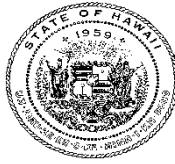


DAVID Y. IGE  
GOVERNOR

JOSH GREEN  
LIEUTENANT GOVERNOR



ANNE PERREIRA-EUSTAQUIO  
DIRECTOR

JOANN A. VIDINHAR  
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS  
ADMINISTRATOR

**STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
WORKFORCE DEVELOPMENT DIVISION**

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**WORKFORCE DEVELOPMENT  
COUNCIL'S  
EXECUTIVE COMMITTEE**

**Friday May 6, 2022  
1:00 p.m. – 3:00p.m.**

*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. The Department of Labor and Industrial Relations office, 830 Punchbowl Street, Room 329 was made available to the public and board members as an on-site location.*

**MINUTES**

**ATTENDEES:**

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

**GUESTS:**

Doris Dvorchak, Deputy Attorney General  
Cary Miyashiro, Quad D Solutions

**STAFF:**

Allicyn Tasaka, WDC Executive Director  
Harrison Kuranishi, WDD Employment Specialist

Maricar Pilotin-Freitas, WDD Administrator  
Jarret Yip, WDD Program Officer  
Jacqueline Dacay, WDD Job Training Specialist  
Erick Pascua, WDD, Manager  
Daven Kawamura, WDD  
Katrina Ramos, WDD

**I. Call to Order and Updates by Chair Alan Hayashi:**

The meeting was called to order at 1:00 p.m. by Chair Alan Hayashi. Roll call was taken and quorum was declared.

Chair Hayashi requested a motion to amend the agenda to include an Executive Session to discuss the annual evaluation of the Executive Director position. A motion was made by Ian Kitajima and seconded by Shannon Okinaka. There were no abstentions or discussion and adding the Executive Session to the agenda was unanimously approved.

Chair Hayashi used his prerogative as Chair to move the agenda items to accommodate various committee members with time constraints.

Chair Hayashi thanked Jason Ito and Yvette Gibson for their years of leadership as Committee Chairs. Others with terms ending are Sheryl Nojima as Vice Chair of Employer Engagement and Karen Wong as Vice Chair of the Finance Committee. Sean Knox and Shannon Okinaka will continue to serve another term.

This past legislative, the Senate Committee on Labor, Culture and the Arts approved and confirmed eleven (11) new members who start on July 1, 2022. Sean Knox and Shannon Okinaka were confirmed by the Senate to serve another term.

Shelli Ihori, Associate Director,  
Workforce Development, Hawaii  
Pacific Health

Kelly Ueoka, President, Paxca

Rona Fukumoto, President and CEO, Lanakila  
Pacific

Eileen Caldwell, Area Director of  
Human Resources – Hawaii and  
French Polynesia, Marriott  
International

Dion Dizon, COPE Director, Hawaii State AFL-  
CIO

Scott Collin, Field Services Officer, HGEA

Cheryl Cross, HR Consultant

Lorna Woo, International Union of Painters &  
Allied Trades, District Council 50

Trang Malone, Advisor, Workforce  
Initiatives, CVS Health

Keith DeMello, Director of  
Communications and Community,  
Ulupono Initiative

Gerald Schmitz, Senior Vice  
President, Lendlease Corporation

With consideration of committee leaders ending their service on the Workforce Development Council, Chair Hayashi presented an updated list of chairs and vice chairs for each committee, effective July 1, 2022:

Special Projects Committee

Chair: Sean Knox

Vice Chair: Gerald (Jerry) Schmitz

Employer Engagement Committee

Chair: Brian Tatsumura

Vice Chair: Cheryl Cross

Performance Measures and Financial Accountability Committee

Chair: Shannon Okinaka

Vice Chair: Kelly Ueoka

Sector Strategies and Career Pathways Committee

Chair: Cary Miyashiro

Vice Chair: April Acquavella

Youth Services Committee

Chair: Ian Kitajima

Vice Chair: Winona Whitman

Military and Veterans Affairs Committee

Chair: Ken Loui

Vice Chair: Trang Malone

The Board Committees Organization Chart can be found at the following link:

<https://labor.hawaii.gov/wdc/files/2022/05/Updated-WDC-Board-Committees-Organization-Chart-Eff-7.1.2022-as-of-4.19.22-1.pptx>

## **II. Executive Session**

Chair Hayashi requested a motion to move into Executive Session for board members only. He stated the purpose of the Executive Session is to discuss the annual evaluation of the Executive Director, and if agreed, extend the position another year to June 30, 2023. A motion was made by Brian Tatsumura and seconded by Ken Loui. There were no amendments, discussion and the motion passed by unanimous vote. The Executive Committee entered Executive Session at 1:08 p.m.

A motion to end Executive Session was made by Yvette Gibson. The motion was seconded by Jason Ito. There were no amendments, discussion and the motion passed by unanimous vote. The Executive Session ended at 1:25 p.m.

