



## WORKFORCE DEVELOPMENT COUNCIL

### SELECTION PROCESS FOR NEW MEMBERS

*(As of August 2023)*

#### **Private Sector Representatives**

Here is the new protocol that we have put in place:

- 1) A vacancy is triggered when a Council member notifies us in writing that they are resigning from the Council.
- 2) The intent is to fill the vacancy within 60 days of the vacancy. The time provides for appropriate vetting by the Director's office, Governor's office and the internal Committee called Special Projects Committee.
- 3) Step 1: we conduct a gap-analysis based on current composition of the board. For instance, the Council should reflect the economic and employment sectors of the State and should also consider the diversity of representation. In a recent exercise, we noted that amongst the Private Sector representatives, Tourism is under-represented with only one Council member from that industry. Thus, we ascertained that the next vacancy should be coming from the Tourism industry.

Note that based on our gap analysis, we have already identified the next sectors to be filled in case of a vacancy.

- 4) Step 2: Identify an industry organization or Trade Council of that sector, which can provide a recommendation to the Council.

In the prior example with Tourism, we reached out to the leadership at Hawaii Lodging and Tourism Association for their recommendation to fill the vacancy.

We provided guidance on the timing of the recommendation as well as to who can qualify:

To wit: (From <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>)

Federal Law: 29 USC 3111 Section 101

- *are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority, and who, in addition, may be members of a local board described in section 107(b)(2)(A)(i);*
- *represent businesses (including small businesses), or organizations representing businesses described in this subclause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and*
- *are appointed from among individuals nominated by State business organizations and business trade associations.*

- 5) Step 3: We vet the candidate internally. The first interview will be with the Executive Director. The name is further vetted by the Director's office, and the WDC Special Projects Committee, simultaneously. Depending on these stakeholders, further interviews may be scheduled.
- 6) Step 4: if the candidate passes the internal vetting, then the name is submitted to the Governor's office for further vetting. Then we work with the Office of Boards and Commissions on facilitating the appointment.
- 7) Step 5: The Governor's office will manage the GM process and will submit the GM for Senate confirmation during the legislative session.
- 8) Step 5: Senate Confirmation hearing and Advice and Consent.
- 9) Step 6: Once all this is cleared, we will welcome the new Council member to the first Board meeting.
- 10) However, there may be instances when the vacancy occurs during the interim of the Legislative session. In this instance, all the steps will still be followed but the Governor may make the appointment but with the clear understanding from the

Nominee that they will need to undergo the confirmation process during the NEXT legislative session.

## Labor Representatives

- 1) A vacancy is triggered when a Council member notifies us in writing that they are resigning from the Council.
- 2) The intent is to fill the vacancy within 60 days of the vacancy.
- 3) Step 1: We conduct a gap analysis to ensure we are in compliance on the federal guidelines governing board composition.

This is the guidance that we need to abide by, according to federal rules:

<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

Section 101. 29 USC 3111

- *shall include representatives of labor organizations, who have been nominated by State labor federations;*
  - *(II) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the State, such a representative of an apprenticeship program in the State;*
  - *may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; and*
  - *(may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of school youth.*
- 4) Step 2: We work closely with the labor federation on their recommendation of who should fill the seat.
  - 5) Step 3: Once WDC receives the name, the internal vetting takes place: with the Director's office and the Special Projects Committee

- 6) Step 4: if the candidate passes the internal vetting, then the name is submitted to the Governor's office for further vetting. Then we work with the Office of Boards and Commissions on facilitating the appointment.
- 7) Step 5: The Governor's office will manage the GM process and will submit the GM for Senate confirmation.
- 8) Step 6: Senate Confirmation hearing and Advice and Consent.
- 9) Step 7: Once all this is cleared, we will welcome the new Council member to the first Board meeting.
- 10) However, there may be instances when the vacancy occurs during the interim of the Legislative session. In this case, the Governor may make the appointment but with the clear understanding from the Nominee that they will need to undergo the confirmation process during the NEXT legislative session.

### **On-Boarding**

1. Within two weeks of their appointment, we conduct a one-on-one meeting with the new Council member to provide basic information on the Council. To encourage engagement from the start, new council members are encouraged to join any the six Committees of the Council.
2. We always exert effort to get to know the members and their interests so they can stay close to the Council and will feel invested in the work of WDC.
3. On a yearly basis, we conduct an Orientation for Board members which is open to both current and new members of the Council. We recently conducted one last July 27, 2023. The agenda included a session with the US Department of Labor representative who gave an overview of the roles and responsibilities of WDC and its Council, and a segment by the Workforce Development Division on WIOA and the programs it covers.

### **Continuing Education Efforts**

- During the Quarterly Board meetings, we invite outside speakers to increase the knowledge base of our members:
  - For Example, at the June 29<sup>th</sup> Council meeting, the agenda featured the following presentations:
    - Presentation on Agriculture and the initiatives to ensure a sustainable workforce
    - Presentation on the Ship Repair Sector by the Ship Repair Association Hawaii

- At the next quarterly meeting on August 17, 2023, the agenda will feature a presentation on Artificial Intelligence, titled: “Applying Responsible AI - Key Trends” by Kelly Ueoka.
- During Committee meetings, we also invite outside speakers from the community as well, that are relevant to that particular committee:

Examples at the Sector Strategies and Career Pathways Committee meeting held on August 3, 2023, these were the presentations:

- Presentation on Hawaii Department of Education Workforce Development Branch
- Presentation on Department of Public Safety Probations
- We also invite other Mainland based organizations to share their insights with us. These are all online meetings:

Examples:

- We have a zoom meeting already set up with the National Governor’s Association (NGA) Workforce Development Team on September 8, 2023 at 9 am for the Board members to be educated on **national** workforce trends.
  - We have a zoom meeting scheduled on August 24 at 12 pm with the Washington State Workforce Investment Board to learn more about the Strategic Plan process and their best practice.
  - We are setting up a call with the Idaho State workforce Development Board on best practices on board engagement.
4. We have a tour of the American Job Center planned for our Board members so they can gain an understanding of the programs offered.
  5. Training: we are planning a session in the next few months to assist our Council members to become better advocates in the community for workforce development and DLIR/WDD and WDC.