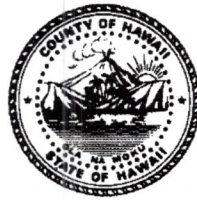


C. Kimo Alameda, Ph.D.
Mayor



Rossella Guardascione
Chair

Tricia Buskirk
Vice-Chair

Dawn Hao-DeMotta
Vice-Chair

County of Hawai'i
WORKFORCE DEVELOPMENT BOARD
25 Aupuni Street, Suite 1301
Hilo, HI 96720
V/TT (808) 961-8366 • FAX (808) 935-1205

MEETING NOTICE

Hawai'i County Workforce Development Board (HCWDB) Meeting

DATE: Thursday, March 27th, 2025

TIME: 09:00 AM – 12:00 PM

IN-PERSON: County of Hawai'i – American Job Center Hawai'i
88 Kanoelehua Avenue, Suite A-204
American Job Center Conference Room
Hilo, HI 96720

ONLINE VIA ZOOM:

<https://www.zoomgov.com/j/1600785678?pwd=PP0CP9a5bPoHUhaxV9JAKecp829ixt.1>

Meeting ID: 160 078 5678
Passcode: 221514

PHONE: 1 669 254 5252 (to join meeting, enter the meeting ID, see above)

NOTICE IS HEREBY GIVEN that in accordance with Hawai'i Revised Statutes (HRS) Chapters 91 and 92, the following matters will be considered by Hawai'i County's Workforce Development Board (HCWDB).

Meeting Access: This meeting will be held online via Interactive Conference Technology with an in-person location available to the public. The public may attend in person, online, or by telephone. Thus, the HCWDB meeting can be viewed live on Zoom, in person at the location and address listed above, or by telephone.

NOTE: The in-person location for this meeting is accessible to persons with disabilities. If you require an auxiliary aid/service or other accommodation due to a disability, please contact Addy Atalig at aatalig@hawaiiicounty.gov or (808) 961-8366 as soon as possible, preferably by no later than 12 o'clock /noon, Monday, March 24, 2025. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.

Equal Opportunity Employer/Program: The meeting is accessible to persons with disabilities. Persons who need special accommodations for this meeting should call 961-8366 a minimum of 48 hours prior to the meeting.

2025 MAR 19 AM 9:54
COUNTY OF HAWAII

Oral Public Testimony: The public may provide oral testimony at the meeting by calling into the Zoom meeting, attending the meeting in person, or viewing the meeting online via the Zoom link. Pursuant to HRS §92-3, interested persons who want to provide oral testimony may do so either at the time the Board takes public statements on items on the agenda, or at the time the specific agenda item is called, prior to any Board action being taken. To register to testify, please contact Addy Atalig at aatalig@hawaiicounty.gov, preferably no later than 12 o'clock/noon, Monday, March 24, 2025. Public attendees may present written testimony at the meeting without prior registration.

Written Public Testimony: The Board encourages the public to submit thoughts, comments, and input via written testimony. The Board requests that written testimony be submitted by 12 o'clock/noon on Friday, March 21, 2025, to ensure timely delivery to the Board members prior to the meeting time. Testimony may be submitted by (1) mail to: County of Hawai'i, Department of Research and Development, 25 Aupuni Street, Room 1301, Hilo, Hawai'i 96720 or (2) by email to aatalig@hawaiicounty.gov. Please submit separate testimony for each item. Copies will be distributed by the board secretary at the meeting. All oral and written testimony will be public record. Public attendees may present written testimony at the meeting without prior registration.

Hawai'i County Workforce Development Board

Thursday March 27th, 2025

09:00 a.m. – 12:00 p.m.

