

WORKFORCE DEVELOPMENT COUNCIL

WDC Planning Committee Meeting Minutes Held on September 24, 2008

Attendance

Members attending: Jonathan Chun (via teleconference), Steve Lee, Ryan Markham (for Darwin Ching), Marilyn Matsunaga (for Deborah Kim Morikawa), Mike Rota, Norman Sakamoto, James Hardway

Staff attending: Francisco Corpuz, Carol Kanayama, Cynthia Nakamura, Anna Powell, Carolyn Weygan-Hildebrand, Elaine Young

The meeting was called to order at 10:00 am by Chair Mike Rota.

1. This is the first meeting of the WDC Planning Committee as reauthorized at the August 28 WDC meeting and there were no minutes to approve.
2. There were no public comments on agenda items.
3. The Chair noted that the Committee requires an official roster of members before the next meeting so that a quorum can be called for any decision-making. Carolyn Hildebrand will confirm the list and send to Committee members and others.

WDC Planning Overview

WDC Executive Director James Hardway gave a brief overview of the framework for planning. A draft is attached. The Committee may want to consider a multi-phase rollout of the Plan as it would be difficult to have a fully developed one by Nov. 13.

- Due to budget constraints, there will not be funds for any facilitation by outside contractors.
- Hardway requested that the Committee members instruct WDC staff regarding information required in order to develop the Plan.

The Planning Committee will determine the content of the Plan to be presented to the WDC members at the November 13 meeting of the Council. The Plan should primarily follow the mandate set out by HRS 202 (attached)

Planning Committee Priorities

The Committee reviewed the mandate as set forth in HRS 202. In order to focus on areas with the most impact, the following priorities were set for initial consideration by the Committee as set out in HRS 202:

1. Paragraph 1-F: Recommendations to change and improve existing state programs, including the elimination of ineffective programs and the creation of new programs to improve workforce development;

2. Paragraph 1-G: Identification of resources required, obstacles to overcome and best practice models to implement the comprehensive state strategic plan (“CSP”);
3. Paragraph 1-H: A detailed budget for the CSP with a justification for each expenditure;
4. Paragraph 6 (except subparagraph C): Recommend to the Governor and the Legislature, state policies and funding priorities based on local community input that it believes should be adopted by the state government in meeting its workforce development responsibilities; and
5. Paragraph 8: Evaluate the state workforce development plan in terms of how its purposes, goals and objectives have been carried out throughout the State.

The Committee that WDC and other staff would be responsible for HRS 202-2 and 3, and subparagraph 6-C.

1. Review and assess the coordination between the State’s workforce development programs, including programs of the federal government operating in the State, and placements in high-skilled jobs to expand economic development and diversification;
2. Analyze and interpret workforce information changes which are likely to occur in the next ten years; and
3. Establish a program of useful research into the State’s workforce requirements, development, and utilization.

One critical item for consideration will be HRS 202- 3 (f) which allows the WDC to accept private funding. It is anticipated to tap this source to fund the “interactive education and training database” that has been requested the past few years by business. Currently there is a database housed in Career Kokua, but it needs additional information and should be interactive to be most useful.

Meeting Dates

The Committee agreed to meet every Wednesday in October at 10:00-11:45 am. Dates are currently set at October 8, 15, 22, and 29. November 9 will be held as a possible last meeting date before the November 13 WDC Regular Meeting.

For the Next Meeting

1. WDC and Chair Mike Rota will assemble information for the Committee to help in determining priorities, including an overview of what the WDC has done for the past five years (focus on strategic goals established and what has been accomplished).
2. WDC staff will have an overview, which will include accomplishments of the WDC and LWIBs for the past five years, suggestions for activities to be undertaken in Year or Phase 1 of the WDC Strategic Plan.
3. The Committee will have the Emerging Industries information from the Hawaii Science & Technology Council presentation on October 1.