



Quarterly Board Meeting

Thursday, February 15, 2024

9:30am – 11:30am

830 Punchbowl Street

Room 310

Honolulu, HI 96813

BOARD PACKET

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: dlir.workforce.develop@hawaii.gov

HAWAII WORKFORCE DEVELOPMENT
COUNCIL MEETING
THURSDAY, FEBRUARY 15, 2023
9:30a.m. – 11:30a.m.

Remote Meeting:

This meeting will be held remotely by Zoom interactive conference technology. Board members, staff, and members of the public may participate in the remote meeting by using the following Zoom link:
<https://us06web.zoom.us/j/89373131895?pwd=4ec2fDrv8Pqbbd1KKjcWMpqBpjxT6l.1>

Meeting ID: 893 7313 1895
Passcode: 387185

If you do not have the technology or ability to join the remote meeting via Zoom, please dial +1 (669) 444-9171 on the telephone to participate in the remote meeting.

Physical Meeting:

A physical meeting location will be open to the public and will have an audiovisual connection, which will allow individuals at the physical meeting location to participate in the remote meeting. The address of the physical meeting location is – 830 Punchbowl Street, Room 310, Honolulu, HI 96813.

Meeting materials are available for review at: <https://labor.hawaii.gov/wdc/workforce-development-council-meetings/>

Written and Oral Testimony:

Individuals may submit written testimony by U.S. mail or hand delivery at 830 Punchbowl Street, Suite 317, Honolulu, HI 96813 or by email at DLIR.Workforce.Council@hawaii.gov. It is requested that written testimony be received at least 24 hours prior to the meeting. Individuals may provide remote oral testimony during the remote meeting at the Zoom link listed above. Individuals participating at the physical meeting location may also provide oral testimony during the remote meeting.

Equal Opportunity Employer/Program

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Jacqueline Lodge at (808) 586-8877 (for TTY/TTD Dial 711 then ask for (808) 586-8877) or email dlir.workforce.develop@hawaii.gov as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.

Vision Statement:

The Workforce Development Council's vision is that all employers have competitively skilled employees and all residents seeking work or advancement have sustainable employment and self-sufficiency.

Mission Statement:

It is the intent of the Workforce Development Council to support and guide the implementation of the Unified State Plan through active collaboration and regional sensitivity for the purpose of aligning, coordinating, and integrating workforce services to meet the needs of employers and residents in order to foster a robust economy.

AGENDA

- I. Call to Order.....*Chair Ken Loui*
- II. Approval of Minutes
 - a. November 28, 2023 Meeting Minutes
- III. Executive Director's Report.....*Bennette Misalucha, Executive Director, Workforce Development Council*
 - a. Update on State Unified Plan
 - b. Update on Presentations to Various Stakeholders Throughout the State
 - c. Focus for 2024
- IV. Presentation – Sector Partnerships: Workforce Development Building Local, Skilled Talent Pipelines.....*Keala Peters, Executive Vice President of Education & Workforce Development, Executive Director of Sector Partnerships, Chamber of Commerce Hawaii*
 - a. Overview of Sector Partnerships in Hawaii
 - b. The Sector Partnership Cycle: Labor Market Insights, Industry Input, Program Development and Implementation, Metrics and Outcomes
- V. Presentation – Creative Solutions to Healthcare Workforce Challenges.....*Carl Hinson, Director, Workforce Development, Hawaii Pacific Health*
 - a. Background and Partnership with the Hawaii State Department of Education, Hawaii Pacific Health Medical Group and Hawaii 3R's
 - b. Inauguration of Hawaii Pacific Health's Academic Health Center at Waipahu High School
 - c. Insights on Government's Role in Workforce Development
- VI. Approval of Written Reports from Core Partners Workforce Innovation and Opportunity Act (WIOA) from the period of November 28, 2023 to February 15, 2024
 - a. Title I and Title III - Workforce Development Division.....*Maricar Pilotin-Freitas*
 - b. Title II - Adult Education and Career Pathways.....*Winston Sakurai*
 - c. Title IV - Division of Vocational Rehabilitation.....*Lea Dias*

- VII. Approval of Written Reports from Standing Committees for the period of November 28, 2023 to February 15, 2024
 - a. Employer Engagement Committee.....*Vice Chair Derek Kanehira*
 - b. Sector Strategies and Career Pathways Committee.....*Chair Cary Miyashiro*
 - c. Military and Veterans Affairs Committee.....*Chair Trang Malone*
 - d. Special Projects Committee.....*Chair Keith DeMello*

- VIII. Approval of Written Reports Related to the WIOA Program Highlights from Each County's Workforce Development Board for the period of November 28, 2023 to February 15, 2024
 - a. Hawaii County Workforce Development Board.....*Chair Rossella Guardascione, Sheri Cacho, Executive Director, Big Island Workforce Development Board*
 - b. Maui County Workforce Development Board.....*Chair Leslie Wilkins, Chentelle Rowland, Executive Director, Maui County Workforce Development Board*
 - c. Oahu Workforce Development Board.....*Chair Jason Chang, Harrison Kuranishi, Executive Director, Oahu Workforce Development Board*

- IX. Approval of Proposed Revisions to By-Laws of the State of Hawaii Workforce Development Council.....*Chair Ken Loui*
 - a. Changing Performance Measures & Financial Accountability Committee to Technology and Performance Management Committee
 - i. Refer to page 4 in attached copy of "Proposed Revisions to By-Laws of the State of Hawaii Workforce Development Council"

- X. Announcements and Public Testimony (if any)

- XI. Next Meeting
 - a. The next quarterly board meeting is scheduled for Thursday, May 30, 2024 at 9:30 a.m. to 11:30 a.m.

