

Attachment H

Local Board Agenda & Minutes

- **07/14/2016**
- **05/19/2016**
- **01/14/2016**
- **10/08/2015**
- **07/09/2015**
- **04/09/2015**
- **01/22/2015**
- **09/11/2014**

Bernard P. Carvalho, Jr.
Mayor



George K. Costa
Director of Economic Development

Wallace G. Rezentes Jr.
Managing Director

OFFICE OF ECONOMIC DEVELOPMENT

County of Kaua'i, State of Hawai'i

4444 Rice Street, Suite 200, Lihu'e, Hawai'i 96766
TEL (808) 241-4946 FAX (808) 241-6399

Kaua`i Workforce Development Board

General Meeting

Thursday, 14 July 2016

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 105
3-1901 Kaumuali'i Highway, Lihu'e, HI 96766

AGENDA

- | | | |
|-----------------|--|--------------|
| 12:00 pm | CALL TO ORDER | L. Sanchez |
| | ➤ Establish Quorum | B. Moritsugu |
| 12:05 pm | ➤ Acceptance of Agenda & Approval Meeting Minutes | B. Ayonon |
| | ➤ Member Reports 2 min. (please submit compiled summary in advance) | |
| 12:25 pm | PRESENTATION | |
| | ➤ BERNADETTE HOWARD – WIOA, CAREER PATHWAYS,
HAWAII CAREER & TECHNICAL EDUCATION PROGRAMS | |
| 1:00 pm | ACTION ITEMS | C. Shirai |
| | ➤ KCC – ETP PROGRAM, MATRIX /ADDITIONS/REVISIONS | |
| 1:10 pm | OTHER BUSINESS | L. Sanchez |
| | ➤ - Stakeholders Unified Plan | |
| | ➤ - Local Plan Committee | |
| | ➤ - Non Profit/ Big Island | |
| | ➤ - Small Business Fair | |
| | ➤ - Annual Job Fair | |
| | ➤ - Apprenticeship Summit | |
| 1:55 pm | ANNOUNCEMENT | |
| | ➤ Next Youth Council Committee Meeting – Wednesday, July. 27, 2016 | |
| | ➤ Next Consortium Committee Meeting – Wednesday, August. 10, 2016 | |
| | ➤ Next Executive Committee Meeting – Thursday, August. 18, 2015 | |
| | ➤ Next KWDB General Meeting – Thursday, October 13, 2016 | |
| 2:00 pm | ADJOURNMENT | |

Contact Kaeo Bradford at 241-4950 at least (4) four days before the meeting if you need special accommodations for a disability.



A Proud Member of America's Workforce Network * Equal Opportunity Is the Law * An Equal Opportunity Program. This Program is supported by the United States Department of Labor, Employment and Training Administration; the State of Hawaii Department of Labor and Industrial Relations; and the County of Kauai, Office of Economic Development.

Date: Thursday, July 14, 2016
Time: 12:00PM to 2:00PM
Location: KCC OCET Room 105

DRAFT MEETING MINUTES

Call to Order:	12:05PM	Members Present: Steven Lupkes, Susan Tai-Kaneko, Calvin Shirai, Sheryl Grady, Leila Kuboyama, Bricen Moritsugu, Tanya Davis-Mendija, Lance Jyo, Angie Kaleiohi for Layne Shigeta, Kamika Smith, Galen Gokan, Bybby Ayonon, Nic Courson, Randy Francisco, David Longmore for Eric Nordmeier.
By:	Bobby Ayonon	
Recorder:	Bricen Moritsugu	
Quorum:	Yes	
Agenda:	Yes	
Minutes:	Yes	

Adjourned: 1:55PM
Staff: Kaeo Bradford
Guest/Guest Speaker: Bernadette Howard, Dorean Duhaylongsod, Kate Hellel, Angelica Luna, Cherie Gaither (sign language interpreter)

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes		
Call to Order	Bobby Ayonon		
Acceptance of Agenda		Steve Lupkes motion to accept, Kamika Smith seconded. Agenda accepted unanimously.	
Approval of Minutes	Minutes submitted to members electronically	Susan Tai-Kaneko motion to accept, Lance Jyo seconded. Minutes approved unanimously.	
MEMBER REPORTS & INDUSTRY UPDATES			
ALU LIKE, Inc.	Tanya Davis-Mendija reported on her program's ongoing summer program. Working to prepare for upcoming school year and assistance available for tuition or books.		
KIUC	Sheryl Grady reported on the upcoming KIUC annual general meeting on July 27th, 6PM at KCC PAC.		
KCC-OCET	Kaeo and Calvin Shirai reported on the ETP process which sunsetted on June 30th. New contract agreement done and in place starting July 1.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
County Housing	Bricen Moritsugu reported on the upcoming opening of the Section 8 waitlist on August 1st-12th.		
OED	Kaeo Bradford reported on the summer youth program at the County in partnership with DVR. Program will end at the end of July.	Kaeo introduced some of the students who joined the KWDB board for the meeting today.	
Kauai Air Conditioning	Bobby Ayonon reported on his need for employees. Business is up 1000% this year. Bobby attended the Hawaii on the Hill event in DC among 11 companies from Kauai in attendance.		
KEDB	Susan Tai-Kaneko reported on their summer internship program. KEDB still has 2 slots available at a 50% cost share.	CEDS plan under extension from the state.	
Mckinley Community School for Adults	Lance Jyo reported on the closing down of summer classes. Continuous stream of students for high school equivalency credential programs. New partnership for Competency-based program with Hale Opiu.		
West Kauai Agriculture	Steve Lupkes reported on updates from agriculture firms on the west side. Kauai Coffee is recruiting for HR and safety personnel. Seed industry in slow period. Several companies given up acreage yielding less crops on the ground.		
DVR	Angie Kaleiohi reported for Layne Shigetata. Summer youth employment program underway with County as previously reported.		
Smith's Motor Boat Service	Kamika Smith reported on continued strength of tourism sector. Smith's is continuing free Fern Grotto tours for Kauai residents.	Kamika inquired on number of employer/industry sector representatives. Kaeo noted there is a need for members from key sectors like Health. Members are asked to make contact and reach out for potential membership.	
PRESENTATION	Bernadette Howard was introduced to present information on career pathways. Bernadette shared the importance of workforce providers and education providers to link up. Members will need to be familiar with not just WIOA but also Every Student Succeeds Act (ESSA) and Perkins Act.	PowerPoint presentation to be forwarded to members at a later date.	
WIOA Career Pathways	There is a need to create a business-led advisory group to advise the KWDB board on what types of jobs are needed. This is part of strategic planning to ensure jobseekers are being linked up to the right available jobs for the best utilization of WIOA resources and strategies.	Susan Tai-Kaneko motioned for Calvin Shirai and OCET to research a business-led advisory group for report back to the KWDB. Kamika Smith seconded. Motion passed.	7/29/2016
		Members to reach out to the various chambers of commerce to assist with policies and procedures as well as gather information and route to Calvin Shirai by 7/29/2016.	7/29/2016

SUBJECT	DISCUSSION	ACTION	TARGET DATE
ACTION ITEMS			
KCC Matrix Additions/Revisions	The matrix of updated courses, additions and revisions was previously distributed to the board electronically.	Steve Lupkes motioned to approve with Susan Tai-kaneko seconding. Matrix approved unanimously.	
OTHER BUSINESS			
Stakeholders Unified Plan Meeting	Strategic planning meeting coming up in August.		
Local Plan Committee	The committee will need to start work up again after halting last year due to the state unified plan. Local plan needs to be completed by September 1st.		
Nonprofit Organization	Big Island W/B has nonprofit started, but wants to meet with representatives from the other neighborisland W/Bs.		
Small Business Fair	Fair currently set for September 6th. Looking to push further back because of budget. Now looking at after January or February 2017.		
Annual Job Fair	Job fair tentatively set for October 12th. WDD looking for vendors. KWDB members are being asked to assist.		
Apprenticeship Summit	Date for the summit yet to be set. Looking to collaborate with DBEDT.		
ANNOUNCEMENTS			
Youth Provider	No youth provider as of June 30th. In process to work on a new govt. to govt. agreement with WDD to run the service.		
Upcoming Meetings	Consortium on 8/10/2016, Executive on 8/18/2016, General on 10/13/2016.		
Adjournment	Adjournment at 1:55PM		



Nadine K. Nakamura
Managing Director

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Kaua`i Workforce Development Board

General Meeting

Thursday, 19 May 2016

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 106
3-1901 Kaumuali`i Highway, Lihu`e, HI 96766

