



**Department of Labor and Industrial Relations (DLIR)  
State of Hawaii**

**Minutes of Meeting**

**Date:**           **Thursday, July 16, 2015**

**Time:**           **9:45 a.m.**

**Place:**           **DLIR Conference Rooms 310 to 314  
Princess Ruth Keelikolani Building  
830 Punchbowl Street, Honolulu, Hawaii 96813**

**Present:**

Leslie Wilkins, Chairperson  
Ka'eo Bradford, for Mayor Bernard Carvalho  
David DeLuz, Jr.  
Mary Alice Evans, for Director Luis Salaveria  
Alan Hayashi  
Carl Hinson  
Leonard Hoshijo, for Director Linda Chu Takayama  
Senator Gil Keith-Agaran  
Betsy Kim, for Governor David Ige  
Steve Lupkes  
Scott Murakami, for David Lassner  
Rand Mulvey, Jr., for Arun Savara  
Representative Mark Nakashima  
Roland Prieto, for Mayor Alan Arakawa  
Catherine Scardino, for Director Rachael Wong, DrPH  
Charles Shima  
Brian Tatsumura  
Sunshine Topping  
Winona Whitman  
John Vannatta, for Superintendent Kathryn Matayoshi

**Absent:**

Brian Kealoha  
Connie Mitchell  
Senator Jill Tokuda  
James Tollefson  
Richard Vieira  
Representative Ryan Yamane

**Other:**

Michelle Arima  
Susan Armacost, Personnel Officer  
Sharon Ibarra  
Alison Lum  
Marilyn Matsunaga  
Deborah Miyao  
Li-Ann Yamashiro, Deputy Attorney General

**Staff:**

Elaine Young  
Carol Kanayama  
Linda Sakamoto  
Kristen Tello  
Jillian Yasutake

**I. Call to Order**

Chair Leslie Wilkins called the meeting to order at 9:34 a.m. After doing a formal roll-call of all present members, she announced that quorum is present (with twenty members).

**II. Approval of Minutes**

Minutes for the following meetings were deferred due to time constraints:

- A. October 24, 2014 Council Meeting
- B. February 12, 2015 Council Meeting
- C. June 18, 2015 Council Meeting

**III. Old Business**

None

**IV. New Business**

- A. Selection of Interim Acting Executive Director

Chair Wilkins explained that she is requesting the Council enter into executive session based on Hawaii Revised Statutes (HRS) §92-5(2) and §92-5(4) for personnel discussion and ability to consult with counsel. The intent of the executive session is to evaluate the Workforce Development Council (WDC) Executive Director (ED) candidates. The job description was circulated to all WDC members, the counties, and posted on HireNet Hawaii, the WDC website, and the DLIR Director's homepage. After closing on July 14, 2015, Personnel Office reviewed the applications and put forward candidates that met the

minimum qualifications. The criteria that will be discussed in executive session are as follows:

1. Supervisory and executive work experience.
2. Demonstrated ability to plan, execute, and monitor program infrastructure, budget, and performance.
3. Demonstrated ability to plan and deliver effective communication for a wide audience ranging from the Governor to the broader community.
4. References

A motion was made, which was seconded for the Council to move into executive session, with 18 voting in favor and two abstentions.

Chair Wilkins asked that all voting WDC Members remain in the room and announced that in addition to those members, Deputy Attorney General Li-Ann Yamashiro, Personnel Officer Susan Armacost, and minute taker Kristen Tello would also remain. All other meeting attendees and staff were asked to leave. At 9:45 a.m. the Council went into executive session.

Chair Wilkins reconvened the public Council meeting at 11:42 a.m. Senator Gilbert Keith-Agaran excused himself from the meeting, but a quorum was still present with the remaining nineteen members.

#### **IV. New Business (continued)**

##### **A. Selection of Interim Acting Executive Director.**

DLIR Deputy Director Leonard Hoshijo made a motion, seconded by Alan Hayashi, to retain Allicyn Tasaka for the temporary position as WDC Executive Director through June 30, 2016 with 16 voting in favor and three abstentions.

##### **B. Proposed Change in WDC Responsibilities to accept the responsibilities as Administrative Entity for the Workforce Innovation and Opportunity Act (WIOA)**

- a. Elaine Young, Administrator of the Department of Labor and Industrial Relations, Workforce Development Division (WDD), passed out a handout outlining the responsibilities should WDC accept the responsibility as State Administrative Entity for WIOA. The United States Department of Labor has informed WDD that this arrangement would correct any conflict that has arisen because WDD is the current State Administrative Entity and a service provider.
- b. Carl Hinson made a motion, seconded by Scott Murakami for WDC to accept the responsibility as the State Administrative Entity for WIOA, and was unanimously approved.
- c. Per recommendation of Council Member David DeLuz, Jr., Chair Wilkins said that the council has the authority today to form a permitted interaction

group (PIG). She explained that the authority of the PIG is an investigatory group that can make recommendations to the Council. The announcement and formation of the PIG has to be done at a Council meeting which adheres to the Public Notice Regulations (today's meeting). At the next publicly posted Council meeting, the Council can hear and discuss the recommendations of the PIG. At the third publicly posted Council meeting, voting Council members can vote to adopt the recommendations of the PIG. Only recommendations that were heard and discussed at a prior meeting can have action taken on it.

The purpose of the PIG is to assist the WDC Interim Executive Director and staff through the transition from the Workforce Investment Act to the Workforce Innovation and Opportunity Act. The following Council members volunteered to be members of the PIG:

1. David DeLuz, Jr.
2. Ka'eo Bradford
3. Scott Murakami
4. Winona Whitman
5. John Vannatta
6. Leslie Wilkins
7. Sunshine Topping

- d. In response to David DeLuz, Jr.'s question, Chair Wilkins stated that the PIG meetings are not subject to sunshine because there is no decision making authority.
- e. Chair Leslie Wilkins asked for a vote to accept the members for the PIG, whose names were repeated to the group, and was unanimously approved.

**V. Announcements**

- A. Partners on the Move – *Deferred to next Council Meeting due to time constraint*
- B. WIOA Stakeholders Meeting July 27 – 28, 2015 – *Deferred to next Council Meeting due to time constraint*
- C. Other Announcements – None
- D. Next Meeting

Next Council meeting will be on Wednesday, September 23, 2015 at 1:00 p.m.

**VI. Adjournment**

Chair Wilkins adjourned the Council meeting at 12:00 p.m.