

Date: Thursday, May 23, 2019
Time: 1:00PM to 3:00PM
Location: KCC OCET Room 105

DRAFT MEETING MINUTES

Call to Order:	1:22 PM	Members Present: Steve Lupkes, Kaleo Perez, Shelli Ihori (virtual attendance), Adele Manera, Galen Gokan, Lance Hayashi, Sandy Poehnelt
By:	Steve Lupkes	
Recorder:	Kaleo Perez	
Quorum:	Yes	
Agenda:	Yes	
Minutes:	Yes	
Adjourned:	3:00PM	Staff: Robbie Melton, Mark "Duke" Olds, Dan Fort

SUBJECT	DISCUSSION	ACTION	TARGET DATE
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Quorum Established	Yes		
Call to Order	Steve Lupkes called the meeting to order at 1:22 PM		
Acceptance of Agenda	Sandy Poehnelt motioned to accept the agenda with Adele Manera seconding.	Motion passed unanimously	
Approval of Minutes	Sandy Poehnelt motioned to accept the minutes of the March 21, 2019 General Meeting with Galen Gokan seconding. Galen Gokan motioned to accept the minutes of the April 18, 2019 General Meeting with Sandy Poehnelt seconding.	Motion passed unanimously	

PRESENTATION WIOA PARTNER

Unemployment Insurance	Ruth Kaili of Unemployment Insurance ("UI") presented background information on UI's benefits, eligibility, and claims. Adele Manera of WDD shared that they receive about 7 referrals per week from the Unemployment Insurance division.		
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ACTION ITEMS

Follow up Services/DW & Adult Policy Review	Duke Olds presented Policy No: 01-19 Follow up Services for WIOA and Adult and Dislocated Worker Programs. The policy is being pursued as a result of an audit finding. A policy amendment was recommended to specify that "Follow-up services are services provided to <i>all</i> WIOA Adult and Dislocated Worker Program participants who are placed in unsubsidized employment and have system exited."	On the motion of Galen Gokan and seconded by Sandy Poehnelt, it was VOTED to approve Policy No. 01-19 as amended.	
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SUBJECT	DISCUSSION	ACTION	TARGET DATE
<p>Review Board Nominations and Recommendations to Mayor</p>	<p>Dan Fort presented a listing of names that are being recommended for Board Member replacements. Once the Board has an approval of the person(s) discussed, the Mayor will send them an invitational letter followed up with the actual nomination forms. The list of recommended individuals includes: Michelle Kimura- Kauai Coffee, Debbie Chuchas-Macy's, Priti Tayal- Hale Opi'o, Madeleine Hiraga Nuccio- DOH, Ann Hashisaka- Kauai Cookie.</p>	<p>On the motion of Kaleo Perez and seconded by Adele Manera, it was VOTED to approve submitting the list of names for potential Board Member replacements to the Mayor.</p>	
<p>KCC Tuition Matrix Update</p>	<p>Request for approval of the KCC Tuition Matrix was discussed.</p>	<p>On the motion of Sandy Poehneit and seconded by Galen Gokan, it was VOTED to approve the KCC Tuition Matrix.</p>	
<p>Kumano I Ka Ala Contract</p>	<p>A discussion was held regarding the Kumanao I Ka Ala youth services provider contract which is expiring on 06/30/2019. Duke Olds presented that from November 2018 till now, out of a budget of about \$88k, the latest bookkeeping records indicate that there has been zero expenditures or drawdown on their budget. Training has been scheduled on Oahu for the Youth Services Provider which the Board agreed to proceed with regardless of a non-extension of contract.</p>	<p>On the motion of Sandy Poehneit and seconded by Galen Gokan, it was VOTED to not auto renew/extend the Kumano I Ka Ala contract and to send out an RFP.</p>	
OTHER BUSINESS - DISCUSSION			
<p>LAP- Vision and Goals</p>	<p>Steve Lupkes presented The Hawaii Unified State Vision, The Kauai Workforce Development Board Vision, and The Kauai Workforce Development Board Mission. There were no recommendations for amendments from the floor.</p>		
<p>Identify Next Chair/Nominations</p>	<p>Steve Lupkes's last meeting will be June 20, 2019 as he will be retiring from the Board. He also stated that Vice Chair, David Reifenberg has left the island and is therefore no longer able to serve on the Board. The Board must select a New Chair and new Vice Chair to serve a (2) two year term. Steve Lupkes will contact Sheryl Grady regarding the Chair role and contact Debbie Chuchas regarding the Vice Chair role. A Board vote was deferred to a later meeting.</p>		
<p>Partner Contracts</p>	<p>Duke Olds presented that the Board will eventually have to send out an RFP for an American Job Center Manager/Operator. The challenge has been calculating and negotiating the various partner fees which will help fund the position.</p>		<p>7/1/19-8/1/19</p>
ANNOUNCEMENTS			
<p>Upcoming Meetings</p>	<p>Consortium on 6/12/19, General on 6/20/19.</p>		
<p>Adjournment</p>	<p>Adjournment at 3:00 PM.</p>		