AGENDA

- | | | |
|-----------------|--|--------------|
| 12:00 pm | CALL TO ORDER | |
| | ➤ Establish Quorum | L. Sanchez |
| 12:05 pm | ➤ Acceptance of Agenda & Approval Meeting Minutes | B. Moritsugu |
| | ➤ Member Reports 2 min. (please submit compiled summary in advance) | B. Ayonon |
| 12:25 pm | PRESENTATION | |
| | ➤ WIOA PY15, 3rd Qtr AD & DW Report (5-7min) | WDD |
| | ➤ PAXEN –PY15 3rd. Qtr Report (5-7min) | W. Parent |
| | ➤ DVR Summer Youth Employment (5-7min.) | L. Shigeta |
| 12:55pm | ACTION ITEMS | |
| | ➤ KCC – MATRIX ADDITIONS/REVISIONS | C. Shirai |
| 1:00 pm | OTHER BUSINESS | |
| | ➤ - Stakeholders Unified Plan Meeting Comments | L. Sanchez |
| | ➤ - Role & Responsibilities of the Board | B. Moritsugu |
| | ➤ - Program Monitoring | K. Bradford |
| | ➤ - Committee members needed organizing - Non Profit | |
| | ➤ - Monster.com Presentation | |
| 1:55 pm | ANNOUNCEMENT | |
| | ➤ Next Youth Council Committee Meeting – Wednesday, June. 29, 2016 | |
| | ➤ Next Consortium Committee Meeting – Wednesday, June. 8, 2015 (STC) | |
| | ➤ Next Executive Committee Meeting – Thursday, June. 16, 2015 | |
| | ➤ Next KWDB General Meeting – Thursday, July 14, 2016 | |
| 2:00 pm | ADJOURNMENT | |

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Date: Thursday, May 19, 2016
 Time: 12:00PM to 2:00PM
 Location: KCC OCET Room 106

DRAFT MEETING MINUTES

Call to Order:	12:10PM	Members Present: Leialoha Sanchez (Chairperson) Bobby Ayonon (Vice-Chairperson), Bricen Moritsugu (Secretary), William Arakaki, Addison Bulosan, Tanya Davis-Mendija, Randy Francisco, Lynn Kua, Eric Nordmeier, Wendy Parent, Layne Shigeta, Calvin Shirai, Gino Soquena.
By:	Leialoha Sanchez	
Recorder:	Bricen Moritsugu	
Quorum:	Yes	
Agenda:	Yes	
Minutes:	Yes	

Adjourned: 2:10PM
 Staff: Kaeo Bradford, Kent Hirokawa, George Costa
 Guest/Guest Speaker:

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes	9 eligible members present to establish quorum	
Call to Order	Leialoha Sanchez		
Acceptance of Agenda	Bricen Moritsugu requested three amendments to the agenda: under Presentation add evaluation program; under Action Items add ETP; under Other Business add career pathways & laborers training class.	Gino Soquena motioned to approve with amendments, Bricen Moritsugu seconded. Agenda passed unanimously.	
Approval of Minutes		Deferred	
MEMBER REPORTS & INDUSTRY UPDATES			
Kauai Air Conditioning	Vice-Chair Bobby Ayonon reported that Art Umezu made a musical CD as a fundraiser for the upcoming Filipino Cultural Center. It is being sold for \$20 each. Please purchase if you can.		
Film Industry (OED)	Randy Francisco reported on his recent trade show visit in LA and the new Kauai view books highlighting the film industry and upcoming media technology center. There was \$5 million in film production on Kauai last year, 300 jobs and 362 work days.	See distributed Kauai view books	

SUBJECT	DISCUSSION	ACTION	TARGET DATE
DVR	Layne Shigeta reported that DVR is hiring a PT counselor starting 6/1/16. Upgrade to FT possible subject to Governor approval as legislature allowed funds. The Summer Youth Program will start on 6/1 with 16 students. There will be an orientation on 5/27 at 10AM at the Moikeha rotunda.	KWDB members are invited to attend the orientation on 5/27.	
KCC-OCET	Calvin Shirai reported that the OCET summer program is expanding with robotics, carpentry and farming among others for youth ages 9-12.	See distributed flyer.	
Laborers' Intl. Union Local 368	Gino Soquena reported on the apprenticeship training program now in recruitment. Applications are still being accepted.	See distributed flyer.	
DOE	Bill Arakaki reported that summer program information is distributed to the schools. It is advisable to share program information with the schools as soon as possible as the school year ends sooner now due to the year-round calendar. Ongoing discussion regarding ESSA law.		
Specific Chiropractic Center	Dr. Bulosan reported that he hired a new doctor from Texas. Services and business is growing. Seeing lots of patients from the Lihue and Kapaa region so will look to target the other regions of the island.		
ALU LIKE, Inc.	Tanya Davis-Mendija reported on her program's gearing up for summer. She is continuing to network with partners to build collaboration and working to recruit more youth. Currently has about 30 youth and looking for more.		
County Housing	Bricen Moritsugu reported on recent position changes and openings within the agency. Currently working through a waitlist pull of 172 families with 88 responding. Most respondents are working.		
YWCA of Kauai	Chairperson Leialoha Sanchez reported on her STEM robotics program that will run this summer for westside youth in partnership with QLCC. Had slots for 25 youth.		
KEO	Lynn Kua reported on their homeless shelter expansion to 40 people per night. Currently recruiting staff for the shelter.		
PRESENTATION			

SUBJECT	DISCUSSION	ACTION	TARGET DATE
WIOA PY15 3rd Quarter AD & DW Report	Eric Nordmeier reported WDD's efforts to contact individuals whom have lost contact. 19 active for adult program at present. Having challenges getting people through training especially at KCC due to challenges meeting minimum class size. Chair Sanchez questioned where the number come from. Eric responded that the data comes from HireNet. There is ongoing confusion as to the timing of quarters.	See distributed report. Chairperson Sanchez noted that there will be a revised reporting form that will go into effect after the 4th quarter.	
PAXEN PY15 3rd Quarter Report	Malama Parent reported on PAXEN activities. There were guest speakers for the in-school class. Malama is managing an active caseload of 45 participants. She is actively recruiting for the out-of-school class.	See distributed report.	
Evaluation Program	Chairperson Sanchez presented the revised reporting form to the board. The evaluation must be done regularly on an annual basis, but the board will review quarterly.	Please review the distributed 2016 WIOA budget.	
ACTION ITEMS	The Matrix was previously voted and accepted at the Executive Committee Meeting. For the benefit of the General board, questions from the Executive Committee were shared: increased cost of courses due to new pricing requirements to match the main campuses and credential listed for all courses. Kaeo Bradford noted a question raised by the state of simply raising the cost of tuition but reduce the number of students. Calvin Shirai responded that this was possible. However Randy Francisco noted that it will have the adverse affect of punishing non-subsidized students. Randy recommended the board send a letter to UH encouraging better ways to price OCET courses that will generate demand for courses and maintain equilibrium.	See distributed matrix. Chairperson Sanchez will introduce the letter to UH as an Executive Committee agenda item.	6/16/2016
ETP	Kaeo reported that the Kumu Ao program will sunset on 6/30 and WDC has not put the continuance of the program on the agenda. This will impact all islands and statewide WDB's.	The KWDB will need to submit a letter encouraging the continuance of Kumu Ao.	6/30/2016
OTHER BUSINESS			

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Stakeholders Unified Plan Meeting	Chairperson Sanchez reported on the non-compliance of the state WDC board and it's negative implications to the local board and the funding. Jeff Fantine has also indicated his desire to return to Kauai to meet with stakeholders.	Gino Soquena motioned to decline the invitation and meeting with Jeff Fantine with Vice-Chair Ayonon seconding. Motion passed unanimously.	
Role & Responsibilities of the Board	Bricen Moritsugu reported on the roles and responsibilities of the board based on a presentation done at the Pacific Regional Meeting (Region 9) held in January by PCG Consulting.	See distributed packet. Request the full 63-slide presentation from Kaeo.	
Program Monitoring	Kaeo Bradford distributed a financial monitoring letter from WDC. There was a finding in regards to the youth contract and breakdown of contractual services between in-school and out-of-school youth. Kaeo confirms that she and Kent Hirakawa worked to correct the matter.	See distributed monitoring letter.	
Committee Members Needed	Reiteration discussion that members need to join committees.	See distributed committee listing.	
Monster.com Presentation	Kaeo Bradford provided the materials from the presentation. Monster.com presented their services as a comparison to HireNet. The HireNet contract is up for bid in a few years and it is good to explore options.	See provided materials.	
ANNOUNCEMENTS			
Next Meetings	Youth Council: 6/29/2016; Consortium: 6/8/2016; Executive Committee: 6/16/2016; General: 7/14/2016		
Adjournment	Adjournment at 2:10PM		
		Next KWDB General meeting to be held on July 14, 2016	



