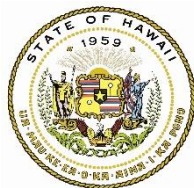


**DAVID Y. IGE**  
GOVERNOR

**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/>

**Workforce Development Council's Executive Committee**  
**Monday, October 19, 2020**  
**3:00 p.m. – 5:00 p.m.**  
**Online via Zoom**

*Due to the COVID-19 pandemic, protecting the health and welfare of the community is a priority. Therefore, the meeting was held remotely, with Board members and staff participating via online meeting venue.*

**MINUTES**

**Members Present:**

Leslie Wilkins, Chair Board  
Alan Hayashi, Vice Chair  
Jason Ito, Chair, Data Management & Technology Committee  
Glen Kaneshige, Chair, Employer Engagement Committee  
Brian Lee, Chair, Performance Measures & Accountability Committee  
Shannon Okinaka, Chair, Finance Committee  
Edward Richardson, Chair, Military & Veterans Affairs Committee

**Staff Present:**

Allicyn Tasaka, Executive Director  
Michelle Miyashiro, Office Manager  
Jayson Muraki, Workforce Information & Data Coordinator  
James Kaala Souza, Employment Analyst

**Guests Present:**

Doris Dvorchak, Deputy Attorney General  
Chappy Floyd, EBSCO  
Ian Greene, Department Human Resources Officer

**I. Call to Order**

Chair Leslie Wilkins called the meeting to order at 3:05 p.m.

Chair Wilkins thanked Brian Lee for accepting the role of Chair of the Performance Measures & Accountability Committee and also thanked Sean Knox for his previous service in that role. Sean Knox will serve as Vice Chair of the committee.

**II. Approval of Minutes**

**A. Regular meeting minutes for August 7, 2020**

A motion was made by Alan Hayashi to approve the regular meeting minutes of the Executive Committee meeting on August 7, 2020. The motion was seconded by Jason Ito. Brian Lee abstained from the vote. There was no further discussion or amendments. The motion was approved.

**B. Executive Session meeting minutes for August 7, 2020**

A motion was made by Alan Hayashi to approve the Executive Session meeting minutes of the Executive Committee meeting on August 7, 2020. The motion was seconded by Jason Ito. Brian Lee abstained from the vote. There was no further discussion or amendments. The motion was approved.

**III. Executive Director's Report**

Allicyn Tasaka presented the Executive Director's report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/10/Exectuive-Director-Report-to-Executive-Committee-10.19.2020.pdf>

**IV. Update and Discussion on Workforce Resiliency Initiative**

Kaala Souza presented "Workforce Resiliency Initiative", which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/11/201019-WDC-WRI-EB-PDF.pdf>

**V. Executive Session – Discussion of a personnel matter regarding annual evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2)**

Alan Hayashi motioned to enter into Executive Session to discuss personnel matters regarding collective bargaining salary adjustments of the Executive Director and other designated staff under Hawaii Revised Statutes Chapter 92-5(a)(2). Jason Ito seconded the motion. There were no questions. The motion was adopted. The Executive Committee entered Executive Session at 4:23 p.m.

Alan Hayashi motioned to exit Executive Session. General Edward Richardson seconded the motion. There were no questions. The motion was adopted. The Executive Committee exited Executive Session at 4:40 p.m.

The public meeting reconvened at 4:41 p.m. Pursuant to Executive Order 20.09, collective bargaining will extend to exempt employees Executive Director Allicyn Tasaka and Jeanne Ohta, who will receive an increase in salary of 2.15% effective July 1, 2019 and 2.03% effective July 1, 2020.

Alan Hayashi motioned to have a letter sent to Human Resources pursuant to Executive Order 20.09. Shannon Okinaka seconded the motion. There were no comments, questions or abstentions. The motion was adopted unanimously.

## **VI. Reports and Possible Recommendations from Board Committees**

A. Data Management & Technology.....Jason Ito  
Committee Chair Ito reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/10/Final-Data-Management-and-Technology-Committee-Update-for-10.19.2020.pdf>

B. Employer Engagement.....Glen Kaneshige  
Committee Chair Kaneshige reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/10/Final-Employer-Engagement-Report-for-Executive-Cmte-10.19.2020.pdf>

C. Finance.....Shannon Okinaka  
Committee Chair Okinaka reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/10/Final-Finance-Committee-Report-for-10.19.2020.pdf>

The Finance Committee and the Employer Engagement Committee motioned for the approval of three funding proposals: \$54,969 to the Nursing Residency Program by Hawaii State Center for Nursing, \$30,000 to the Hawaii is Hiring 2.0 project by the Chamber of Commerce Hawaii, and \$60,000 to Employer Sector Partnerships. There were no questions, comments or abstentions. The motion was adopted unanimously.

D. Military & Veterans Affairs.....Edward Richardson  
Committee Chair General Richardson reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/10/Final-Military-Veterans-Affairs-Committee-Report-for-ExComm-10.19.20.pdf>

E. Performance Measures & Accountability.....Brian Lee  
Committee Chair Lee reviewed the committee report, which can be found at this link: <https://labor.hawaii.gov/wdc/files/2020/10/Rev-Final-Performance-Measures-and-Accountability-Committee-Report-10.19.20.pdf>

- F. Sector Strategies & Career Pathways.....Yvette Gibson  
Committee Chair Gibson submitted a committee report, which can be found at this  
link: <https://labor.hawaii.gov/wdc/files/2020/10/Final-Sector-Strategies-Committee-Report-for-10.19.2020.pdf>
- G. Youth Services.....Ian Kitajima  
Committee Chair Kitajima submitted a committee report, which can be found at this  
link: <https://labor.hawaii.gov/wdc/files/2020/10/Final-Youth-Committee-Hilights-for-ExComm-10.19.20.pdf>

## **VII. 2021 Meeting Schedule**

The committee will continue to meet quarterly before board meetings: February, May, August and November 2021.

A poll will be sent to committee members to determine a meeting date before the next board meeting in February 2021.

## **VIII. Announcements**

General Richardson asked if there is a report on how the State of Hawaii is fairing in this pandemic and how the Workforce Development Council fits in. A request will be made to the Governor's liaison for an update on recovery plans.

## **IX. Adjournment**

The meeting was adjourned at 5:06 p.m.