- XII. Adjournment

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
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**HAWAII WORKFORCE DEVELOPMENT
COUNCIL MEETING**

Tuesday, November 28, 2023

9:30a.m. – 11:30a.m.

MINUTES

MEMBER ATTENDEES:

Ken Loui, WDC Chair, Vice President, Pacific Marine

Kelly Ueoka, President, Pacxa, Chair, Performance Measures & Financial Accountability Committee

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

Rona Fukumoto, President & CEO, Lanakila Pacific

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

Tui Scanlan, President, International Alliance of Stage and Theatrical Employees (IASTE) Local 665

Mike Anderson, Regional Director, Inland Boatman's Union of the Pacific

Carla Kurokawa, Manager, Employment and Training, Alu Like, Inc.

Lorna Woo, Director, Government Affairs, International Union of Painters and Allied Trades, District Council 50

Lea Dias, Administrator, Division of Vocational Rehabilitation, Department of Human Services

Doug Adams, Designee for Mitch Roth, Hawaii County Mayor

Sean Knox, President, Hawaii Employment Services, Chair, Special Projects Committee

Cary Miyashiro, President, Quad D Solutions LLC, Chair, Sector Strategies & Career Pathways Committee

Eileen Caldwell, Director of Human Resources, Marriott Hawaii and French Polynesia

Keith DeMello, Senior Vice President of Communications & External Affairs, Ulupono Initiative

Workforce Development Council By-Laws Section 5.7.

Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

Trang Malone, Workforce Initiatives Manager, CVS Health, Vice-Chair, Military and Veterans Affairs Committee

Rossella Guardascione, Chair, Hawaii County Workforce Development Board, Director of Human Resources, Kona Beach Hotel

Winston Sakurai, Designee for Keith Hayashi, Superintendent, Department of Education

David Rodriguez, Designee for Jade Butay, Director, Department of Labor and Industrial Relations

Representative Andrew Garrett, Hawaii State House of Representatives

MEMBERS ABSENT:

Jason Brand, President, Brand Industrial Group

Derek Kanehira, Senior Vice President, Human Resources, Alexander and Baldwin

Robert Lietzke, Vice President, Indo-Pacific Western Region, Booz Allen Hamilton

Jackie Kaina, Chair, Kauai Economic Development Board

Scott Collins, Hawaii Island Division Chief, HGEA

Jason Chang, Chair, Oahu Workforce Development Board, President, Queen's Medical Center

Dion Dizon, Business Representative, International Brotherhood of Electrical Workers

Shelli Ihori, Associate Director, Workforce Development at Hawaii Pacific Health

David Lassner, President, University of Hawaii System

Leslie Wilkins, Chair, Maui County Workforce Development Board, Vice President, Maui Economic Development Board

James Tokioka, Director, Department of Business, Economic Development and Tourism

Senator Stanley Chang, Hawaii State Senate

Mayor Mitch Roth, Hawaii County Mayor

Mayor Richard Bissen, Maui County Mayor

Mayor Rick Blangiardi, Honolulu County Mayor

Mayor Derek Kawakami, Kauai County Mayor

Governor Josh Green, Governor of Hawaii

GUESTS:

Dale Fujimoto, Department of the Attorney General

Christopher Lum Lee, Principal Guard and Chief Administrative Officer, TriSec, Inc., Oahu Workforce Development Board

Daven Kawamura, Oahu Workforce Development Board

Chentelle Rowland, Executive Director, Maui Workforce Development Board

Sheri Cacho, Executive Director, Big Island Workforce Development Board

Dan Miyamoto, Community Education Specialist, Department of Education

STAFF:

Bennette Misalucha, DLIR, Workforce Development Council, Executive Director

Maricar Pilotin-Freitas, DLIR, Workforce Development Division, Administrator

Workforce Development Council By-Laws Section 5.7.

Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

Anne Eustaquio, DLIR, Unemployment Division, Administrator
Frederick Pascua, DLIR, Workforce Development Division, Manager
Jacqueline Lodge, DLIR, Workforce Development Council

I. Call to Order

The meeting was called to order at 9:38 a.m. by Chair Ken Loui.

Roll call was taken. Per Workforce Development Council's By-laws Section 5.7. confirm there was quorum of at least 16 members.

II. Approval of Minutes

Chair Loui requested a motion to approve the minutes for the meeting on August 17, 2023. Cheryl Cross moved to approve the minutes for the August 17, 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 Members

Bennette Misalucha introduced and welcomed Winston Sakurai as the new Designee for Superintendent Keith Hayashi, Department of Education.

Bennette Misalucha announced that Deputy Director Dane Wicker will be the new Designee for Director James Tokioka, Department of Business, Economic Development and Tourism. Unfortunately, Dane Wicker was not able to attend the meeting.

Bennette Misalucha introduced and welcomed David Rodriguez as the new Designee for Director Jade Butay, Department of Labor and Industrial Relations.

IV. Executive Director's Report

Bennette Misalucha shared her updates. The updates can be viewed at this link on page 8: <https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

V. Maui Wildfire Recovery Updates from the Department of Labor and Industrial Relations

a. Presentation on unemployment claims

i. Process and speed of claim processing

Anne Eustaquio clarified the difference between disaster and regular unemployment claims. She confirmed that a Declaration of Disaster was issued on August 10, 2023. They have received up to \$10M in funding from FEMA. They normally receive around 8,000 claims for regular unemployment insurances. After the wildfires they received 4,000 applications for disaster unemployment. Anne Eustaquio confirmed that the process to apply for disaster unemployment is 100% manual, there is no automated system.

Workforce Development Council By-Laws Section 5.7.