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Kaua`i Workforce Development Board

General Meeting

Thursday, 14 January 2016

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 105
3-1901 Kaumuali'i Highway, Lihu'e, HI 96766

AGENDA

- 12:00 pm** **CALL TO ORDER**
- Establish Quorum
- 12:05 pm**
- Acceptance of Agenda & Approval Meeting Minutes
 - Member Reports 2 min. (please submit compiled summary in advance)
- 12:25 pm** **PRESENTATION**
- ADDISION BULOSAN – BUSINESS PRESENTATION (10MIN)
 - WIOA PY15, 1st Qtr AD & DW Report (5-7min)
 - PAXEN –PY15 1st. Qtr Report (5-7min)
 - DVR SUMMER YOUTH EMPLOYMENT (10 MIN.)
- 12:55pm** **ACTION ITEMS**
- KCC – MATRIX ADDITIONS/REVISIONS
- 1:00 pm** **OTHER BUSINESS**
- Executive Committee Activities:
 - - By-Laws & Constitution – Review Revisions
 - - MOU Revisions & Updates
 - - Stakeholders Unified Plan Meeting Comments
 - - Program Monitoring
- 1:55 pm** **ANNOUNCEMENT**
- KCC – Spring Job Fair Planning
 - Pacific Region 6, WIOA Meeting, January 20-21, LWDB only
 - Committee members needed organizing - Non Profit
 - Next Youth Council Committee Meeting – Wednesday, Jan. 27, 2016
 - Next Consortium Committee Meeting – Wednesday, Feb. 10, 2015
 - Next Executive Committee Meeting – Thursday, Feb. 18, 2015
 - Next KWDB General Meeting – Thursday, April 14, 2016
- 2:00 pm** **ADJOURNMENT**

L. Sanchez
B. Moritsugu
B. Ayonon

WDD
W. Parent
L. Shigeta

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Date: Thursday, January 14, 2016
 Time: 12:00PM to 2:00PM
 Location: KCC OCET Room 105

DRAFT MEETING MINUTES

Call to Order:	12:15PM	Members Present: Bobby Ayonon (Vice-Chairperson), Bricen Moritsugu (Secretary), Steve Lupkes, Heidi Schemp for Kevin Moriguchi, Kamika Smith, Sheryl Grady, Galen Gokan, Tanya Davis-Mendija, Angie Kaleiohi for Layne Shigeta, Gino Soquena, Kevin Mince, Lance Jyo, Cheryl Stiglmeier for Peggy Lake, Randy Francisco, Teresa Tumbaga for Mauna Kea Trask/Nic Courson, Danette Wise, Eric Nordmeier, Wendy Parent, Lisa Nakamura.
By:	Bobby Ayonon	
Recorder:	Bricen Moritsugu	
Quorum:	Yes	
Agenda:	Yes	
Minutes:	Yes	

Adjourned: 1:55PM

Staff: Kaeo Bradford
 Guest/Guest Speaker: David Longmore, Adele Manera, Carol Kanayama, Addison Bulosan.

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes		
Call to Order	Bobby Ayonon for Leialoha Sanchez		
Acceptance of Agenda	Bricen Moritsugu - Motion to accept: Steve Lupkes - Seconded	Accepted unanimously	
Approval of Minutes	Bricen Moritsugu noted that the minutes provided need to be corrected: Page 2, Dept. of Human Services (spelling correction) and Page 3, KCFCU should be listed as raising the \$50,000 for Children's Miracle Network and not KIUC. Kamika Smith - Motion to accept with changes. Steven Lupkes - Seconded.	Approved unanimously as changed	
MEMBER REPORTS & INDUSTRY UPDATES			
Smith's Motor Boat Service	Kamika Smith reported on continued strength of tourism. Vice-Chair Bobby Ayonon asked if there was any updates regarding the Coco Palms development. Kamika noted that he has not seen any recent movement. George Costa reported that there are some current challenges with the project permits.		
Mckinley Community School for Adults	Lance Jyo reported that their spring session for CB and GED/HISET began this week.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
KIUC	Sheryl Grady reported on one temporary job position currently listed on KIUC website for a meter reader filling in for an incumbent who is out on leave.		
UI	Lisa Nakamura reported that the latest unemployment rate is at 3.2% for November which is the latest statewide data.		
Laborers' Intl. Union Local 368	Gino Soquena reported that the union will be taking intakes for apprentices on January 22nd.		
Kauai Air Conditioning	Vice-Chair Bobby Ayonon reported that he was finally able to hire a new worker who came in from New England.	National Apprenticeship Week is upcoming in November. Bobby would like to start an initiative to support apprenticeships and reach out to the high schools.	Ongoing
Film Industry (OED)	Randy Francisco reported on the potential to grow the film industry workforce on Kauai and establish entrepreneurship in the industry sector.		
BASF	Steve Lupkes reported on the seed companies bringing in outside labor to meet demand as there is not enough local workers on-island. There will be impact related to the upcoming DOW/DuPont merger.		
Macy's	Heidi Schemp reported that the Kauai store is not one of the Macy's stores slated for closing.		
Kauai Community College (Office of Continuing Education & Training)	Cheryl Stiglmeier reported that they do not yet have a Director for OCET at this time. OCET is also now being charged a percentage for facility usage. This will increase cost for classes.	Spring Job fair is coming soon. More info to come.	
Kauai Community College (Rural Hawaii Project)	Kevin Mince reported that grant monies for their programs are almost finished. They are hopeful for more training money with the passage of the federal budget.		
ALU LIKE, Inc.	Tanya Davis-Mendija reported on the recruitment in process for 20 youth for placement into program by March 19th. She would like to partner with providers and KWDB members to develop training sites for the youth.		
PRESENTATION			
Addison Bulosan	Dr. Addison Bulosan, a chiropractor who returned to Kauai and opened a practice was welcomed to the board and presented his services and story. Dr. Bulosan is hoping to foster partnerships to encourage individuals to become interested in the field.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
WIOA PY15 Adult Program 1st Quarter Report	David Longmore reported on the adult program. For July-September: 38 clients in program, 2 new enrollments, 2 exited, 5 placed in jobs, 9 placed in training education. For October-December: 14 clients in program, 0 new enrollments, 24 exited, 2 placed in jobs, 0 in training education. Kamika Smith inquired if people are being turned away from services: Yes.	Kamika Smith requested details of the people being turned away from WIOA services.	TBD
WIOA PY15 Dislocated Worker Program 1st Quarter Report	Adele Manera reported on the dislocated worker program. For July-September: 17 enrolled, 13 exited, 8 placed in jobs, 9 placed in training education. For October-December: 10 participants, 0 enrolled, 7 exited, 3 placed in jobs, 7 in training education.	Randy Francisco requested a profile of dislocated workers to better help the board look at programs that run in alignment of services needed.	TBD
9090 Report	Carol Kanayama provided a brief overview on the ETA 9090 report.		
PAXEN PY15 1st Quarter Report	Malama Parent introduced herself as the new PAXEN employee running the youth program contract. The program has changed names from About Facel to Career Pathways. Malama is seeking partnerships with employers to serve as training sites.	Review provided 9090 reports.	
DVR Summer Youth Employment	Angie Kaleiohi reported on a new summer youth employment program from DVR in partnership with the county. HS youth active with DVR will be targeted for participation: 6 weeks of employment in the county for 20 hours a week. Targeting 25 youth. Coordinating staff will be hired through the county.	Review Scope of Services provided.	
ACTION ITEMS			
KCC Matrix Additions/Revisions	Kaeo Bradford reported that the Executive Committee already approved the latest round of matrix additions/revisions at their December meeting due to the time constraints between general meetings. Randy Francisco raised the matter of sustainability of courses and that business may not be able to afford to send workers to these trainings after Steven Lupkes noted the example of the GIS course more than doubling in cost.	Need to continue to review costs and need for courses by the board.	Ongoing
OTHER BUSINESS			

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Bylaws & Constitution	Kaeo Bradford reported that Nick Courson reviewed the bylaws and the Executive Committee will need to review and discuss again.		2/18/2016
MOU Revisions & Updates	Kaeo Bradford announced that the Consortium committee will need to convene to review the MOU and then start work on the Local Plan.		2/10/2016
Stakeholders Unified Plan Meeting	The meeting with those from the board who could attend occurred last month with Jeff Fantine, the contractor chosen to write the unified plan for Hawaii. There were several comments regarding the Wigigio emails sent out and members who didn't attend were confused as to the purpose of the Wigigio. The initial email invite to them did not include a message as to what it was for or what was going on.		
Program Monitoring	Kaeo Bradford reported on the continuance of the government to government agreement for WIOA between the board and WDC.		
ANNOUNCEMENTS			
KCC Spring Job Fair	Set for March 29, 2016	See provided flyer	
Pacific Region 6 Meeting	Being held in HNL 1/19 - 1/22.		
Committee Members Needed	Committee members are needed to help form the non-profit for KWDB.	See Kaeo if interested.	
Aloha Beach Resort Job Fair	Eric Nordmeier announced that Aloha Beach Resort will be having a job fair on 2/8 and 2/9 to recruit for employees for the property.		
Adjournment	Adjournment at 1:55PM	Next KWDB General meeting to be held on April 14, 2016	

Bernard P. Carvalho, Jr.
Mayor



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Director

Nadine K. Nakamura
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Kaua`i Workforce Development Board General Meeting

Thursday, 8 October 2015

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 105
1901 Kaumuali'i Highway, Lihu'e, HI 96766

11:30am Light lunch starts and continues into meeting.

