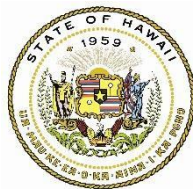


DAVID Y. IGE  
GOVERNOR

JOSH GREEN  
LIEUTENANT GOVERNOR



ALAN HAYASHI  
CHAIRPERSON

ALLICYN C.H. TASAKA  
EXECUTIVE DIRECTOR

**STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL**

Workforce Development Division  
Department of Labor and Industrial Relations  
830 Punchbowl Street, Suite 329, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

**EXECUTIVE COMMITTEE MEETING**

**Wednesday, November 10, 2021**

**1:00 p.m. – 3:00 p.m.**

**Online via Zoom**

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

**MINUTES**

**ATTENDEES:**

Alan Hayashi, Chairperson  
Brian Lee, Vice Chair & Chair, Performance Measures & Accountability Committee  
Sean Knox, Assistant Vice Chair  
Shannon Okinaka, Chair, Finance Committee  
Yvette Gibson, Chair, Sector Strategies & Career Pathways Committee  
Ken Loui, Chair, Military & Veterans Affairs Committee  
Brian Tatsumura, Chair, Employer Engagement Committee  
Ian Kitajima, Chair, Youth Services Committee

**GUEST:**

Doris Dvornch, Deputy Attorney General  
Bill Kunstman, Public Information Officer, DLIR

**STAFF:**

Allicyn Tasaka, Workforce Development Division (WDD)  
Jarret Yip, WDD  
Maricar Pilotin-Freitas, WDD

**I. Call to Order.....Committee Chair Alan Hayashi**

The meeting was called to order at 1:01 p.m. by Committee Chair Alan Hayashi.

**Chair Updates:**

- (1) **Workforce Development Council Accomplishments:** Executive Director prepared a 19-page summary which outlined the various committees works and accomplishments. Chair Hayashi met with the Director's office where it was decided the board should continue to have 41 members instead of downsizing to 29 members, as has been proposed by the legislature on the House side.
- (2) Sean Knox will not be running for the position of Assistant Vice Chair or Vice Chair due to his work schedule.
- (3) **Inclusive Branding of State Workforce:** Director's office requested greater efforts to include state workforce development to encompass WDC, Workforce Development Division, and Department of Labor and Industrial Relations.
- (4) **Workforce Resiliency Initiative Digital Readiness Assessments Challenge to Members and Building the Workforce with Employers:** Brian Tatsumura suggested for committee members and their organizations to help forward the efforts to participate by taking the Digital Literacy Resiliency Initiative Assessment Tests. Also, Mr. Tatsumura met with Scott Murakami who started up a remote online workforce pilot project at the Department of Business, Economic Development and Tourism (DBEDT).

**II. Approval of Minutes from the August 4, 2021 Meeting**

A motion to approve the minutes of the meeting held on August 4, 2021 was made by Brian Tatsumura. The motion was second by Ken Loui. There were no amendments, questions, objections. Shannon Okinaka abstained. The motion to approve the minutes was passed.

**III. Discussion on possible consolidation of committees**

To reduce redundancy, Sean Knox made a motion to incorporate the Data Management & Technology Committee into the Performance Measures & Accountability Committee. The name of the committee would remain Performance Measures & Accountability Committee. The motion was seconded by Brian Lee. There were no amendments, questions, objections. The motion to approve the merging of the two committees passed unanimously.

Sean Knox made a motion to create a Special Projects Committee. Brian Lee seconded the motion. The purpose of this new standing committee is to focus on projects such as the board strategic plan, Workforce Resiliency Initiative, legislative, and other issues as directed by the WDC Board. After brief discussion, there were no amendments or objections. The motion to approve the creation of the Special Projects Committee passed unanimously.

**IV. Review and discussion on proposed amendments to WDC by-laws by Deputy Attorney General Doris Dvorch**

The presentation can be found at the following link:

<https://labor.hawaii.gov/wdc/files/2021/11/Draft-8-Bylaws-redlined-11.3.2021.pdf>

Chair Hayashi asked for a motion to recommend to the full board to approve the amended by-laws as presented and discussed. Ken Loui motioned to approve. Ian

Kitajima seconded the motion. There were no amendments, questions, objections. The motion to approve the amended by-laws passed unanimously.

**V. WDD Update by Administrator Maricar Pilotin-Freitas & Program Officer Jarret Yip**

(1) Status of proposed projects and funding request;

<https://labor.hawaii.gov/wdc/files/2021/11/Executive-Projects.xlsx>

Executive Committee members reviewed updates provided by Jarret Yip on the proposed projects and funding requests that WDC had submitted. After discussion on each proposed project, votes were taken to recommend to the full WDC Board.

Outreach: Mr. Yip to remove “advertising” and amend funding amount. All in favor;  
Shannon Okinaka opposed;

Sector Partnerships: All in favor;

New Electronic WOTC System: All in favor;

Translation services for HireNet Hawaii: All in favor;

Expanding Remote Work Project: All in favor;

Youth Digital Media Career Program: Deferred to the next full board meeting for presentation

Trauma Informed Care Staff Training: All in favor; Brian Lee abstained;

(2) Status of Kauai’s local area redesignation.

Maricar Pilotin-Freitas reported services in Kauai have resumed for the Adult and Dislocated Workers programs. Only virtual training available. Youth Services still needs a service provider. Still waiting on a reply from The City and County of Honolulu to take on Kauai as a local area.

**VI. Next Meeting Schedule:**

The next WDC Board meeting is scheduled for November 18, 2021. At the WDC Board meeting set for February 10, 2022, Senator Donovan Dela Cruz will be our guest speaker. The 2022 meeting schedule: May 12, 2022; August 11, 2022; and November 17, 2022

**VII. Announcements:**

Mr. Yip shared that Hawaii Apprenticeship Week starts November 15, 2021.

Ken Loui mentioned the new Destroyer USS Daniel Inouye will arrive at Joint Base Pearl

Harbor-Hickam on November 18, 2021. Mr. Loui will be on board a ship as part of the greeting committee.

**VIII. Adjournment**

There being no further business, Committee Chair Hayashi adjourned the meeting at 3:03 p.m.