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Cheryl Cross asked why it's a manual process. Anne Eustaquio confirmed that it has always been a manual process, it's never been automated. Cheryl Cross asked if there are options available that are less manual. Anne Eustaquio confirmed that they posted a Request for Proposal (RFP) to launch an Unemployment Insurance (UI) modernization starting January 2024. It will take three years to complete.

ii. Bi-lingual access when applying for claims

Anne Eustaquio confirmed that they received \$2.38M in funding to improve equitable access for those applying to UI. There are currently four languages available - English, Japanese, Simplified Chinese, and Tagalog. By the end of January 2024, they will add Ilocano, Spanish, Korean, and Vietnamese.

Anne Eustaquio noted that they have stabilized the main frame since COVID and are currently doing outreach to ask the community how they can improve access and service.

Bennette Misalucha commended the agency on doing outreach and asked if they are expanding their efforts to reach out to the Micronesian communities as well. Anne Eustaquio confirmed that when anyone calls, UI has interpreters available. Their goal is to increase outreach so they can provide the best service.

iii. Impact of claims on Employment Retirement Income Security Act of 1974 (ERISA) funds

Anne Eustaquio confirmed that people receiving unemployment can collect retirement, social security, and other benefits, but cannot "double dip" from the employer if they are already receiving retirement from them.

VI. Presentation from Council Member Tui Scanlan

Tui Scanlan gave a presentation. The presentation can be viewed at this link on page 11: <https://labor.hawaii.gov/wdc/files/2023/11/WDC-MASTER-DECK-112823-1.pdf>

Cheryl Cross asked what type of career pathways are available on the technical side of film and television. Tui Scanlan confirmed that the most important thing is to establish a baseline skill set, then add technical skills. He emphasized the importance of increasing funding for the arts.

Trang Malone asked when career pathways in his industry start. Tui Scanlan mentioned that they are starting exploratory conversations with ClimbHI and the Department of Education.

David Rodriguez asked how to support independent content creators move to the next level in their careers. Tui Scanlan noted that 50 people attended recent Pacific Producers Roundtable, which included topics on payroll, permits, etc.

Workforce Development Council By-Laws Section 5.7.

Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

Lea Dias asked Tui Scanlan to give a presentation to her staff to give them an idea of what type of career choices are available. She asked about the impact of Artificial Intelligence (AI) in his industry. Tui Scanlan confirmed that there is a danger of “plagiarism software” associated with AI, but the labor market is not really affected by that. He further commented that since the writer’s strike recently ended, there should be an increase in demand, with more jobs and work available.

VII. Board Approval of Workforce Development Council’s State Strategic Plan

Bennette Misalucha introduced Peter Adler from Guild Consulting to talk about Workforce Development Council’s Two-Year Strategic Plan. The Workforce Development Council’s Two-Year Strategic Plan can be viewed at this link on page 35: <https://labor.hawaii.gov/wdc/files/2023/11/WDC-MASTER-DECK-112823-1.pdf>

Chair Loui requested a motion to approve the Workforce Development Council’s Two-Year Strategic Plan as presented by Peter Adler. Tui Scanlan made a motion to approve the Workforce Development Council’s Two-Year Strategic Plan as presented by Peter Adler. Kelly Ueoka seconded the motion.

Members voted by roll call. As of November 28, 2023, there are a total of 36 WDC members. Per WDC By-laws Section 5.7., the number of members required for quorum is 16. Confirm there was quorum on November 28, 2023. 17 members voted in favor of the motion. There were no objections or abstentions. The motion to approve the Workforce Development Council’s Two-Year Strategic Plan was approved unanimously.

Member vote record for the Workforce Development Council’s Two-Year Strategic Plan can be viewed at this link on page 1: <https://labor.hawaii.gov/wdc/files/2023/12/WDC-Vote-Record-for-Two-Year-Strategic-Plan-New-Committee-Assignments-Re-certification-112823.pdf>

VIII. Approval of Written Reports from Workforce Innovation and Opportunity Act (WIOA) Core Partners from the period of August 17, 2023 to November 16, 2023

a. Adult Education and Career Pathways

Updates from Adult Education and Career Pathways can be viewed at this link on page 34:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

b. Division of Vocational Rehabilitation

Updates from Division of Vocational Rehabilitation can be viewed at this link on page 36:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

c. Workforce Development Division

Updates from Workforce Development Division can be viewed at this link on page

Workforce Development Council By-Laws Section 5.7.

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40:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

Chair Loui clarified that the correct amount available to help Maui residents find employment is slightly less than \$20M instead of \$21M, as mentioned on page 46 in the board packet.

There were no questions related to the written reports from WIOA core partners from August 17, 2023 to November 16, 2023.

IX. Approval of Written Reports from Standing Committees for the period of August 17, 2023 to November 16, 2023

a. Employer Engagement Committee

Updates from Employer Engagement Committee can be viewed at this link on page 50:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

b. Sector Strategies and Career Pathways Committee

Updates from Sector Strategies and Career Pathways Committee can be viewed at this link on page 55:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

c. Military and Veterans Affairs Committee

Updates from Military and Veterans Affairs Committee can be viewed at this link on page 53:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

d. Special Projects Committee

Updates from Special Projects Committee can be viewed at this link on page 48:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

e. Youth Services Committee

Updates from Youth Services Committee can be viewed at this link on page 57:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

There were no questions related to the written reports standing committees from August 17, 2023 to November 16, 2023.

X. Approval of Written Reports Related to the WIOA Program Highlights from Each County's Workforce Development Board for the period of August 17, 2023 to November 16, 2023

a. Hawaii County Workforce Development Board

Updates from Hawaii County Workforce Development Board can be viewed at this link on page 63:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

b. Maui County Workforce Development Board

Updates from Maui County Workforce Development Board can be viewed at this link on page 64:

Workforce Development Council By-Laws Section 5.7.

Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

c. Oahu Workforce Development Board

Updates from Oahu Workforce Development Board can be viewed at this link on page 61:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

There were no questions related to the written reports from each county's Workforce Development Boards from August 17, 2023 to November 16, 2023.

XI. Approval of New Committee Assignments

Chair Loui shared the new committee assignments. He noted that the Executive Committee previously approved the assignments. The list of committees with Chair and Vice Chair assignments can be viewed at this link on page 69:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

Chair Loui requested a motion to approve the Workforce Development Council's new committee assignments. Trang Malone made a motion to approve the Workforce Development Council's new committee assignments. Carla Kurokawa seconded the motion.

Members voted by roll call. As of November 28, 2023, there are a total of 36 WDC members. Per WDC By-laws Section 5.7., the number of members required for quorum is 16. Confirm there was quorum on November 28, 2023. 18 members voted in favor of the motion. There were no objections or abstentions. The motion to approve the Workforce Development Council's new committee assignments was approved unanimously.

Member vote record for the Workforce Development Council's new committee assignments can be viewed at this link on page 2:

<https://labor.hawaii.gov/wdc/files/2023/12/WDC-Vote-Record-for-Two-Year-Strategic-Plan-New-Committee-Assignments-Re-certification-112823.pdf>

XII. Local Workforce Development Board Re-certification

Ad-Hoc Committee Chair Kelly Ueoka noted that the committee previously met on August 17, 2023 and November 23, 2023 to discuss recertification for the Oahu Workforce Development Board, Maui Workforce Development Board, and Big Island Workforce Development Board. He presented the committee's recommendations and comments.

a. Oahu Workforce Development Board

Conditional approval to full certification – evaluation and recommendation from committee can be viewed at this link on page 74:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

b. Maui Workforce Development Board

Workforce Development Council By-Laws Section 5.7.

Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

Re-certification evaluation and recommendation from committee can be viewed at this link on page 78:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

c. Big Island Workforce Development Board

Re-certification evaluation and recommendation from committee can be viewed at this link on page 76:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

Committee Chair Ueoka made a motion to recertify the Oahu Workforce Development Board, Maui Workforce Development Board, and Big Island Workforce Development Board. Tui Scanlan seconded the motion.

Members voted by roll call. As of November 28, 2023, there are a total of 36 WDC members. Per WDC By-laws Section 5.7., the number of members required for quorum is 16. Confirm there was quorum on November 28, 2023. 18 members voted in favor of the motion. There were no objections or abstentions. The motion to recertify the Oahu Workforce Development Board, Maui Workforce Development Board, and Big Island Workforce Development Board was approved unanimously.

Member vote record for the recertification of Oahu Workforce Development Board, Maui Workforce Development Board, and Big Island Workforce Development Board can be viewed at this link on page 3:

<https://labor.hawaii.gov/wdc/files/2023/12/WDC-Vote-Record-for-Two-Year-Strategic-Plan-New-Committee-Assignments-Re-certification-112823.pdf>

XIII. Accept Mayor Visit Written Reports - Kauai, Maui, Big Island and Honolulu

Mayor Visit written reports can be viewed at this link on page 79:

<https://labor.hawaii.gov/wdc/files/2023/11/WDC-NOV-28-2023-BOARD-PACKET.pdf>

There were no questions related to the written reports from Mayor visits on Kauai, Maui, Big Island and Honolulu.

XIV. Announcements and Public Testimony (if any)

XV. Next Meeting

- a. The next quarterly board meeting is tentatively scheduled for Thursday, February 15, 2024 from 9:30 a.m. to 11:30 a.m. at Kualoa Ranch.

XVI. Adjournment

The meeting was adjourned at 11:10 a.m. by Chair Loui.

Workforce Development Council By-Laws Section 5.7.

Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

EXECUTIVE DIRECTOR'S REPORT

EXECUTIVE DIRECTOR REPORT

WDC Board Meeting
Thursday, February 15, 2024
Bennette E. Misalucha



FOCUS

STATE UNIFIED PLAN

COMMUNITY OUTREACH

BOARD RECRUITMENT

COMMITTEES RE-SET

WDC STRATEGIC PLAN IMPLEMENTATION



STATE UNIFIED PLAN

DUE TO THE US DEPARTMENT OF
LABOR ON MARCH 4, 2024

THE FIRST DRAFT WAS POSTED ON
JANUARY 16

PUBLIC COMMENT ENDS ON
FEBRUARY 16

FINAL DRAFT WILL BE POSTED ON
MARCH 4

ABOUT THE UNIFIED PLAN

Unified plan is federally mandated for all States to continue to receive federal funds.

Produced every four years, with a modification in two years

In the past, it has been a compliance document.

It is an opportunity to engage all the stakeholders to create something more meaningful and integrated.

It's an opportune time to take advantage of unprecedented "historic federal investments"

It is not a Master Plan but an opportunity to start the conversation.

It has short term viable initiatives, but also needs long term solutions to bring us closer to the intended goals

There are 362 pages with 124,477 words and divided two sections: Strategic Elements and Operational Elements.



Great challenges present great opportunities

HOW DO I PROVIDE FEEDBACK ON THE UNIFIED PLAN?

