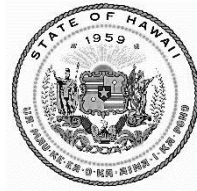


JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS  
ADMINISTRATOR

**STATE OF HAWAII  
KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
KA 'OIHANA PONO LIMAHANA  
WORKFORCE DEVELOPMENT DIVISION**

830 PUNCHBOWL STREET, ROOM 329  
HONOLULU, HAWAII 96813

<http://labor.hawaii.gov/wdd/>

Phone: (808) 586-8877 / Fax: (808) 586 8822

Email: [dijr.workforce.develop@hawaii.gov](mailto:dijr.workforce.develop@hawaii.gov)

**SPECIAL PROJECTS COMMITTEE  
MEETING**

**Thursday, June 8, 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**

**MEMBER ATTENDEES:**

Sean Knox, Committee Chair; President, Hawaii Employment Services, Inc.

Jerry Schmitz, Committee Vice-Chair; Vice-President, Lendlease DOD Communities

Leslie Wilkins, Chair, Maui County WDB; President & CEO, Maui Economic Development Board

Rona Fukumoto, President & CEO, Lanakila Pacific

Rossella Guardascione, Chair, Hawaii County WDB; Director of Human Resources, Kona Beach Hotel

Cary Miyashiro, Quad D Solutions; Chair, Sector Strategies and Career Pathways Committee

April Acquavella, JustWorks; Vice-Chair, Sector Strategy and Career Pathways Committee

Ken Loui, Vice President, Pacific Marine; Chair, Military and Veterans Affairs Committee

Trang Malone, Workforce Initiatives Manager, CVS Health, Vice-Chair, MVAC

Cheryl Cross, Principal Owner, C.A. Cross & Associates, LLC; Vice-Chair, Employer Engagement Committee

Doug Adams, (Designee for Mitch Roth, Hawaii County Mayor)

Scott Murakami, (Designee for DBEDT Director)

**GUESTS:**

Adele Manera, Manager, Kauai County Workforce Development Division

Shawn Reese, Senior Lead Engineer, Booz Allen Hamilton

Manu Bermudes, Vice President of Human Resources, Hawaiian Dredging Construction Company

**STAFF:**

Bennette Misalucha, DLIR, Workforce Development Council, Executive Director  
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 1:00 p.m. by Committee Chair Sean Knox.

**II. Approval of Minutes**

**A. April 18, 2023, Meeting Minutes**

Committee Chair Knox requested a motion to approve the minutes for the April 18, 2023, meeting. Doug Adams moved to approve the minutes of the April 18, 2023, meeting. Cary Miyashiro seconded the motion. There were no objections or abstentions. The motion to approve the minutes was approved unanimously.

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

Executive Director Bennette Misalucha gave updates on the Board strategic plan as well as the unified state plan. It is federally mandated to have all states conduct a strategic planning process every four years, the current strategic plan in place is from 2020 – 2024. A new plan must be submitted by April 2024.

- The Unified State Plan is a comprehensive plan that is composed of strategic plans from all the agencies that have Workforce Development. This plan will guide the state’s workforce development efforts.
- Bennette let the committee know that the facilitator for the WDC strategic plan has been decided and is Peter Adler from Guild Consulting. Bennette wanted to let the committee know that there is a retreat planned for some time in September.
- Bennette shared the timeline of the strategic planning process, it can be found at the following link:

<https://labor.hawaii.gov/wdc/files/2023/07/WDC-Strategic-Plan-Timeline.pdf>

**IV. Board Member Criteria & Onboarding process of new Board Members**

The one-on-one meetings that have been taking place have established where the council members come from and the capacity of the members as far as participation on the board.

- The federal regulations of the board composition are being looked at as well as the criteria for members to be cognizant of the different sector representation and diversity.
- An onboarding process/orientation is planned to have for the incoming members to capture the enthusiasm that new members have when they first join.

**V. Updates from State Workforce Agency from April 18, 2023, to June 8, 2023**

**A. Workforce Development Division**

Jayson Muraki provided the committee with updates on the Workforce Development Division

(WDD). The Department of Labor and Industrial Relations (DLIR) is in partnership with the Chamber of Commerce and is supporting three sector partnerships in Information Technology, Engineering, and Healthcare. Sector Partnerships are industry led and provide opportunity and environment to share priorities and resources to elicit action within each sector. As well as providing the industry direct access to education, economic development, and workforce representatives.

The Hele Imua program currently has 116 interns placed at over 20 state agencies. With the recent DOE partnership there is an expected 100 summer interns for the program.

The US Department of Labor (USDOL) is currently doing WIOA monitoring, the week of the 12<sup>th</sup> and 19<sup>th</sup> will have on-site monitoring visits across the counties.

Two technical assistance sessions are planned through DLIR WDD on case management, data reporting, and data validation are planned for June 22<sup>nd</sup> and 23<sup>rd</sup> as well as June 27<sup>th</sup> and June 28<sup>th</sup>. The invites have been sent out to all counties and service providers.

- Leslie Wilkins asked if the training will be available virtually in case interested participants cannot attend. Jayson let her know that the training will be recorded and put online.

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

There were no announcements or public testimony.

**VII. Next Meeting**

The next Special Projects Committee meeting has not been scheduled yet. Committee Chair Knox mentioned that the committee may be meeting more often with the deadlines of the strategic plan and board retreat.

**VIII. Adjournment**

Committee Chair Knox adjourned the meeting at 1:40 p.m.