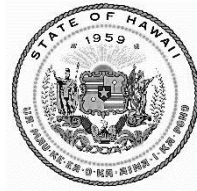


JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS  
ADMINISTRATOR

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**SPECIAL PROJECTS COMMITTEE  
MEETING**

**Tuesday, April 18, 2023**

**1:00 P.M. – 2:00 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:**

Sean Knox, Committee Chair, President, Hawaii Employment Services, Inc.  
Rona Fukumoto, President & CEO, Lanakila Pacific  
Cheryl Cross, Principal Owner, C.A. Cross & Associates, LLC

**GUESTS:**

Adele Manera, Manager, Kauai County Workforce Development Division  
Stacey Aldrich, State Librarian, Hawaii State Public Library System  
Keith Coronel, Business Analyst, Pacific Guardian Life

**STAFF:**

Jarret Yip, DLIR Workforce Development Division, Program Officer  
Jayson Muraki, DLIR Workforce Development Division, Job Training Specialist  
Katrina Ramos, DLIR Workforce Development Division  
Daven Kawamura, DLIR Workforce Development Division

**I. Call to Order.....Committee Chair Sean Knox**  
The Special Projects Committee meeting was called to order at 1:05 p.m. by Committee Chair Sean Knox.

**II. Approval of Minutes**

**A. February 21, 2023, Meeting Minutes**

Committee Chair Knox requested a motion to approve the minutes for the February 21, 2023 meeting. Cheryl Cross moved to approve the minutes of the February 21, 2023 meeting. Stacey Aldrich seconded the motion. There were no objections or abstentions. The motion to approve the minutes was approved unanimously.

**III. Update on Request for Proposal for a facilitator for the Board Strategic Plan**

Jayson Muraki let the committee know that the RFQ for the facilitator has been posted and will be running until the end of April. It will be reposted if no inquiries are received. The link is available to be sent out if there are any interested individuals.

**IV. Status of the Annual State Plan**

Jarret Yip gave an update on the status of the State Plan. The current state plan is still under conditional approval. The main issue USDOL has is the composition of the board, there is one vacant seat as well as multiple seats terming out on June 30, 2023. The plan is good until June 2024, a rollout plan for the next State Plan will be worked on.

Sean Knox asked if there is a risk of funding being withheld if the issue of the board composition is not resolved. Jarret Yip let Sean know that as far as he knows that won't happen.

**V. Updates from February 21, 2023, to April 18, 2023**

**A. Workforce Development Division**

Jayson Muraki provided the committee with updates on the Workforce Development Division (WDD). There was a job fair held at Keehi Lagoon for federal agencies on April 11, 2023. There were 27 Federal Agencies that participated and 604 attendees with 152 of those being veterans. There was some on the spot hiring and multiple interviews were lined up due to the job fair.

The Hele Imua Internship Program is administered and operated by the DLIR WDD. State agency worksites supervise and mentor interns, who are recent college graduates or current college students soon graduating. Intern positions lasts three-months (89-day hires) and are paid \$20 an hour. Currently, there are (115) interns placed within the various State departments. For more information, please visit: <https://labor.hawaii.gov/wdd/>.

**VI. Announcements and Public Testimony (if any)**

Adele Manera let the committee know that there was a job fair on Kauai, where there were 60 employer/agencies were present and 135 jobseekers attended.

**VII. Next Meeting**

The next Special Projects Committee meeting is not yet scheduled.

**VIII. Adjournment**

Committee Chair Knox adjourned the meeting at 1:18 p.m.