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**WORKFORCE DEVELOPMENT
COUNCIL'S EXECUTIVE COMMITTEE
MEETING
Friday, September 8, 2023
1:30 P.M. – 3:00 P.M.
In-person and Online via Zoom**

Due to the COVID-19 pandemic, protecting the health and welfare of the community is a priority. The meeting was held in-person and remotely, with Board members and staff participating in-person via an online meeting venue.

MINUTES

MEMBER ATTENDEES:

Ken Loui, Chair, Vice President, Pacific Marine
Cary Miyashiro, Sector Strategies & Career Pathways Committee Chair, President, Quad D Solutions
Sean Knox, Special Projects Committee Chair, President and CEO, Hawaii Employment
Gerald Schmitz, Special Projects Committee Vice-Chair, Senior Vice President and General Manager, Lendlease
Trang Malone, Military and Veterans Affairs Committee Chair, Manager, Workforce Initiatives, CVS Health
Cheryl Cross, Employer Engagement Committee Vice-Chair, C.A. Cross & Associates, LLC
Mike Anderson, Youth Services Committee Chair, Regional Director, Inlandboatman's Union of the Pacific

GUEST:

Peter Adler, Principal, Guild Consulting

STAFF:

Bennette Misalucha, DLIR, Workforce Development Council, Executive Director
Daven Kawamura, DLIR Workforce Development Division
Jacqueline Lodge, DLIR, Workforce Development Council

I. Call to Order..... Chair Ken Loui
The Executive Committee meeting was called to order at 1:32 p.m. by Chair Ken Loui

II. Approval of Minutes

A. June 20, 2023 Meeting Minutes

Chair Loui requested a motion to approve the minutes for the June 20, 2023 meeting. Sean Knox moved to approve the minutes of the June 20, 2023 meeting. Cary Miyashiro seconded the motion. There were no objections or abstentions. The motion to approve the minutes was approved unanimously.

III. Welcome New Committee Chairs.....Bennette Misalucha, Executive Director

- a. Youth Services Committee – Mike Anderson
Chair Ken Loui noted that he and Bennette Misalucha spoke with new Committee Chair Mike Anderson prior to the meeting. They discussed apprenticeship programs, success stories, and creating a pathway for local kids to find careers in the maritime industry.
- b. Military and Veterans Affairs Committee – Trang Malone
- c. Employer Engagement – Manu Bermudes
- d. Performance Measures and Financial Accountability – Kelly Ueoka

IV. The State Strategic Plan.....Bennette Misalucha, Executive Director and Peter Adler, Guild Consulting

Bennette Misalucha announced that the board retreat will be on Saturday, September 23, 2023. She introduced the executive committee to Peter Adler, who will be facilitating the retreat. Peter Adler prepared an agenda and draft plan for the retreat. To view draft of the Two-Year Strategy, please click here: [2024-STRATEGIC-PLAN-BASELINE-DOCUMENT-1.pdf \(hawaii.gov\)](#)

Bennette Misalucha pointed out that she and Peter Adler connected with Todd Nell, their Oregon counterpart, who included short-term strategies and concrete actions in Oregon’s State Plan. Bennette Misalucha confirmed that the mission statement in Hawaii’s state plan has not changed since it was written 4 years ago. Bennette Misalucha noted that they may create a new tagline.

Bennette Misalucha announced that there will be brainstorming sessions at the retreat and reviewed the action items from the 6 goals listed in the draft plan. They will discuss benchmarking and tracking, identify top items from all groups, decide on final commitments to develop an action plan. Chair Ken Loui confirmed that they are off to a good start. Bennette Misalucha noted that this is a foundational document, and it will reflect the direction WDC wants to pursue. She welcomed feedback from the committee.

Bennette Misalucha pointed out that the vision and mission will be included in the State’s Unified Plan. Chair Ken Loui asked if the other departments are OK with the vision and mission.

Bennette Misalucha confirmed that the previous state plan was sent to the Governor for his “blessing” four years ago. Cheryl Cross asked how many members will be in each group and how will the break-out sessions “unfold” on the day of the retreat. Bennette Misalucha advised Cheryl Cross to refer to the agenda from Peter Adler.

Bennette Misalucha pointed out that \$50,000 is tentatively allocated for “outside-facing” committees, for a total of \$200,000 for four committees. The four committees are: Employer Engagement, Military and Veterans Affairs, Sector Strategies and Career Pathways, and Youth Services. The two other committees, Performance Measures and Financial Accountability and Special Projects do not need a budget to operate.

Cheryl Cross asked if there is any “pre-work” that needs to be done before the retreat.

V. Review Current Workforce Committees

Bennette Misalucha presentation entitled “Workforce Development Council Working Committees – A Leadership Training Ground.” Click here to view this document: [Workforce Development Council WORKING COMMITTEES \(hawaii.gov\)](#)

VI. Protocols for Selecting New Board Members

Bennette Misalucha reviewed Word document - “Selection Process for New Members”. Click here to view this document: [BOARD-MEMBER-SELECTION-PROTOCOLS.pdf \(hawaii.gov\)](#)

VII. Announcements and Oral Testimony (if any)

Chair Ken Loui proposed Cary Miyashiro as the new Vice-Chair for the council. The board will vote on this proposal at the next board meeting.

Gerald Schmitz asked if there is a list of board members and their contact information, including phone numbers and email addresses. Bennette Misalucha advised Gerald Schmitz to check the WDC website for a list of board members.

VIII. Next Meeting

Chair Ken Loui announced that the new board meeting is on Thursday, November 16, 2023.

IX. Adjournment

Chair Ken Loui adjourned the meeting at 2:25 p.m.