutes were unanimously approved.

OLD BUSINESS

1. Resources Match update
Michelle informed the group that Resources Match will be opening up for individuals. Shige stated that they should have it up and running at the Nanawale event although they are still working out details. Charlie stated that he emailed Sharon to let her know that due to the hiring of new staff, Resources Match was not at the top of their priority list, but they will be taking time to become familiar with the program. Helen stated that they have been training other offices on campus that were unaware of the program. She informed Shige that due to the maximum radius, some of their programs do not come up. Shige asked her to contact him with her questions and concerns and he will assist her. He also stated that the individual licenses will be revoked if the partners are not using them.
2. MOU update
Michelle informed the group that the MOUs say that there has to be a strong referral system in place. Currently we are using the brochures which is not a strong system as it is difficult to track. She also stated that due to the lack of guidance from the State regarding cost allocations and procurement, we are being allowed to extend the current MOU. They will remain the same with the exception of the term of the MOU. They will be good through June 30, 2017. David will be back on Friday to sign the amendment and OHCD will send them out.

3. Job Readiness Training Day and Job Fair preparation

Michelle stated that HCEOC will be donating some food for the Job Fair. The Kona hotels have a strong interest in participating and will be donating door prizes. The group discussed how to handle the donations as County and State agencies are unable to accept them. It was suggested to have the employers announce their own prizes or to have a co-sponsor. Rona stated that MEO is a non-profit and can be the pass through for donations. Helen stated that she will check with the college to see if she can use tables. She will be bringing the laptops to the job readiness and job fair. She will again assist with the resume portion of the job readiness fair. There were suggestions to ask Alu Like to assist with applications again and to ask Goodwill or Debbie Shigehara's group to assist with the dress for success. Estee will check with Debbie to see if they would be willing to help. WDD has offered to again do the interview skills portion of the training. The next planning meeting will be held on July 11, 2 pm at WDD.

NEW BUSINESS

1. USDOL Training and Employment Notice (TEN) 40-15 & 41-15

Michelle informed the group that we have received 2 notices from USDOL. These notices were regarding evaluations of One-Stops which Hawai'i County may or may not be asked to participate in.

2. Refreshments

The group was asked if they wanted to continue with having refreshments at our meetings. Everyone stated that they did. Helen asked how they would like to do the refreshments. Kathleen used to collect money from each partner and she would buy the refreshments. The group decided that they would like to continue taking turns providing them. A sign-up sheet was circulated for the rest of the year. MEO volunteered for July.

STATUS REPORTS

1. Hawai'i County Workforce Development Board

Michelle reviewed the WDC report with the group. She also explained that we just received the Local Area Plan instructions late Friday afternoon and reviewed the sections that will need input from the partners. Michelle stated that we also just received the draft ETP policy and procedures and asked the group to review and send comments to her to be sent to the State. She mentioned that the Feds are really impressed with the Mobile Unit and will be using it as a best practice throughout the country.

2. Office of Housing & Community Development (OHCD)

See above

3. Rural Outreach Services Initiative (ROSI)

Shige informed the group that they will be in Nanawale on June 29 to assist with the food distribution. They will have the Mobile Unit there and will be registering people on Resources Match.

BIWC PARTNER AGENCY REPORTS

1. Alu Like

Not present

2. Department of Human Services

Not present

3. Hawai'i Community College

Estee stated that the Apprenticeship Coordinator is on board and has been for about a month. The Summer Youth Academy is in session and runs from 8-4. They are also holding Minecraft classes where they design and mod things in the game. She also informed the group that Debbie's Interim Director position will end. They are still in the process of hiring a Director so there may be a lapse. Helen stated that she has been going to Kulani to do career exploration. She also informed the group of the Veterans Job Fair on July 8.

4. Hawai'i County Economic Opportunity Council

Not present

5. Maui Economic Opportunity, Inc.

Rona informed the group that they have a lot of extra funds and are trying to spend down. They are still awaiting a determination on the grant that was submitted.

6. OHCD Existing Housing Division
No report
7. Senior Training & Employment Program
Not present
8. Unemployment Insurance
Not present
9. Vocational Rehabilitation
Not present
10. Waipahu Community School for Adults, Hilo Campus
Not present
11. Workforce Development Division
Charlie stated that they had 18 students for the Summer Youth Program through DVR. WDD has hired staff in April and May and they are strategizing their next steps

ANNOUNCEMENTS

1. Next BIWC meeting, Wednesday, July 27, 2016, 10:30 am at OHCD Existing Housing Conference Room.

ADJOURNED

Meeting was adjourned at 11:47 am.

DRAFT

Hawai'i County Workforce Development Board

Executive Committee

Summary Minutes

May 13, 2016

Members Present

David DeLuz, Jr. (Chair)
Jim Kennedy (Vice-Chair)
Glenn Hashimoto
Alison Lee

Absent and Excused

Donald Straney (Vice-Chair)
Chad Okinaka

Staff Members Present

Michelle Arima
Susan Akiyama
Chasity-Lynne DeVera
Sandra Goodale

Guests Present

Lillian You – OHCD Accountant

Call to Order

The meeting was called to order at 2:54 pm by Chair David DeLuz, Jr.