In-Person and Virtual Public Meeting via Zoom

AGENDA

1. **Call to Order**Chair Rossella Guardascione
2. **Welcome and Introductions**
3. **Call for Public Comments on Agenda Items**
4. **Introduction from the Director of the County of Hawaii, Research and Development, Benson Medina**
5. **Parliamentary procedures from the Deputy Director of the County of Hawaii, Office of the Corporation Counsel, Suzanna Tiapula**
6. **Report from subcommittees (Page Number 8)**
 - a) **Executive Committee**
None
 - b) **Program Oversight Committee**
 1. **Program Monitoring Report Review:** The Committee reviewed the program monitoring report from the State of Hawai'i Department of Labor and Industrial Relations, Workforce Development Division, and provided recommendations for resolutions.
 2. **Contact Information Update Recommendation:** The Committee recommended updating the administering office and contact information of the Executive Director for several policies and procedures.
 3. **Approval Recommendation for CPR/AED/FA Costs:** The Committee discussed and recommended approval to allow WIOA Title I service providers to pay for CPR, AED, or FA with federal funds, under specific conditions.
 4. **Approval Recommendation for ITA Amount Changes:** The Committee reviewed and recommended approval to increase the amount allocated for Individual Training Accounts (ITA) and Commercial Drivers License Individual Training Accounts (ITA).
 5. **Approval Recommendation for Updated WIOA Monitoring Policy:** The Committee discussed and recommended approval for an updated and revised WIOA Monitoring Policy.
 6. **Approval Recommendation for New Priority of Service Policy:** The Committee reviewed and recommended approval for a new policy regarding Priority of Service under WIOA.
 - c) **Finance Committee**
None
 - d) **Strategic Planning Committee**

- e) **None**
Business Development and Engagement Committee
- f) **None**
Nomination Committee

7. Action Items

1. Recommended Updating Contact Information

- a. The Committee recommends to the Hawai'i County Workforce Development Board to update the administering office and contact information of the Executive Director for the following policies/procedures:
 - 2-20 WIOA Adult and DW Program Eligibility (Page Number 12)
 - 3-21 WIOA Exit and Follow-up (Page Number 29)
 - 5-20 Complaints Procedure Policy (Page Number 39)
 - 6-20 WIOA Intake Policy and Procedures (Page Number 44)
 - 7-20 Reporting Incidents of Fraud, Program Abuse, and Criminal Misconduct (Page Number 48)
 - 8-20 WIOA Record Retention (Page Number 52)
 - 10-20 WIOA Supplemental Wage (Page Number 54)
 - 11-20 WIOA ETP Policy and Procedure (Page Number 57)
 - 13-20 Business Services Policy (Page Number 61)
 - 15-20 Conflict of Interest Policy (Page Number 66)
 - 16-20 WIOA Support Services Youth (Page Number 70)
 - 17-20 WIOA Title I Veterans Priority of Service (Page Number 77)
 - 18-20 WIOA Program and Administrative Cost Policy (Page Number 87)
 - 19-20 WIOA Youth Eligibility (Page Number 89)
 - 20-20 Youth Program Incentives (Page Number 101)
 - 21-20 English Proficiency Policy (Page Number 102)
 - 22-20 Data Integrity Policy (Page Number 107)
 - 23-20 WIOA Code of Conduct (Page Number 117)

2. Recommended Approval for CPR/AED/FA Costs (Page Number 119)

- a. The Committee reviewed and discussed a recommendation of approval to allow Workforce Innovation and Opportunity Act (WIOA) Title I service providers to pay for

CPR (Cardiopulmonary Resuscitation), AED (Automated External Defibrillator), or FA (First Aid) with federal funds, indicating the service is a condition of employment or is required for training completion of the participant.

- b. The Committee recommends to the Hawai'i County Workforce Development Board to approve this change.
- c. This pertains to Policy "3-20 WIOA Adult and DW Support Services and Needs Related Payments".

3. Recommended Approval for Individual Training Accounts (ITA) Amount Changes

(Page Number 133)

- a. The Committee reviewed and discussed a recommendation of approval to change the amount allocated for Individual Training Accounts (ITA) from \$2,500 to \$3,000 and Commercial Drivers License Individual Training Accounts (ITA) from \$5,000 to \$6,000.
- b. The Committee recommends to the Hawai'i County Workforce Development Board to approve this change.
- c. This pertains to "4-20 WIOA Individual Training Account (ITA)".

