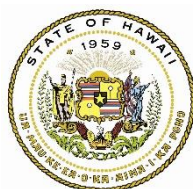


DAVID Y. IGE
GOVERNOR

JOSH GREEN
LIEUTENANT GOVERNOR



LESLIE WILKINS
CHAIRPERSON

ALLICYN C.H. TASAKA
EXECUTIVE DIRECTOR

**STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL**

830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

**FINANCE COMMITTEE MEETING
Wednesday, August 14, 2019
11:00 A.M. – 12:00 P.M.
Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 417
Honolulu, Hawaii 96813**

MINUTES

ATTENDEES:

Shannon Okinaka, Committee Chair, Hawaiian Airlines
Karen Wong, Committee Vice Chair, Lanakila Pacific

STAFF:

Allicyn Tasaka, Executive Director, Workforce Development Council
Kathy Miyahira, Accountant, Workforce Development Council
Jeanne Ohta, Special Projects Specialist, Workforce Development Council
Lina Rivera, Accountant, Workforce Development Council

- I. **Call to Order**..... *Committee Chair Shannon Okinaka*
The meeting was called to order at 11:03 a.m. by Committee Chair Shannon Okinaka.

- II. **Approval of Minutes from the May 16, 2019 Meeting**
Committee Chair Shannon Okinaka requested a motion to approve the minutes. There were no comments or corrections. Committee Vice Chair Karen Wong moved to approve the minutes of the May 16, 2019 meeting. Committee Chair Okinaka seconded the motion. The motion to approve the minutes was approved unanimously.

- III. **Overview of Budget for Period July 1, 2018 to June 30, 2019**
WDC staff explained that DLIR Director Scott Murakami reviewed the funds of each division and reallocated around \$360,000 of WDC’s state funds to upgrade DLIR’s public areas. Committee Chair Okinaka will explain the situation to the Executive Committee and recommend approving the transfer of funds. Going forward, WDC will expend the funds earlier in the fiscal year.

IV. Discussion of budget and returned funds for report to the Workforce Development Council's Executive Committee meeting scheduled for September 4, 2019

Committee Chair Okinaka and Committee Vice Chair Wong are unable to attend the September 4, 2019 Executive meeting. Committee Chair Okinaka will call Chair Leslie Wilkins before September 4 to designate her to give the Finance Committee report regarding the Director's reallocation of WDC funds and a possible plan to use the Counties' lapsed funds.

For the current fiscal year, committees will be asked to provide a budget, narrative, and timeline to request funds. Requests need to be received by October 15, 2019 and the Finance Committee will review requests at the next meeting on either October 28 or 29, 2019. The funds need to be obligated by March 31, 2020. The Committee Chairs will be informed of this at the September 4, 2019 meeting.

Performance Measures & Accountability Chair Sean Knox and Vice Chair Brian Lee will be asked if they would like to attend the upcoming meeting on October 28 or 29.

V. Next Meeting

The next meeting will be on October 28 or 29, 2019. A final date will be chosen in the coming weeks.

VI. Announcements

There were no announcements.

VII. Adjournment

Chair Okinaka adjourned the meeting at 12:07 p.m.