## **III. Update on Evaluation of Executive Director by Vice Chair Brian Lee:**

Returning to the public portion of the Executive Committee meeting, Vice Chair Brian

Lee provided an overview of the evaluation process and recommendations. The performance review was conducted by the Executive Committee members using previously utilized evaluation tool rating of 1 to 5 points in the categories of accountability, building trust, facilitating change, communication, prioritization, teamwork, critical thinking, customer/stakeholder focus, initiative, and goal accomplishment. Executive Director Allicyn Tasaka's average rating was 4.3 points out of 5 points.

Chair Hayashi requested a motion to accept the reviewed performance evaluation for Executive Director Allicyn Tasaka. A motion was made by Brian Tatsumura and seconded by Ken Loui. With no amendments or further discussion, the Executive Director's evaluation was unanimously approved.

Chair Hayashi requested a motion to extend Executive Director Allicyn Tasaka's position (with no salary increase) to June 30, 2023. A motion was made by Brian Tatsumura and seconded by Ian Kitajima. No comments or dissent and the motion was unanimously passed.

**IV. Approval of Minutes from the November 10, 2021, Meeting:**

Chair Hayashi requested a motion to approve the meeting minutes of November 10, 2021. A motion was made by Ken Loui and seconded by Yvette Gibson. There were no amendments, questions, objections, or abstentions. The motion to approve the minutes passed unanimously.

**Approval of Minutes from the February 3, 2022, Meeting:**

Chair Hayashi requested a motion to approve the February 3, 2022, meeting minutes. A motion was made by Ian Kitajima and seconded by Ken Loui. There were no amendments, questions, objections, or abstentions. The motion to approve the minutes passed unanimously.

**V. Update on Legislation Regarding the WDC by Vice Chair Brian Lee:**

- A. Brian Lee reported on the status of several legislative bills relating to WDC. Materials can be found at the following link:  
[https://labor.hawaii.gov/wdc/files/2022/05/HWDC-Measure-Tracking-Report\\_for-5.6.2022.pdf](https://labor.hawaii.gov/wdc/files/2022/05/HWDC-Measure-Tracking-Report_for-5.6.2022.pdf)
- B. Ian Kitajima reported SB 2482 has passed and is awaiting the Governor's signature. This bill will help to establish a temporary Office of Wellness and Resiliency within the Office of the Governor. It authorizes and addresses issues to implement solutions identified by the Trauma-Informed Care Task Force.

**VI. Updates from Workforce Development Division by Maricar Pilotin-Freitas:**

- A. Working on resolving and addressing findings of the federal monitoring for two national dislocated workers grants. USDOL will monitoring the rest of the grants this summer, to ensure compliance with the Federal requirements.
- B. Notice from USDOL received for PY-22 allotments for the state. Approximately \$3 million in additional funds will be contracted out to local areas for funding.
- C. Ongoing free HUB Workshops for jobseekers and service provider staff.

- D. The modifications for the 2020-2024 Unified State Plan have been submitted. Currently addressing comments and making amendments from the Federal Government.
- E. IT Internship placed 41 IT interns in various departments for an 89-day paid appointment. Several departments have indicated they intend to hire interns
- F. Summer Youth Internship of Financial Literacy. Placement of 130 youth at various state agencies and DOE schools.
- G. Aloha Apprenticeship Accelerator Grant Proposal was submitted to US Department of Labor on April 25, 2022. The 4-year grant is for \$ 4 million, to modernize our Registered Apprenticeship Program (RAP) system, build employer partnerships, expand apprenticeships, establish RAP hubs for industries: skilled trades, IT, healthcare and early childhood education
- H. WOTC Online Portal: currently working with contractor and attorneys to finalize the legal language of the contract in order to obtain the necessary information from partner agencies.
- I. Kauai County: hoping the Summer Youth Internship program would stir up interest but nothing as of yet. Ian Kitajima suggested reaching out to retired DOE complex supervisor, Mr. Arakaki.

**VII. Discussion Items:**

- A. Short- and long- term goals and projects. Materials can be found at the following link:  
<https://labor.hawaii.gov/wdc/files/2022/05/Compiled-Committee-Goals-for-5.6.2022.pdf>

**VIII. Next Meetings:**

The next Executive Committee meeting will be determined by the Chair. The WDC Board meeting is scheduled on August 11, 2022 and November 17, 2022.

**IX. Announcements & Public Testimonies:**

- A. WDC 2020-2024 Strategic Plan can be found at the following link:  
<https://labor.hawaii.gov/wdc/files/2022/05/WDC-Strategic-Plan-2020-2024-FINAL-2.pdf>
- B. No public testimonies.

**X. Adjournment:**

There being no further business, Chair Hayashi adjourned the meeting at 2:26 p.