4. Recommended Approval for Updated WIOA Monitoring Policy (Page Number 143)

- a. The Committee reviewed an updated and revised policy/procedure due to a concern raised by the State of Hawai'i, Department of Labor and Industrial Relations, Workforce Development Division for WIOA Monitoring Policy 1-20.
- b. The Committee recommends to the Hawai'i County Workforce Development Board to approve this change.
 - i. These concerns were raised by the Workforce Development Division monitoring staff at a yearly monitoring meeting on February 25th, 2025, and February 26th, 2025.
 - ii. This pertains to "1-20 WIOA Monitoring Policy".

5. Recommended Approval for New Priority of Service Policy (Page Number 149)

- a. The Committee reviewed and discussed a recommendation for approving a new policy/procedure due to a finding raised by the State of Hawai'i, Department of Labor and Industrial Relations, Workforce Development Division.

- b. The Committee recommends to the Hawai'i County Workforce Development Board to approve this change.
 - i. This finding was part of the yearly monitoring meeting on May 16th and 17th, 2024, and May 31st, 2024.
 - ii. This is a New Policy "24-25 Priority of Service under WIOA".

8. New Business (Page Number 154)

- a) Executive Directors Update
 - a. American Job Center Hawaii (AJCH) One-Stop Operator Request for Proposal (RFP). The RFP was posted by the County of Hawaii on March 11th, 2025 seeking a one-stop operator to begin in the new fiscal year starting July 1st 2025.
 - b. Updates on the Workforce Innovation and Opportunity Act (WIOA) TITLE I Funding Dashboard
 - c. Hiring Event directed by the State of Hawaii, Department of Labor and Industrial Relations, Workforce Development Division in partnership with the County of Hawaii, Goodwill Hawaii, and the American Job Center Hawaii.
 - d. Staff attended Veteran's Priority of Service training from January 22nd – January 24th and January 28th – January 30th to learn about the rules and regulations that the United States Department of Labor (USDOL) requires for all grantees and sub contractors. This training was hosted by the State of Hawaii on Oahu.
 - e. Update on subcommittee participants.

9. Partner Updates (Page Number 156)

- a) Updates from Workforce Innovation and Opportunity Act (WIOA) TITLE I partner organization
- b) Updates from additional partner organizations

10. Announcements (Page Number 157)

- a) Discussion of Sub-Committee structure and filling vacancies

11. Adjournment

NOTE on ICT: A meeting held by Interactive Conference Technology shall be automatically recessed for up to 30 minutes to restore communication when audiovisual communication cannot be maintained with all members participating in the meeting or with the "in person" location identified in this agenda. The meeting may reconvene when either audiovisual communication is restored, or audio-only communication is established after an unsuccessful attempt to restore audiovisual communication. If it is not possible to reconvene the meeting as provided in this subsection within 30 minutes after an interruption to communication, then the meeting shall be automatically terminated.

Notice to Lobbyists: If you are a lobbyist, you must register with the Hawaii County Clerk within five days of becoming a lobbyist [Article 15, Section 2-91.3(b), Hawaii County Code]. A lobbyist means, "any individual engaged for pay or other consideration who spends more than five hours in any month or \$25 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials." [Article 15, Section 2-91.3(a) (6), Hawaii County Code] Registration forms and expenditure report documents are available at the Office of the County Clerk, 25 Aupuni Street, Room 1402, Hilo, Hawai'i 96720.

Board Packet: Pursuant to HRS §92-7.5, the board packet provided to members of this board for this meeting is available for public inspection forty-eight (48) hours before the meeting date, during regular business hours at 25 Aupuni Street, Room 1301, Hilo, Hawai'i 96720. The Board Packet may be found online at <https://www.rd.hawaiicounty.gov/economic-development/industry-development/workforce-development>