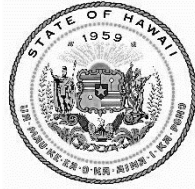


JOSH GREEN, M.D.
GOVERNOR

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: dlijr.workforce.develop@hawaii.gov

HAWAII WORKFORCE DEVELOPMENT
COUNCIL
AD HOC COMMITTEE FOR LOCAL
BOARD RE-CERTIFICATION
Friday, July 28, 2023
1:00p.m. – 2:00p.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.

ATTENDEES:

Ken Loui, Chair, Workforce Development Council, Vice President, Pacific Marine
Kelly Ueoka, President, Pacxa, Chair, Performance Measures and Financial Accountability
Rona Fukumoto, President and CEO, Lanakila Pacific, Committee Member, Ad-Hoc Committee for Re-certification
Keith DeMello, Senior Vice President of Communications and External Affairs, Ulupono Initiative, Committee Member, Ad-Hoc Committee for Re-certification

STAFF:

Bennette Misalucha, DLIR Workforce Development Council, Executive Director
Lisa Simmons, DLIR Workforce Development Division, Program Specialist
Daven Kawamura, DLIR Workforce Development Division
Jacqueline Lodge, DLIR Workforce Development Council

GUEST:

Anthony Crouch, U.S. Department of Labor, Federal Project Officer

MINUTES

I. Call to order.....Executive Director,
Bennette Misalucha

The Ad-Hoc Committee meeting was called to order at 1:00p.m. by Executive Director Bennette Misalucha

II. Framing the Purpose of the Ad-Hoc Committee

Bennette Misalucha explained the review process, including the template they will be using, what the committee will be measuring, and timeline / what to expect before the next board meeting on August 17, 2023. The re-certification template can be viewed at this link: [3HAWAII-RE CERTIFICATION-OF-LOCAL-BOARDS-TEMPLATE_DRAFT7.28.23.pdf](#).

Bennette Misalucha confirmed that only Oahu Workforce Development Board has submitted their paperwork.

III. Federal Laws Governing the Local Board Re-certification Process

The boards are required to be re-certified every two years. Their certification has lapsed, as it expired on June 30, 2023.

A. Federal requirements – 3 tenants to consider

1. Board composition requirement – 51% must be from private sector, 20% must represent workforce in the local area.
2. Sustained Fiscal Integrity – this refers to any mis-management of funds or fraud. Anthony Crouch confirmed that the Secretary of Labor from the U.S. Department of Labor would inform a board if they had any issues and would deny re-certification if they were not in compliance. He also noted that internally reviewing fiscal integrity is a good practice. Lisa Simmons stated that someone from the Hawaii State Administrative Services Office (ASO) or the Acting Administration Service Officer Francis Kagawa can sign off on this.
3. Sustained Performance – Anthony Crouch confirmed that the scores must be 2 full program years. Lisa Simmons and Jayson Muraki from Workforce Development Division (WDD) will help to compile these scores based on the Statistical Adjusted Model (SAM) for 2021 – 2022.

Bennette Misalucha pointed out that the committee is responsible for reviewing the data provided and issue a pass or fail on the summary page (page #6) in the template. The re-certification template can be viewed at this link: [3HAWAII-RE CERTIFICATION-OF-LOCAL-BOARDS-](#)

[TEMPLATE_DRAFT7.28.23.pdf](#). Anthony Crouch reviewed the template and confirmed that is good, as it includes all required information, and is succinct.

Anthony Crouch clarified that there are three options the committee can recommend – full approval, conditional approval, or denial. For example, if there is any fraud or mis-use of funds, those are grounds for denial. In the event of a denial, the council will look for a different entity to carry out the board’s duties and actions. If a board member leaves and there is a transition, the committee is likely to grant a conditional approval, to be followed up by corrective action by a specific date.

Bennette Misalucha confirmed that the committee will make their recommendation for Oahu Workforce Development Board to the full board at the next board meeting on August 17, 2023. From there, the board will vote.

IV. Areas of Concern and/or Consideration

Sustained Performance – Anthony Crouch confirmed that it is rare for a board to fail two consecutive years if they are using SAM. The U.S. Department of Labor will work with the state on how to address. The state will negotiate performance metrics with the U.S. Department of Labor.

V. Discussion of Supporting Data and Next Steps

Bennette Misalucha confirmed that she and Lisa Simmons will meet from now until August 1, 2023 to input data / performance scores for Oahu Workforce Development Board. Bennette Misalucha will send the completed template to the committee to review. The committee will have 5 days to review, then will meet again to discuss.

Maui and Big Island Workforce Development Boards will submit their paperwork before the November 16, 2023 board meeting. Bennette Misalucha pointed out that there was a leadership transition for the Big Island Workforce Development Board, and the Maui Workforce Development Board has a new Executive Director.

Kelly Ueoka has agreed to serve as Chair for the Ad-Hoc Committee for Re-certification.

VI. Next meeting schedule

The next committee meeting is scheduled for August 7, 2023.

VII. Adjournment

Bennette Misalucha adjourned the meeting at 1:30p.m.