Access a copy of the Unified Plan on the WDC website:
<https://labor.hawaii.gov/wdc/2024-state-unified-plan/>

Please provide WRITTEN comments and feedback:

<https://docs.google.com/forms/d/e/1FAIpQLSe2te6-ggg757OKKGJQjFnUaKQlfpG1uQCLu9GgVnRo973auQ/viewform?pli=1>

Accommodations for nine languages

Contact: Bennette Misalucha, Executive Director, WDC

Email: Bennette.E.Misalucha@hawaii.gov

Phone Number: (808)586-8815



COMPLETED COMMUNITY OUTREACH MEETINGS

Oahu Workforce Development Board

Immigrant Resource Center

Hawaii Business Roundtable

American Job Center Oahu

Aiea Community

Kaimuki Community

Community Colleges and DOE

Youth Sector

Sector Partnership Committee

Employer Engagement Committee

Military and Veteran Affairs Committee

Native Hawaiian groups

Veteran groups

Special Projects Committee

COMMUNITY OUTREACH



FORTHCOMING MEETINGS

Local Workforce Development Boards (Maui)

Combined House and Senate Committees on Labor

Governor's Office



February 26, 2020

WIOA partners reported plans for period July 1, 2020 to June 30, 2024 to Governor David Ige.

Adult Education: Dan Miyamoto
 DHS Vocational Rehabilitation: Maureen Bates
 WDD Wagner Peyser: Joni Heatherly
 Perkins CTE: Bernadette Howard
 DLIR Research & Statistics: Jeri Arucan
 WDC: Jeanne Ohta, Allicyn Tasaka
 WIOA State Plan Coordinator: Martha Ross

Governor approved state plan



HAWAII WIOA STATE PLAN PRESENTATION TO THE GOVERNOR



COLLABORATIONS AND PARTNERSHIPS

PALAMA SETTLEMENT: STARTING IN FEBRUARY

STATE LIBRARY SYSTEMS: 10 AJCS ON OAHU

OUTREACH TO MILITARY SPOUSES

LONG TERM CARE TASK FORCE —PLANNING OF FEB SUMMIT

OTHER WDC UPDATES



WE SAY ALOHA TO BOARD MEMBERS MIKE ANDERSON AND EDMUND ACZON
WELCOME BACK TO DR. ERIKA LACRO, UH DESIGNEE

NATIONAL GOVERNOR'S ASSOCIATION WINTER CONFERENCE

SUNSHINE LAW TRAINING

CONFLICT OF INTEREST FORMS

BOARD VACANCIES

LOCAL BOARD CERTIFICATIONS



MAHALO



REPORTS FROM WIOA CORE PARTNERS

WIOA Title I

	New Enrolled (Oct-Dec 2023)		
	Adult	Dislocated Worker	Youth
Oahu	79	7	8
Hawaii	15	5	5
Maui	0	2	5
Kauai	0	1	0
Statewide Total	94	15	18

Wagner Peyser (Title III)

	New Enrolled (Oct-Dec 2023)
Oahu	325
Hawaii	186
Maui	50
Kauai	49
Total	610

NDWG - Quest

	New Enrolled (Oct-Dec 2023)
Oahu	67
Hawaii	2
Maui	16
Kauai	0
Statewide Total	85

Hele Imua & Internships

Since July 2022:

- 521 Interns
- 25 hired by State Departments



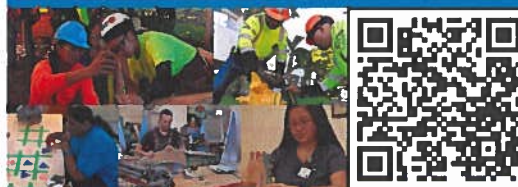
Apprenticeship

Registered Apprentices (active) - 250

Completed/Certificate of Completion issued - 131

Hawaii Apprenticeship Week (HAW) 2024

- Gov. Josh Green signed proclamation
- 3 days of virtual events, with approx. 300 participants



Watch virtual event recordings by scanning QR Code or visiting
<https://labor.hawaii.gov/wdd/how-do-i-join-an-apprenticeship/>



Workforce Development Division

Updates & Report

October - December 2023



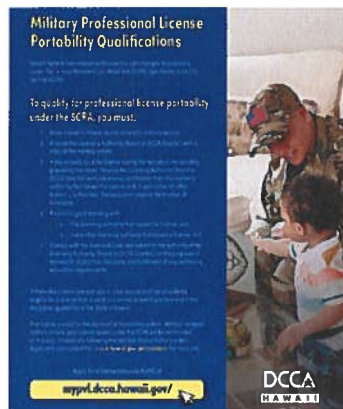
USDOL REGION 6 PACIFIC CONVENING

WDD hosted the DOL Region 6 Pacific Conference Convening for WIOA Title I and III programs for American Samoa, Palau, CNMI, Guam, and Hawaii from December 4 – 7, 2023 at DLIR's Punchbowl training rooms. US DOL Education and Training staff from Region 6 and the National Office provided training and technical assistance on topics ranging from Veteran Priority of Service, fiscal, to performance matters. Nearly 50 staff from the 4 territories and Hawaii attended the Convening.



Military Spouses

In Partnership with DCCA - Military Professional License Portability Qualifications



<https://myvpvl.dcca.hawaii.gov>

NDWG - Lahaina

In Partnership with Maui Economic Opportunity, Inc.

	New Enrolled (Oct-Dec 2023)
Maui	109
Statewide Total	109



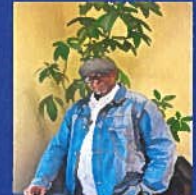
Success Stories:



Hele Imua Intern **Patricia** was placed at Department of Human Services Child Welfare Services as a Social Service Assistant Intern. She was able to learn the skills needed to work in this field where it is vital to exhibit compassion for children in foster care. After completing her 6-month internship Patricia applied for a permanent position with DHS and was hired as a Social Service Aide III.