AGENDA

12:00 pm **CALL TO ORDER**

➤ Introduction of new Officers/Members

K. Bradford

12:05 pm ➤ Establish Quorum

L. Sanchez

➤ Acceptance of Agenda & Approval Meeting Minutes

➤ Member Report (please submit compiled summary in advance)

➤ Committee Reports

12:25 pm **ACTION ITEMS**

➤ Executive Director Summary PY14 Report on Activities

➤ WIA PY14 AD & DW Programs Annual Report

➤ WIA PY14 Paxen Youth Services Annual Report

12:55pm ➤ KCC – ADDITIONS/REVISIONS

➤ Transitioning with WIOA Mandate:

- By-Laws & Constitution,

- MOU Revisions & Space Allocations

➤ ETP Application – Westside CNA Nurse's Aid Program

OTHER BUSINESS

➤ Executive Committee: Planning New Local Plan

➤ Committees Selection

➤ Small Business Fair Outcomes

➤ Job Fair Volunteers Needed

1:55 pm

ANNOUNCEMENT

➤ WDC Meeting – October 22, 2014

➤ National Manufacturing Day Tour

2:00 pm

ADJOURNMENT

Next Youth Council Committee Meeting – Wednesday, Oct. 28, 2015

Next Consortium Committee Meeting – Wednesday, Oct. 14, 2015

Next Executive Committee Meeting – Thursday, Oct. 15, 2015

Next KWDB General Meeting – Thursday, January. 14, 2016

Contact Kaeo Bradford at 241-4950 at least (4) four days before the meeting if you need special accommodations for a disability.



A Proud Member of America's Workforce Network * Equal Opportunity Is the Law * An Equal Opportunity Program. This Program is supported by the United States Department of Labor, Employment and Training Administration; the State of Hawaii Department of Labor and Industrial Relations; and the County of Kauai, Office of Economic Development.

Date: Thursday, October 8, 2015
Time: 12:00PM to 2:00PM
Location: KCC OCET Room 105

MEETING MINUTES

Call to Order: 12:13PM
By: Leialoha Sanchez
Recorder: Kuulei Palomares for Bricen Moritsugu
Quorum: Yes
Agenda: Yes
Minutes: Yes

Members Present: Leialoha Sanchez (Chair), Robert "Bobby" Ayonon (Vice-Chair), Kuulei Palomares for Bricen Moritsugu (Secretary), Steven Lupkes, Irving Soto, Susan Tai-Kaneko, Sandy Poehneit, Kelly Robinson, Lynn Kua, Peggy Lake, Heidi Schemp for Kevin Moriguchi, Sheryl Grady, Bill Arakaki, Tanya Davis-Mendija, Kevin Mince, Debbie Thompson for Layne Shigeta, Galen Gokan, Randall Francisco, Nic Courson, Joby North for Gino Soquena.

Adjourned: 1:53PM
Staff: Kao Bradford
Guest/Guest Speaker: Malama Parent, Adele Manera, David Longmore.

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes		
Call to Order	Leialoha Sanchez		
Acceptance of Agenda	Kevin Mince - Motion to accept. Peggy Lake - Seconded	Accepted unanimously	
Approval of Minutes	Steven Lupkes - Motion to approve. Irving Soto - Seconded	Approved unanimously	
WELCOME, INTRODUCTIONS & INDUSTRY UPDATES			
Macy's	Heidi Schemp reported on holiday positions available. Making progress in hiring, but challenging finding new hires.		
DOE	Bill Arakaki reported on 91 new hires for the island within the DOE system from different islands and the mainland. This is the highest since the past five years.		
KEO	Lynn Kua reported that KEO received a new contract for the Hawaii Health Connector. Will be assisting individuals transition from Hawaii Health Connector to the federal marketplace as part of ACA. The agency has hired 4, but recruiting 4 additional new hires.		
SSFM International	Galen Gokan no need for new hires.		
West Kauai Seed Ag. Companies	Steven Lupkes reported that the industry is at the start of their busy season. Firms are looking for seasonal workers but it has been difficult.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Macy's	Macy's just starting seasonal hiring, but has many positions open from part- to full-time and on-call positions.		
DOE	Piloting a program with Dept. of Health for students with disabilities in the middle and high schools to ensure the students and parents have vocational resources available when they leave school.		
West Kauai Seed Ag. Companies	Steven reported on recent layoffs in the seed industry on Kauai. Approximately 50 positions losts.		
KIUC	Sheryl Grady reported on one job posting for an Instrumentation and Control Technician.		
ALU LIKE	Tanya Davis-Mendija reported on position openings in their main office in Honolulu.		
Kauai Air Conditioning	Bobby Ayonon reported on the difficulties of finding skilled employees due to a lack of union members benched looking for opportunities. Bobby noted that there are jobseekers looking for work, but not willing to pay the union dues and thus cannot work in a union shop.		
VWCA of Kauai	Lelialoha Sanchez reported on her agency's elimination of a position in their sexual assault education program due to the state's budget cuts. The agency is looking for funding to reinstate the position. The agency hired youth to operate their intersession programs.		
County Housing	Kuulei Palomares reported for Bricen Moritsugu on the current vacancy in the Section 8 program. The Family Self-Sufficiency Program confines to provide employment related services to their 73 active participants.		
Kauai Community College (Office of Continuing Education & Training)	Peggy Lake reported for Bruce Getzan who recently retired. The college looks to continue partnering with employers in developing and offering training opportunities that benefit employers in their search for trained and qualified employees.		
Kauai Community College (Rural Hawaii Project)	Kevin Mince reported on his program focus on business & accounting training program, hybrid/electric vehicles, GIS and health services training programs.		
Dept. of Huamn Services	Kelly Robinson reported on current vacancies of three eligibility workers SR12-SR16.		
The Right Slice	Sandy Poehnelt reported on her continued hiring of 2-3 full-time positions and various part-time positions.		
Vocational Rehab	Debbie Thompson reported for Layne Shigeta on their selection of their employers of the year for Kauai. This year No Ka Oi and Jolo's Shave Ice were honored as Kauai's employers of the year.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Kauai Economic Development Board	Susan Tai-Kaneko reported on two position vacancies within KEDB for project director and a project manager.		
Kauai Community Federal Credit Union	Irving Soto reported on their recent hiring activity over the last month and a half. They have hired numerous financial services representatives. KCFCU also recently raised \$50,000 for the Children's Miracle Network.		
COMMITTEE REPORTS			
Youth Council	The Youth Council is having difficulties recruiting members and leadership members. The Paxen contract was not received as of the end of September, but was just received by the County and signed. Notice to proceed will be sent shortly.	New members need to be recruited from the KWDB general membership.	
Consortium Committee	No report at this time.	The Consortium Committee is still in progress to reconvene.	
ACTION ITEMS			
Executive Director Summary	Kaeo Bradford reported on two small business fairs held during the PY14 period. Also reported was the transitioning and continued transitioning from WIA to WIOA. Funding received over the years has decreased from the federal level. Collaborations among stakeholders is key to leverage funding. Currently, a collaboration with DVR is being developed for a summer youth employment program for next summer. Kaeo reviewed negotiated and actual performance levels for the PY14 period.	Review provided negotiated/actual performance levels handout.	
PY14 Adult & Dislocated Worker Programs Annual Reports	Eric Nordmeier, David Longmore and Adele Manera presented a PowerPoint presentation overview of the PY14 performance for the Adult and Dislocated Worker programs for Workforce Development Division.	WDD staff were requested to send a copy of the PowerPoint presentation to be forwarded to KWDB members. It was also requested that WDD send a copy of all 4 quarterly reports for PY14 (9090 reports) to the KWDB board members. Chair Sanchez noted that because the PY14 quarterly reports were not included for the KWDB board to review and the evaluation of the programs includes the quarterly reports, a motion to defer is needed. Randall Francisco made a motion to acknowledge the acceptance of the annual report and note that the PY14 quarterly reports are missing and needed with Peggy Lake seconding. The motion passed unanimously, 18-0.	