Public Comments

None

New Business

1. Review Executive Committee's purpose and responsibilities
Michelle stated that the purpose and responsibilities of the Executive Committee is included in the meeting packet. The committee will review, develop and make recommendations to the Board regarding bylaws, overall policy, goals and plans, goal progress, annual plans and budgets. The committee will also make decisions when necessary due to time limitations and will be authorized by the Board to do so.
2. Review WIOA Program Year 2015 Annual Plan and dashboard of program funding
Michelle informed the group that the counties submit budgets to the State and describe how the funding will be spent. Once the Annual Plan is approved, the State develops a contract with the County and the County in turn develops sub-recipient agreements with the providers. She reviewed the budgets for PY 2015.
3. Approval of Program Year 2016 Annual Plan for Adult, Dislocated Worker, Youth and Administration**
Michelle reviewed the Annual Plan's Executive Summary for each program. This included the funding amounts allocated, number of participants, and cost per participant as well as program priorities. She informed the group that they are allowed to withhold up to 10% of funds to be used for administrative costs. 3% was withheld in PY 15 and the draft annual plan reflects 5% for PY 16. David suggested withholding a larger percentage (8%) to give a little bit of cushion and any unused funds will be returned to the programs. Susan and Michelle looked at numbers and felt that 5% would be more than enough. Glenn moved to approve the Annual Plan as written, Jim seconded and the motion was unanimously approved.
4. Overview of the role and responsibilities of Workforce Development Council (WDC)
Michelle informed the group that the WDC has specific functions just as the local board does. She read the functions of the Board as stated in the Law. David explained the composition of the Board.
5. Update of WDC meeting held May 12, 2016

Michelle informed the group that she attended the WDC meeting the day prior. She reviewed the agenda and stated that the core partners are now being included in the reports. She stated that the counties have been expressing their needs in their county reports and informed the Board of the need for assistance with ETPs. Procedures and guidance were supposed to be provided last July and should be addressed at the next meeting on June 9. Michelle also informed the group that standing committees and an Executive Committee were formed without Board approval. The Executive Committee met right before the WDC meeting to discuss making the Executive Director position permanent. They then had an executive session during the Board meeting to give the Executive Committee's recommendation. David asked if the Board was presented a budget or salary information and Michelle responded that they were not.

Announcements

Adjournment

Jim moved to adjourn, Glenn seconded and the meeting was adjourned at 3:43 pm.

DRAFT

Hawai`i County Workforce Development Board

Youth Committee

Summary Minutes

May 24, 2016

Agency Members Present

Chad Okinaka, Chair
Chenoa Paiva
Debbie Perkins

Absent and Excused

Staff Members Present

Michelle Arima
Chasity-Lynne DeVera
Sandra Goodale

Providers Present

Ann Boyd
Kealoha Daubert

Call to Order

The meeting was called to order at 10:07 am by Chair Chad Okinaka. Chad asked for introductions to be done.

Public Comments

None

New Business

1. Accept nominations and select Hawai`i County Youth Committee Vice-Chair for the 2016 calendar year**

Chad informed the group that a Vice-Chair needs to be nominated and selected. He suggested having a member of the Workforce Development Board be Vice-Chair as he could be transferred to another school at any time and would no longer be mandated on the Board. If this happens, the Vice-Chair could assume the Chair position. Debbie is the only other member of this committee that is also a Board member. She was nominated and the committee unanimously selected her as Vice-Chair.

2. Accept recommendations for additional Youth Committee members

Chad asked the group for recommendations for additional committee members. Some suggestions were: Denise Pacheco, Heidi Dangaran, Irene Nagao, Salvation Army and foster youth programs. Sandra will make contact with them.

3. Workforce Innovation and Opportunity Act (WIOA) Youth Program overview

Sandra reviewed WIOA and the Youth Program. She informed the group that for PY 15, which runs through July 31, the Out-of-School Youth received \$245,893 and In-School Youth received \$80,306. An RFP was done and Goodwill was selected as the service provider for both programs. The term of the contract is one year with three additional one year options. The Board recently voted to extend the contract for an additional one year term. PY 16 begins on August 1 and runs through July 2017. Sandra also reviewed eligibility requirements for the Youth Program.

4. Common Measures overview

Sandra reviewed Common Measures and explained that the handout in the packet came from the Department of Labor and is a formula used to determine the providers' placement in education and employment. She also reviewed Performance Measurements set by the State. She informed the group that Goodwill is currently meeting or exceeding their performance measures.

Service Provider Reports

1. Goodwill

Michelle informed the group that normally the service provider would give a report for the previous month but due to having new committee members, she asked that they give an overview of their programs. Kealoha and Ann gave an overview of the programs including financial literacy, job club and community service. They also answered questions from the group.

Announcements

1. Annual monitoring has been scheduled for June 9, 2016
2. The next Youth Committee meeting is scheduled for August 23, 2016.

Adjournment

The meeting was adjourned at 11:11 am.

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