Remy joined the SCSEP Program after spending several years taking care of her family. Remy shared that joining the SCSEP Program really helped her. While she was grateful for caring for her family, it was also a very stressful time. Joining SCSEP as a participant with her work experience at the community center was a joy for her.



Kem, a retired US military veteran, received job assistance through the Jobs for Veteran's State Grant (JVSG) Program and was referred to the QUEST Internship Program. Kem's passion for helping other veterans drove his determination. His case worker first recommended him to the QUEST program after recognizing Kem's potential to be a valuable member of the JVSG team. Kem has been employed as an Employment Service Specialist since October 2023.



AEFLA
ADULT EDUCATION & LITERACY

Workforce Development Council Quarterly Board Meeting
Thursday, February 15, 2024
9:30 am to 11:30 am

REPORT
Adult Education Family Literacy Act
WIOA Title II
Hawaii State Department of Education

1. Results of the U.S. Department of Education, Office of Career, Technical and Adult Education (OCTAE) monitoring visit on September 18 -22, 2023.
 - On January 19, 2024, the Hawaii State Department of Education AEFLA program received the results of the targeted onsite monitoring review by OCTAE.
 - OCTAE reviewed program accountability and performance data, the use of State leadership funds, and participation in the one-stop delivery system, as well as reviewed progress in addressing the compliance findings from the PY 2022 virtual monitoring review of the AEFLA competition process and monitoring of local providers.
 - The Hawaii AEFLA program received three required actions and three recommendations and will submit a corrective action plan for the three required actions.
2. Workforce Innovation and Opportunity Act (WIOA) 2024 State Plan
 - The Hawaii State Department of Education AEFLA program completed the program-specific sections of the WIOA 2024 State Plan.
2. ANNOUNCEMENTS:
 - Under the Adult Education and Family Literacy Act (AEFLA), Title II of the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Hawaii State Department of Education is providing an opportunity for eligible providers defined under 34 CFR Part 463.23 to apply to provide adult education services statewide July 1, 2024 - June 30, 2028.
 - Applications for Phase 1 are due February 23, 2024.
 - Instructions and the application for Phase 1 are found on the Hawaii Public Schools AEFLA website: <https://bit.ly/HIAEFLA>.

Submitted by:

A handwritten signature in black ink, appearing to read 'Winston Sakurai', is written over a horizontal line.

Winston Sakurai
AEFLA State Director
Hawaii State Department of Education

01/29/2024

Date

Workforce Development Council
Division of Vocational Rehabilitation (DVR) Report February 15, 2024
PY Q2, October 1, 2023 to December 31, 2023

Hawaii DVR PY23 Q2 (October - December 2023) Performance Measures Workforce Innovation and Opportunity Act (WIOA)		
Participants served (VR)	2925	
Participants exited	47	
WIOA Program Involvement	Adult Dislocated Worker Youth Wagner-Peyser Adult Education Job Corps Youth Build Total	318 7 88 12 24 4 8 461
Indicator	PY23 Q2	PY 2023 Negotiated / Required Level
Measurable Skill Gains (MSG)	98/278 = 35% YTD Rate: 35%	35%
Credential Attainment Rate (CA)	1/10 = 10.0% YTD Rate: 10%	20%
Employment (Second Quarter After Exit)	83/207 YTD Rate: 40%	33%
Employment (Fourth Quarter After Exit)	75/207 YTD Rate: 36%	37.5%
Median Earnings (Second Quarter After Exit)	(Forecast: Based on rehabs at the exit, DVR has estimated median earnings of \$425 weekly or \$5,100 in median earnings over 12 weeks)	\$4,400

Workforce Development Council
Division of Vocational Rehabilitation (DVR) Report February 15, 2024
PY Q2, October 1, 2023 to December 31, 2023

Hourly Wage at Exit [DE359]	Individuals	Median Hours	Median Wage
Customer Service Representatives	2	16	12.38
Stockers and Order Fillers	1	10	17.00
Landscaping and Groundskeeping Workers	1	32	17.00
Retail Salespersons	1	20	12.00
Food Processing Workers, All Other	1	35	12.00
Home Health Aides	1	24	12.00
Total	7	19.57	\$13.53

Staff Vacancies	
County	Vacancies
Oahu/Administration and Staff Services Office	6
Oahu Branch	21
Services for the Blind Branch (Ho'opono)	9
Hawaii Branch (Hilo/Kona)	4
Maui Branch (Maui, Molokai/Lanai)	1
Kauai	4.5
Total	45.5 vacancies

Workforce Development Council
Division of Vocational Rehabilitation (DVR) Report February 15, 2024
PY Q2, October 1, 2023 to December 31, 2023

Agency Updates

1. AJC

- a. Statewide: HDVR collaborates with community, government, and business partners in various work groups to promote competitive, integrated employment and Diversity, Equity, and Inclusion for individuals with disabilities. These include the statewide American Job Centers (AJC), the Hawaii Employment First Taskforce, the Association for People Supporting Employment First (APSE), Disability: IN, and the Society for HR Management.
- b. Oahu Branch (OB) meets with AJC monthly to discuss referrals, participants, and services. We have Vocational Rehabilitation Specialists (VRS) who sit at AJC 8 days/monthly to complete intakes and provide assistance.
- c. Services for the Blind Branch (SBB) aka Ho'opono: Stationed at the Oahu AJC twice per month, the SBB Employment Services Specialist (ESS) is available to assist clients with disabilities in job search and collaborates with other HDVR ESS and workers in the employment section of the City and Dept of Labor. Ho'opono staff are helping AJC staff assess job seekers' abilities, capabilities and when appropriate accessibility and accommodations for individuals with disabilities.
 - DVR staff collaborate on providing an integrated service model at the AJCs.
 - DVR continues working with AJC staff to track dual enrollments between programs.
 - Ongoing support from AJC partners includes providing tours and information sharing with new VR staff assigned for weekly on-site services for Hawaii residents with disabilities eligible for VR services.