SUBJECT	DISCUSSION	ACTION	TARGET DATE
PY14 Youth Services Annual Report	Chair Sanchez noted to KWDB board members that Peggy Granda is no longer with Paxen and in capacity as the Paxen service provider and does not have Paxen approval to present the final report. Further, Paxen does not have an executed current contract at this time.	Nic Courson motioned to defer the report and action item with Sandy Poehneit seconding. The motion passed unanimously, 18-0.	
Kauai Community College Additions/Revisions to Course Matrix	Peggy Lake reported that there are no additions/revisions to the course matrix at this time.		
WIOA Transitioning	Nic Courson commented that the proposed bylaws do not indicate how long board appointments are for. Further, language regarding Secretary and/or Treasurer needs to be tightened up due to the use of "and/or". Nic noted that the board should define and clarify the use of "immediate family" as used in the bylaws. Further refinements needed: proxy definition, quorum definition as to how many can potentially change the bylaws (currently stated at 1/5th), roll-call voting.	Peggy Lake motioned to defer the bylaws and WIOA transitioning action item with Sheryl Grady seconding. The motion passed unanimously, 18-0.	
ETP Application - Westside CAN Nurse's Aid Program	Chair Sanchez noted the applicant addressed the concerns and questions raised by the Executive Committee. Kaeo noted the applicant submitted teaching certification and RN instructing information. The application is therefore completed and ready for voting.	Randy Francisco motioned to approve the ETP application with Bobby Ayonon seconding. The motion passed in favor 17-0 with 1 abstention.	
OTHER BUSINESS			
Executive Committee: New Local Plan	Kaeo reported that DLR has not yet finished and distributed the state plan, thus KWDB cannot start the planning of the local plan.		
Committee Selection	Kaeo reminded the board on a call for members to join committees.	See provided handout listing current committees and committee memberships. Randy Francisco and Susan Tai-Kaneko volunteered for the Training & Education sub-committee of the Consortium Committee.	
Small Business Fair Outcomes	Kaeo noted the discussion of potentially locating future small business fairs at a different venue. Past venue had air conditioning problems and bad acoustics.		
Job Fair	Kaeo requested volunteers to assist in the set-up and tear-down of the job fair. There is 61 employers attending as of the last count.		
ANNOUNCEMENT(S)			
WDC Meeting	October 22, 2015. Kaeo and Bobby attending.		
National Manufacturing Day Tour	Ko Bakery, Mango Jam, Kauai Coffee, Koloa Rum visited.		
Adjournment	Adjournment at 2:06PM	Next KWDB General meeting to be held on January 14, 2016.	

**Bernard P.
Carvalho, Jr.**
Mayor



George K. Costa
Director

Nadine K. Nakamura
Managing Director

OFFICE OF ECONOMIC DEVELOPMENT

County of Kaua'i, State of Hawai'i

4444 Rice Street, Suite 200, Lihu'e, Hawai'i 96766
TEL (808) 241-4946 FAX (808) 241-6399

Kaua'i Workforce Development Board

General Meeting

Thursday, 9 July 2015

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 105
1901 Kaumuali'i Highway, Lihu'e, HI 96766

11:30am Light lunch starts and continues into meeting.

AGENDA

12:00 pm **CALL TO ORDER**

➤ Establish Quorum

S. Lupkes

12:05 pm

➤ Acceptance of Agenda & Approval Meeting Minutes

➤ Member Report (Report 2 min. Limit ea.)

➤ Executive Director Summary 3rd. Qtr. Report

K. Bradford

12:25 pm

ACTION ITEMS

➤ KCC – REVISION TO MATRIX: TUITION INCREASE

B. Getzan

➤ Nominations & Elections of new Officers

S. Lupkes

➤ Transitioning with WIOA Mandate:

- By-Laws & Constitution, MOU Revisions

➤ New Board Director Members

K. Bradford

OTHER BUSINESS

➤ RFQ –REVIEW OF YOUTH SERVICES PROPOSALS

Chair

➤ Executive Committee: Planning New Local Plan

➤ Committee Selection

➤ Legislative Support

1:55 pm

ANNOUNCEMENT

➤ PY15 TRANSITIONING

➤ PARTNERS IN MOTION WORKSHOP – KCC, OCET, JULY 13

➤ SPECIAL: STATE WDC MEETING- DLIR, HONOLULU, JULY 16

➤ DLIR STAKEHOLDER'S WORKSHOP – ALA MOANA, JULY 28TH

2:00 pm

ADJOURNMENT

Next Youth Council Meeting – Wednesday, July 29th, 2015

Next Consortium Meeting – Wednesday, August 12, 2015

Next Executive Meeting – Thursday, August 20, 2015

Next KWIB General Meeting – Thursday, Oct. 8, 2015

Contact Kaeo Bradford at 241-4950 at least (4) four days before the meeting if you need special accommodations for a disability.



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Date: **Thursday, July 9, 2015**
 Time: **12:00PM to 2:00PM**
 Location: **KCC OCET Room 105**

MEETING MINUTES

Call to Order: 12:18PM
By: Sandy Poehnel for Steven Lupkes
Recorder: Bricen Moritsugu
Quorum: Yes
Agenda: Yes
Minutes: Yes
Adjourned: 1:53PM

Members Present: Steven Lupkes, Sandy Poehnel, Lance Jyo, Bruce Getzan, Nick Courson, Kevin Mince, Kamika Smith, Danette Wise, Gino Soquena, Peggy Granda, Bricen Moritsugu, Layne Shigeta, Kelley Robinson, Bobby Ayonon, Galen Gokan, Heidi Schemp, Randy Francisco, George Costa, Bill Arakaki.

Staff: Kaeo Bradford
Guest/Guest Speaker: Nadine Nakamura

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes		
Call to Order	Sandy Poehnel for Steven Lupkes		
Acceptance of Agenda	Kamika Smith - Motion to approve. Layne Shigeta - Seconded	Accepted	
Approval of Minutes	Kamika Smith - Motion to approve. Layne Shigeta - Seconded	Kamika requested the start time of 12:00 to be placed in lieu of question marks. Bricen clarified that the question marks were in place because he was not present for the last meeting and the official meeting times were not noted on the meeting recording to be placed in the minutes. Approved.	
WELCOME, INTRODUCTIONS & INDUSTRY UPDATES			
County Housing Agency	Bricen reported on the Family Self-Sufficiency Program which is HUD's employment program for participants. Currently writing program grants due to the feds.		
DVR	Layne reported on DVR changes due to WIOA. Looking to create summer youth employment program in the next year in collaboration with other entities to serve their youth as 15% of funding must be spent on youth with disabilities.	Please contact Layne if employers are interested in taking on youth interns with costs covered by DVR.	
DHS	Kelley noted that DHS tries to find employment for single parents through the First-to-Work program.		
Kaui Air Conditioning	Bobby noted his participation in workforce programs during the days of CETA. His company is always on the lookout for employees.	Looking for apprentices and tradesmen.	

SUBJECT	DISCUSSION	ACTION	TARGET DATE
SSFM International	SSFM is a civil engineering, planning and project management firm.		
Macy's	Macy's just starting seasonal hiring, but has many positions open from part- to full-time and on-call positions.		
DOE	Piloting a program with Dept. of Health for students with disabilities in the middle and high schools to ensure the students and parents have vocational resources available when they leave school.	The department has teacher vacancies and is looking to fill positions. Recruiting locally and on the mainland. 80 new teachers coming from the mainland this year.	
West Kauai Seed Ag. Companies	Steven reported on recent layoffs in the seed industry on Kauai. Approximately 50 positions lost.		
The Right Slice	Sandy reported on her position availabilities in her firm. She noted that finding workers with experience and customer service is a challenge.		
Mckinley Community School for Adults	Lance reported on getting to understand WIOA and changes it brings for the school and their partners.		
KCC-OCET	Bruce reported on the upcoming info sessions for the college at the breezeway at the civic center. Received a grant for environmental technology and education.	See provided handout.	
County of Kauai	Nadine Nakamura thanked Kaeo for the invitation to attend today's meeting. She noted that the County employs 1200-1300 employees at any given time with about 80 vacancies. There are over 100 students employed in the summer youth program right now. There are approximately 12 students interning in various departments as well as about 7 students in a cost-sharing program in the private sector.		
KCC-Rual Development	Kevin reported on available job training programs for school health aides, cybersecurity training and credit GIS courses.		
Smith's Boats & Luau	Kamika reported on low turnover at his firm, but currently looking for gardeners and musicians. The company employs about 140 people. This year, the company is offering free boat tours to the fern grove for Kauai residents in celebration of their 70th year in business.		
Hawaii Laborer's Union	Gino reported on their recent apprenticeship sign-ups. The representative will be back on Kauai on August 6th and will take anyone else interested in signing up. The Operating Engineer's union is also taking sign-ups from 7/20-7/31. Go online at oe3.org.	Contact Francis at 690-3929 for sign-ups.	
Paxen	Peggy reported they are on a contract extension until the end of July.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
<p>Executive Director Summary</p>	<p>Kaero provided highlights of the 3rd quarter report. Kaero met with the other county representatives and USDOL Secretary Tom Perez to discuss WIOA. Community collaboration is important and a big emphasis under WIOA. Looking to create new committees in budget and data and continue executive and consortium. Youth Council to change to committee. The Local Plan will need to be updated later this year to match with the state plan.</p>	<p>See provided 3rd quarter report. Kamika requested number of people in addition to percentages in future reports.</p>	
<p>ACTION ITEMS</p>			
<p>KCC-OCET Matrix Revisions</p>	<p>Members reviewed latest OCET matrix and details of proposed changes.</p>	<p>Reviewed documents submitted previously by KCC. Gino motioned to approve with Kevin seconding. Changes approved.</p>	
<p>KWDB Officer Nominations & Voting</p>	<p>There were nominations since last meeting for Chair, Vice-Chair & Secretary. Lelaloa Sanchez was nominated for Chair, Bobby Ayonon was nominated for Vice-Chair, Bricen Moritsugu was nominated for Secretary. Treasurer will remain vacant until such a need for the position is brought up. Steven questioned whether Lelaloa's organization fit the definition of a "business" according to the KWDB bylaws. Nick Courson from the County Attorney's office noted that "business" is not defined in the bylaws. Therefore one can apply one's own judgement.</p>	<p>There was a final call for nominations with no other names brought forward for the available positions. Gino motioned to approve candidates with Kamika? Seconding. Motion passed.</p>	
<p>WIOA Transitioning</p>	<p>Steven noted that the KWDB will need to go back and review/revise the bylaws and constitution, MOU revisions, Local Plan, etc.</p>	<p>Committees will need to be formed. KWDB members will be asked at the next general meeting to sign-up for a committee participation.</p>	
<p>New KWDB Members</p>	<p>Steven and Kaero welcomed new KWDB members: Bobby Ayonon and Galen Gokan.</p>		
<p>OTHER BUSINESS</p>			
<p>RFQ for Youth Services</p>	<p>Kaero reported that three proposals for youth services were submitted to the review committee. Committee is comprised of Kaero, Nalani Brun, Ben Sullivan and Bobby Ayonon. Proposals were submitted by Paxen, Goodwill Industries and Workforce Development/WorkWise.</p>		
<p>Planning New Local Plan</p>		<p>Committees will need to be formed to work on the plan.</p>	
<p>Committee Selection</p>		<p>Members are reminded to be ready to join a committee at the next general meeting.</p>	

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Legislative Support	There were several house bills that came about in the state legislature that the W/B's were not aware of. Kaeo feels that someone is needed to coordinate relations with the legislature on workforce bills.		
ANNOUNCEMENTS			
Partner's In Motion Workshop	Workshop held at KCC-OCET at 9:30AM. Members are welcome to attend.		
State WDC Meeting	Steven will attend as the Kauai Chair because at the time of the planning, we were unsure who the chair would be. Therefore he will attend as his last official act as chair.		
Adjournment	Adjournment at 1:53PM	Next KWDB General meeting to be held on October 8, 2015.	

Bernard P. Carvalho, Jr.
Mayor



George K. Costa
Director

Nadine K. Nakamura
Managing Director

OFFICE OF ECONOMIC DEVELOPMENT

County of Kaua'i, State of Hawai'i

4444 Rice Street, Suite 200, Lihu'e, Hawai'i 96766
TEL (808) 241-4946 FAX (808) 241-6399

Kaua`i Workforce Investment Board

General Meeting

Thursday, 9 April 2015

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 105
1901 Kaumuali'i Highway, Lihu'e, HI 96766

11:30am Light Lunch starts and continues into meeting.

AGENDA

- | | | |
|-----------------|--|----------------------------|
| 12:00 pm | CALL TO ORDER | |
| | <ul style="list-style-type: none">• Establish Quorum | S. Lupkes |
| 12:05 pm | <ul style="list-style-type: none">• Acceptance of Agenda & Approval Meeting Minutes• Member Report (Report 2 min. Limit ea.) | |
| 12:25 pm | SPECIAL PRESENTATIONS | Alan Tang |
| | ➤ SHARING THE VISION OF THE KAUAI CREATIVE TECHNOLOGY CENTER, Q& A TO FOLLOW | L. Sanchez & Youth Council |
| 1:05 pm | ➤ YOUTH SERVICES DIRECTORY PRESENTATION | |
| 1:20 pm | ACTION ITEMS | |
| | <ul style="list-style-type: none">• KCC- OCET MATRIX CHANGES (8MIN.)• KCC- GIS CERTIFICATE PROGRAM(5MIN.) | B. Getzan
P. King |
| 1:33 pm | OTHER BUSINESS | |
| | <ul style="list-style-type: none">• Nominations/Election of Officers, Board Members• Executive Committee: Planning New Local Plan | S. Lupkes
K. Bradford |
| 1:55 pm | ANNOUNCEMENT | |
| 2:00 pm | ADJOURNMENT | S. Lupkes |

Next KWIB General Meeting – Thursday, July 9, 2015
Next Consortium Meeting – Wednesday, April 8th, 2015
Next Executive Meeting – Thursday, April 16, 2015
Next Youth Council Meeting – Wednesday, April 29th, 2015

Contact Kaeo Bradford at 241-4950 at least (4) four days before the meeting if you need special accommodations for a disability.



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Date: **Thursday, April 9, 2015**
 Time: **12:00PM to 2:00PM**
 Location: **KCC OCET Room 105**

DRAFT MEETING MINUTES

Call to Order: 12:05pm
 By: Steven Lupkes, Chair
 Recorder: Kuulei Palomares for Bricen Moritsugu
 Quorum: Yes
 Agenda: Yes
 Minutes: Yes

Members Present: Steven Lupkes, Bruce Getzan, Kevin Mince, Kuulei Palmores, Layne Shigeta, Kevin Moriguchi, Irving Soto, Lisa Ubay, Nanea Sai, Diane Zachary, Lynn Kua
 Staff: Kaeo Bradford
 Guest Speaker: Alan Tang, Susan Tai-Kaneko, Peter King, Leialoha Sanchez