2. Timeliness

- The timeframe for processing DVR applications (30 days) and eligibility determinations (60 days) for persons with disabilities seeking VR services continues to be shortened with DVR's rapid engagement initiatives. DVR's compliance rate is over 90 percent.

3. Vacancies

- Still working to hire qualified individuals for various positions within DVR. We are currently at about a 40% vacancy rate agency-wide.

4. Administrative

- 1st draft of DVR portion on USP uploaded to the WIOA portal. Sent link to community partners for public comment.

REPORTS FROM WDC STANDING COMMITTEES



WDC Quarterly Board Meeting
Thursday, February 15, 2024
9:30 am to 11:30 am

REPORT
Employer Engagement Committee

Highlights for the Quarter

1. COMMITTEE MEETING:
Held on January 18, 2024

Presentations:

- Ku'ulani Keohokalole, Owner/Principal of People Strategies Hawai'i shared information about 'Oiwī Leadership Accelerator, a new 8-month kama'aina leadership program which begins in April 2024.
- Kim Nishigaya, VP, Director, Talent Acquisition and HR Business Partners at Central Pacific Bank, shared the bank's efforts and challenges regarding workforce development.

2. COMMITTEE LEADERSHIP TRANSITION:
Committee meetings are currently being led by Vice Chair Derek Kanehira until such time that a new Chair is in place.

3. FORTHCOMING EVENTS:
The next committee meeting is scheduled for Thursday, April 18, 2024 from 10:30 am to 12:00 pm.

4. ANNOUNCEMENTS:
None

Submitted by:



Derek Kanehira

Vice Chair

Employer Engagement Committee

**Workforce Development Council
Quarterly Board Meeting
American Job Center
Thursday, February 15, 2024**

Sector Strategies and Career Pathway Committee

Committee Meeting, Thursday, December 7, 2023

1)Presentations:

- Kelly Ueoka, President, PACXA. Presented on Artificial Intelligence (AI). What is it? How is it being used and how will it be used in the future?
- Erin Yagi, Leeward Community College. Presented on the Alternative Learning CTE Licensure. Allows trade professionals to be licensed to teach and give students credit within HIDOE.
- Tui Scalan, President, IATSE Local 665. "Tiger Teams" for emergency response to disasters.

2)Upcoming SSCP meeting Presentation: Thursday, February 1, 2024

- Shanty Asher, Office of Revitalization, C&C. BOE. COFA (Compact for Free Association) What is it? How does it impact the USA? Challenges faced by those from COFA nations? What can and is being done to support this population?
- Jill Takasaki Canfield, Executive Director, Hawaii Literacy. What does Hawaii Literacy do and who is impacted? What is the reach? Can more be done?

3) Status of Projects:

- Career Exploration with IATSE, Waimalu El, Jarrett MS, Nanaikapono/BGCNanakulu, Farrington HS (CAT). On going.
- COFA population. On going
- Homelessness. Discussing workforce development. Build transition to work model.
- Ex-offenders. On going.

4)ANNOUNCEMENTS:

**5)Next Meeting: Thursday, February 1, 2024
Thursday, April 4, 2024.**

Respectfully submitted:

Cary S Miyashiro, Chair
Sector Strategies & Career Pathway Committee.



WDC Quarterly Board Meeting

REPORT

Military Veterans Affairs Committee

Highlights for the Quarter

1. COMMITTEE MEETING: January 25, 2024, from 1:00 pm – 2:30 pm

Presentations:

- Executive Director's Report, by Bennette E. Misalucha, Executive Director, State Workforce Development Council. Report focused on the first draft of the State Unified Plan and public comment period.
- Transitioning Service Members in the Army Highlights of 2023 and Insights for 2024, by Mike Bormann, Transition Services Manager, Army Transition Assistance Program, Directorate of Human Resources, U.S. Army Garrison, Hawaii
- Transitioning Service Members in the Navy and Air Force Highlights of 2023 and Insights for 2024, by Arcangel Natal, Transition Specialist for Joint Base Pearl Harbor - Hickam

2. STATUS OF PROJECTS:

- a) AJC Strategy and Opportunities – Discussed current use and awareness of AJC resources at military installations and events, specifically Local Veterans Employment Representative and Disabled Veterans Outreach Program. Discussion included opportunities for promotion and outreach to military Veterans and other eligible persons.
- b) State Unified Plan – Inclusion of military spouses and dependents to the plan as an integral part of State's workforce and committee focus. Data gathering and collection on military spouses, military veterans, and family dependents.

3. FORTHCOMING EVENTS:

- a) AJC Strategy and Opportunities promotion and outreach
- b) State Unified Plan data gathering and sharing; proposed public check in February 7, 2024, if needed for discussion. Submission of report by February 14, 2024.

4. ANNOUNCEMENTS:

- Kathy Andrews, Community Employment Coordinator, Health Care for Homeless Veterans, Sparks M. Matsunaga VA Medical Clinic to host Employment Roundtable 4th week of each month and is open to the public.
- Carol Kanayama, Workforce Development Division, Hawaii State Department of Labor and Industrial Relations provided an update on upcoming job fairs.
- Arcangel Natal, Transition Specialist for Joint Base Pearl Harbor – Hickam, provided information on an upcoming spouse symposium last week of January.