Adjourned: 2:00pm

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes		
Call to Order	Steven Lupkes		
Acceptance of Agenda	Kevin Mince - Motion to approve. Lance Jyo - Seconded	Accepted	
Approval of Minutes	Irving Soto - Motion to approve. Lisa Ubay - Seconded	Approved	
WELCOME, INTRODUCTIONS & INDUSTRY UPDATES			
KCC Rural Development	Working on 2 federal grant programs: school health aide and cybersecurity.		
Macy's	Kevin Moriguchi (store manager) reported open full-time and part-time positions. Participated in today's KCC job fair.		
KPAA	Diane Zachary reported on Keiki to Career focusing on CTE with assistance from the Chamber of Commerce.		
DVR	Layne Shigeta reported that they are continuing the recruitment on a part-time counselor position. They offered the position previously to an individual who later took a full-time position elsewhere.		
KCC-OCET	Bruce Getzan reported on their upcoming Institute for Environmental Health & Safety this summer. The program will focus on HAZMAT, HAZWOPER & OSHA training.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
West Kauai Seed Ag. Companies	Steve Lupkes noted the recent Syngenta layoffs of 23 employees. DuPont currently is in a corporate takeover situation. Industry is entering its slow season which will mean a lower need for temporary or seasonal workers.		
KCFCU	Irving Soto noted his credit union's presence at today's job fair recruiting for financial service representatives. April is National Credit Union Youth Month with activities for youth.		
KIUC	Lisa Ubay noted intern openings at KIUC: Engineering Intern, GIS Helper, IT Assistant, Member Services.		
KEO	Lynn Kua noted KEO's recruitment for shelter staff at the homeless emergency shelter (2 positions) and 1 position with the Hawaii Health Connector contract. KEO will be starting weekend meal delivery soon and will be recruiting for that program.		
HUD Housing	No Report		
ALU LIKE, Inc.	Nanea Sai and Robert Velligas from ALLU LIKE's Employment & Training Program's Honolulu office represented their agency. Dora Lane no longer with ALU LIKE. Services available for Native Hawaiian, Native America and Alaskan Native participants. Currently recruiting for summer youth program for participants and training sites.		
SPECIAL PRESENTATIONS	Susan Kaneko introduced Alan Tang who provided a presentation on the background, vision and development of the Kauai Creative Technology Center in partnership with KEDB and the County which will be located next to the Kauai War Memorial Convention Hall. The project is seeking support from the community for the concept of the project. If KWIB members support this project, please submit support letters to state legislators.	See provided handout. Diane Zachary from KPAA motioned for Kaeo Bradford on behalf of the KWIB to draft a letter to State Senator Ron Kouchi and members of the legislature supporting the application for the Kauai Creative Technology Center and the awarding of grant funding. Irving Soto seconded the motion. No discussion on the motion: XX voted in favor, 1 voted in opposition, 1 abstention. Motion approved.	
Kauai Creative Technology Center		Directory website: www.kauaiyouthdirectory.com	
Youth Services Directory	KWIB Youth Council Chair Leialoha Sanchez provided an update and presentation on the updated Kauai Youth Directory that was recently relaunched. The directory will allow service providers, community agencies etc to list their youth activities, forms, flyers to the community.		
ACTION ITEMS	Members reviewed latest OCET matrix and details of proposed changes.	Reviewed documents submitted previously by KCC. Changes approved.	
KCC-OCET Matrix Revisions			

SUBJECT	DISCUSSION	ACTION	TARGET DATE
KCC-GIS Certification	Peter King provided KWIB members with information on the GIS certification program.	See provided handout. Program approved.	
OTHER BUSINESS			
Nomination/Election of KWIB Officers, Board Members	Open for nominations for Chair, Vice Chair & Secretary. Individual will need to be from private industry.	Kuulei Palomares nominated Leialoha Sanchez for KWIB Chair. Irving Soto recommended that KWIB Executive Committee meet via conference call or other method and develop a short list of candidates after reviewing the existing membership for qualified potential candidates.	
Adjournment	2:05pm	Next KWIB General meeting to be held on July 9, 2015.	

Bernard P. Carvalho, Jr.
Mayor



George K. Costa
Director

Nadine K. Nakamura
Managing Director

OFFICE OF ECONOMIC DEVELOPMENT

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Kaua`i Workforce Investment Board General Meeting

Thursday, 22 January 2015

12:00 noon – 2:00 pm

Meeting Location: Kauai Community College, OCET Room 105
1901 Kaunali'i Highway, Lihu'e, HI 96766

AGENDA

- | | | |
|-----------------|--|--|
| 12:00 pm | CALL TO ORDER | |
| | <ul style="list-style-type: none">• Establish Quorum | S. Lupkes |
| 12:05 pm | <ul style="list-style-type: none">• Introduction of Current & New Members: Name and Organization – (Report 2 min. Limit ea.)• Acceptance of Agenda & Approval Meeting Minutes | |
| 12:25 pm | WIA PRESENTATION, PY14 - 1ST & 2ND QTR | K. Bradford
E. Nordmeier
P. Granda |
| | <ul style="list-style-type: none">• ADULT & DIS-LOCATED WORKER PROGRAMS (5MIN.)• YOUTH SERVICES PROGRAM (5MIN.) | |
| 12:35 pm | ACTION ITEMS | B. Getzan
L. Williams,
R. Santos |
| | <ul style="list-style-type: none">• KCC- OCET MATRIX REVISIONS (5MIN.)• KCC- CERTIFICATE PROGRAMS(5MIN. EA) | |
| 12:50 pm | Discussion: | S. Lupkes |
| 1:00 pm | <ul style="list-style-type: none">• Nominations of Officers, Board Members Responsibilities: WIOA, 107. | |
| 1:10 pm | <ul style="list-style-type: none">• Budget Cuts & Meeting Schedule Changes | K. Bradford |
| 1:20 pm | <ul style="list-style-type: none">• RFP – WIA Youth, Adult & Dislocated Worker Programs | |
| 1:25 pm | <ul style="list-style-type: none">• DLIR Timeline and new WIOA Guidelines• Committee: Planning New Local Plan | |
| 1:30 pm | ANNOUNCEMENTS | |
| | <ul style="list-style-type: none">• "Alliance of Partners" Informational Meeting – January 27th• WIOA – 4 Series Workshop | K. Bradford |
| 2:00 pm | ADJOURNMENT | S. Lupkes |
| | Next KWIB General Meeting – Thursday, March 12, 2014 | |
| | Next Youth Council Meeting – Wednesday, January 28th, 2015 | |
| | Contact Kaeo Bradford at 241-4950 at least (4) four days before the meeting if you need special accommodations for a disability. | |



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Date: Thursday, January 22, 2015
Time: 12:00PM to 2:00PM
Location: KCC OCET Room 105

DRAFT MEETING MINUTES

Call to Order: 12:00PM
By: Steven Lupkes, Chair
Recorder: Bricen Moritsugu
Quorum: Yes
Agenda: Yes
Minutes: Yes

Members Present: Steven Lupkes, Sandy Poehnelt, Lance Jyo, Bruce Getzan, Nick Courson, Kevin Mince, Kamika Smith, Danette Wise, Gino Soquena, Peggy Granda, Bricen Moritsugu, Layne Shigeta, Kelley Robinson, Bobby Ayonon, Galen Gokan, Heidi Schemp, Randy Francisco, George Costa, Bill Arakaki.

Staff: Kaeo Bradford
Guest Speaker: Laura Williams (KCC), Becky Santos (KCC), Bobby Ayonon (Kauai Air Conditioning & Refrigeration), Savita S. (Empowerment Coach)

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	Yes		
Call to Order	Steven Lupkes at 12:00PM		
Acceptance of Agenda	Kamika Smith - Motion to approve. Layne Shigeta- Seconded	Accepted	
Approval of Minutes		Accepted	
Welcome, Introductions & Industry Updates			
KCC-Rural Development	New programs coming in the Fall.		
Smith's	Kamika reported that tourism is busy. There usually is a dip in business in January but OK so far. Getting traffic from interisland and international cruise ships.		
WDD/Workwise	Eric reported that there is a large list of job seekers because of UI.		
West Kaua'i Ag.	Ag industry in busy season at present. Seasonal labor coming in from off island.		
Kaua'i SBDC	John reported on 1on1 counseling sessions being held and monthly workshops on starting a business on Kaua'i		
KCC-OCET	Wastewater course just finished. 4/9/15 job fair at the college coming. Go Farm program starting in the summer. Electrical journeyman class starting up. KCC will be putting in a grant for Native Hawaiian learning center. Also putting in a grant from the EPA.		

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Paxen	Peggy reported on student internship for program participants.	Need employers for student grads. 90 hours paid by the program.	
ALU LIKE	Recruiting for participants for upcoming summer program.	Referrals may be sent to Dora Lane.	
KIUC	KIUC facing several retirements. Plan on filling these positions from within.		
DVR	Layne reported on their hiring for a PT position. Interviewing 2 candidates at present.		
DISCUSSION: WIA Quarterly Reports			
WIA	117 adult, 25 enrolled, no exits, 4 placed in employment. Many going to CNA programs.		
Paxen	Contract extension began in December. Still trying to hire in-school instructor. 58 participants at present.	See included report	
ACTION ITEMS:			
KCC-OCET Matrix Revisions	Members reviewed latest OCET matrix and details of proposed changes.	Reviewed documents submitted previously by KCC. Changes approved.	
DISCUSSION ITEMS:			
WIOA	Need to add more businesses to the board to be compliant with WIOA requirements.	Kaeko to email out for new members.	
Meeting Schedule	Discussion to move to quarterly meeting schedule to coincide with state WDC meetings.	Approved. Board also approved to keep current meeting length, times and proposed quarterly dates previously distributed.	
RFP	Currently going through purchasing/procurement process. More information forthcoming.		
ANNOUNCEMENTS:			
Alliance of Partners Meeting	Cancelled		
WIOA Workshop	Kaeko will put on a 4-series workshop on the WIOA.	Kaeko to send out more information to the KWIB.	
Adjournment	Adjournment at 2:05PM	Next KWIB General meeting to be held on March 12, 2015.	

Date: Thursday, January 22, 2015
Time: 12:00PM to 2:00PM
Location: KCC OCET Room 105

DRAFT MEETING MINUTES

Call to Order:	12:00PM	Members Present: Steven Lupkes, Sandy Poehnel, Lance Jyo, Bruce Getzan, Nick Courson, Kevin Mince, Kamika Smith, Danette Wise, Gino Soquena, Peggy Granda, Bricen Moritsugu, Layne Shigeta, Kelley Robinson, Bobby Ayonon, Galen Gokan, Heidi Schemp, Randy Francisco, George Costa, Bill Arakaki.
By:	Steven Lupkes, Chair	
Recorder:	Bricen Moritsugu	
Quorum:	Yes	
Agenda:	Yes	
Minutes:	Yes	

Adjourned: 2:05PM
Staff: Kaeo Bradford
Guest Speaker: Laura Williams (KCC), Becky Santos (KCC), Bobby Ayonon (Kaua'i Air Conditioning & Refrigeration), Savita S. (Empowerment Coach)

SUBJECT	DISCUSSION	ACTION	TARGET DATE
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Approval of Minutes		Accepted	
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DISCUSSION: WIA Quarterly Reports			
WIA	117 adult, 25 enrolled, no exits, 4 placed in employment. Many going to CNA programs.		
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Bernard P. Carvalho, Jr.
Mayor



George K. Costa
Director

Nadine K. Nakamura
Managing Director

OFFICE OF ECONOMIC DEVELOPMENT

County of Kaua'i, State of Hawai'i

4444 Rice Street, Suite 200, Lihue, Hawai'i 96766
TEL (808) 241-4946 FAX (808) 241-6399

Kaua`i Workforce Investment Board

General Meeting

Thursday, 11 September 2014

12:00 noon – 2:00 pm

Meeting Location: Lihue Civic Center, Piikoi A & B Conference Room
4444 Rice Street, Lihue, HI 96766

12:00 pm

AGENDA

CALL TO ORDER

Establish Quorum

Acceptance of Agenda & Approval Meeting Minutes 07-10-2014

Introduction of Members: Name and Organization

S. Lupkes

PRESENTATION

12:10 pm

High School Externships, Principal Mahina Anguay, Waimea High School

12:25 pm

WIA PRESENTATION - JULY 1, 2013 TO JUNE 30TH, 2014 OUTCOMES

- ADULT & DIS-LOCATED WORKER PROGRAMS
- YOUTH SERVICES PROGRAM

E. Nordmeier
P. Granda

12:45 pm

ACTION ITEMS

- KCC- OCET MATRIX REVISIONS
- ICAN PROGRAM

P. Lake

1:00 pm

Discussion:

- 501-C3 for KWIB
- RFP – WIA, Adult & Dislocated Worker Programs - Research
- Monitoring and Evaluation Parameters for Service Providers

S. Lupkes

1:30 pm

ANNOUNCEMENTS

KWIB Vision, Mission – Goals Update

Review of Local Plan, Coming soon, training for the New WIOA Act.

1:50 pm

Job Fair, Oct 1st.

ADJOURNMENT

Next KWIB General Meeting – Thursday, November 13, 2014

Contact Kaeo Bradford at 241-4950 at least (4) four days before the meeting if you need special accommodations for a disability



A Proud Member of America's Workforce Network * Equal Opportunity Is the Law * An Equal Opportunity Program. This Program is supported by the United States Department of Labor, Employment and Training Administration; the State of Hawaii Department of Labor and Industrial Relations; and the County of Kauai, Office of Economic Development.

Date: Thursday, September 11, 2014
Time: 12:00 p.m. to 2:00 p.m.
Location: Piikoi Building room B

MEETING MINUTES

Call to Order: 12:15 PM
By: Sandy Poehneit
Recorder: Teri Ann Kaleiohi
Quorum: No
Agenda: Yes
Minutes: Deferred
Adjourned: 1:59pm

Members Present: Sandy Poehneit, Lynn Kua, Peggy Lake, Bill Arakaki, Bricen Moritsugu, Lance Jyo, Kevin Mince, Diane Zachary, Layne Shigeta, Peggy Granda, Eric Nordmeier,
Staff: Kaeo Bradford, Teri Ann Kaleiohi
Guest Speaker: Mahina Anguay, Adele Manera, Peggy Granda, Kuulei Palomares, Stacey Gillette, Sara Styan

SUBJECT	DISCUSSION	ACTION	TARGET DATE
Quorum Established	No		
Call to Order	Sandy Poehneit		
Acceptance of Agenda			
Approval of Minutes	Deferred		
INTRODUCTIONS:	Sandy Poehneit, Kaeo Bradford, Bricen Moritsugu, Kuulei Palomares, Adele Manera, Peggy Granda, Sara Styan, Eric Nordmeier, Peggy Lake, Diane Zachary, Layne Shigeta, Lance Jyo, Mahina Anguay, Teri Kaleiohi, Lynn Kua, Bill Arakaki, Stacey Gillette	Everyone introduced themselves	
PRESENTATION:			

SUBJECT	DISCUSSION	ACTION	TARGET DATE
<p>Waimaea High School Principal</p>	<p>Introduced 5 year strategic plan: <u>STREAM</u>: Science, Resource, Technology, Arts & Humanities, Math; Following federal Perkins plan- CTE: <u>Career & Technical Education</u>; have students adapt quickly, communicate effectively, be creative and synthesize it quickly; How can we cross & remove barriers? Have 5 pathways, Arts & Communication, IAT, Natural Resources, Public Human Services & health; Students to do internship, teachers to do externship, prior to graduating students to have college credits and/or certificates. Empower students to want to come back & live in the community.</p>	<p>Mahina Anguay shared</p>	
<p>Workforce Development</p>	<p>Gave brief history of WIA program, effective since 1998; Facilitates WIA Adults and Dislocated program; Qualifications similar for both programs; idea is to get certified and employed when done with the program; WIB provides ways to pay for credit & non-credit classes; A few credit courses approved by WIB are: Culinary, Nursing, Accounting, Auto Tech; A few non-credit courses approved are: Solar panel, Basic Office Skills, computer classes; Budget fluctuates: operates on a program fiscal year. Did not spend a lot of money in the previous years, currently finishing up spending 2012 money and starting to use 2013 money; currently the county allows WDD to spend the money on a 2-yr period. Peggy Granda shared, "Youth can co-enroll into the adult program."</p>	<p>Eric Nordmeier shared</p>	
<p>Paxen</p>	<p>Gave brief history; Data that Peggy has does not match with the final report, error reprinted previously; Quarter report does not come out in real time, errors are common in the database; Has 1 program divided into 2, OS: Out of school youth, IS: In school youth, OS: For anyone who already dropped out of high school, wants to go back to school, get G.E.D, find alternative ways to get a diploma; IS: Preventing them from dropping out, getting pregnant, etc; Previous budget was \$118,000, this year it's \$130,351; This year there are 25 participants - 15 OS, 10 IS; Paxen started a pathways curriculum, got new computer equipment, internet access & monitors; Assessments done at the beginning, post test at the end and offers an individual service plan; Incentives: learn work ethics, receives a pay check, bus passes or gas cards in they drive and help with tuition and fees.</p>	<p>Peggy Granda shared</p>	
<p>ACTION ITEMS:</p>			
<p>KCC - OCET</p>	<p>ICAN program, free GED testing; Needed approval/vote count for additional programs through OCET, but no quorum; Set up tuition break into 2 payments because some studen are having hardships. ICAAN is Oct. 13th. Ho'owaiwai program is separated and still on going.</p>	<p>Peggy Lake shared</p>	

SUBJECT	DISCUSSION	ACTION	TARGET DATE
501C3 for KWIB	Still doing research	Kaeo Bradford shared	
RFP - WIA, Adult & Dislocated Worker Programs - Research	Still under discussion	Kaeo Bradford shared	
Monitoring and Evaluation Parameters for Service Providers	Checklist provided; efficiency became a subject with DLIR and what the county is doing as well as having sub-contractors on board; Evaluation is pertaining to PY13;	Kaeo Bradford shared	
ANNOUNCEMENTS:			
Training for the new WIOA Act	Meet and discuss at the executive meeting	Kaeo Bradford shared	
Job Fair	Looking for volunteers; have a few more tables available for your business, organizations, agency	Kaeo Bradford shared	
Adjournment	At 1:59pm; 1st motioned by Diane Zachary, 2nd by Peggy Lake	Next meeting : Thursday, November 13, 2014, Place TBA.	