5. Next Committee Meeting: April 18, 2024, at 1:00 pm to 2:30 pm.

Submitted by:

Trang Malone Digitally signed by Trang Malone
Date: 2024 01 29 08 57:39 -1000

Trang N. Malone
Chair
Military Veterans Affairs Committee



WDC Quarterly Board Meeting
Thursday, February 15, 2024
9:30 am to 11:30 am

REPORT
Special Projects Committee

Highlights for the Quarter

1. COMMITTEE MEETING: scheduled on February 12, 2024

Scheduled Presentations:

- Bennette Misalucha, Executive Director, Workforce Development Council, regarding an update on the State Unified Plan, update on presentations to various stakeholders throughout the State, and focus for 2024
- Debbie Cabebe, Chief Executive Officer, Maui Economic Opportunity (MEO), regarding an update on efforts around temporary job opportunities following the Maui wildfires

2. STATUS OF PROJECTS:

American Job Centers:

- Denise Pacheco, Office Manager, Department of Labor and Industrial Relations, Workforce Development Division, Hawaii County; Sheri Ann Cacho, Executive Director and Economic Development Specialist, Workforce Program, Hawaii County; and Clinton Mercado, Business Representative, American Job Center, Hawaii County, to provide an update from American Job Center, Hawaii County, and its current needs, challenges and goals, and outlook for 2024

Legislative Matters and Policies

3. FORTHCOMING EVENTS: none
4. ANNOUNCEMENTS: none
5. Next Committee Meeting: April 22, 2024 at 1 pm

Submitted by:

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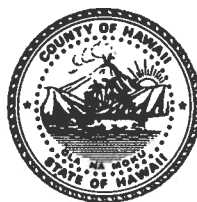
Keith DeMello
Chair
Special Projects Committee

REPORTS FROM LOCAL WORKFORCE DEVELOPMENT BOARDS

Mitchell D. Roth
Mayor

Deanna Sako
Managing Director

Robert H. Command
Deputy Managing Director



Rossella Guardascione
Chair

Tricia Buskirk
Vice-Chair

Dawn Hao-DeMotta
Vice-Chair

County of Hawai'i **Hawai'i County Workforce Development Board**

25 Aupuni Street, Room 1301 • Hilo, Hawai'i 96720 •
(808) 961-8366 • Fax (808) 935-1205

HAWAII COUNTY WORKFORCE DEVELOPMENT BOARD (HCWDB) QUARTERLY UPDATE REPORT TO THE WORKFORCE DEVELOPMENT COUNCIL MEETING

THURSDAY, FEBRUARY 15, 2024

Highlights of the Quarter

1. HCWDB Board Meeting: held on December 7th, 2023

a. Status Updates

- i. Approval of American Job Center Amendment to Infrastructure Funding Agreement and Memorandum of Understanding
- ii. Hawai'i County Workforce Development Board Re-Certification approved by the Workforce Development Council On-Boarding of new Board Members for Re-Certification.
- iii. Onboarded 5 New Hawai'i County Workforce Development Board Members.
- iv. Hired an Interim One-Stop Operator – EDS II- Clinton Mercado – started on November 16, 2023.
- v. The One-Stop Operator RFP for the American Job Center in Hilo has been issued for the third time. The deadline for submissions is January 17, 2024. (Work in Progress.)

b. Next HCWDB Meeting :

- Date: Thursday, March 7th, 2024
- Time: 9:30am – 12pm
- Location: American Job Center – Hilo, 88 Kanoielehua Ave, Suite A-204, Hilo, Hawai'i

Submitted by: Rossella Guardascione, Chair
Hawai'i County Workforce Development Board

RICHARD T. BISSEN, JR.
Mayor

JOSIAH NISHITA
Managing Director



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

Maui County Workforce Development Board (MCWDB)
County of Maui

I. Board and Sub-Committee Meetings

A. Maui County Workforce Development Board Meeting: December 9, 2023 at 9:00am

a. Status Updates

- i. **Region 6 Pacific Workforce Convening** – The MCWDB along with program providers/supervisors attended the workforce convening on O‘ahu from 12/4/23-12/7/23. We’d like to thank DLIR and USDOL for providing such valuable training and for the opportunity to hear the strengths, challenges, and best practices from CNMI, Guam, American Samoa, Palau, and of course Hawai‘i.
- ii. **Re-certification Next Steps** – In re-certifying the MCWDB, the Ad-hoc Re-certification Committee requested a remedial plan to address performance areas needing improvement. Day 1 of the Pacific Workforce Convening addressed Veteran Priority of Service.

- In addressing the Veteran Priority of Service and Uniform National Threshold for Entered Employment Rate (UNTEER), we developed the following action plan to increase our outreach and enrollment to Veterans:

- Dedicated 1:1 time with our Veterans
- First hour exclusively for Veterans during events/hiring fairs
- Designated AJC computer/seating area for our Veterans
- Update AJC signage and voicemail
- Veterans event only both virtually/in-person
- Culturally-competency training for staff
- Continued outreach/tabling to Maui’s local VA

- b. Sub-committee meetings – No sub-committee meetings were held since the last Board meeting on December 9, 2023.

II. Forthcoming Events

- A. State Unified Plan Public Meeting on Maui, February 9, 2024 at 9:00am
B. MCWDB Meeting: TBD in March 2024

III. Announcements

- A. Quality Jobs, Equity, Strategy, and Training (QUEST) Grant – Please continue to send businesses and job seekers to Goodwill Industries of HI for program services.
- Purpose: To assist those adversely affected by COVID-19.
 - Targets the underserved/marginalized groups. Individuals not from these target groups may also be served, provided they meet QUEST eligibility. If you know of any employers that can provide internship/work experience opportunities, please direct them to C. Rowland. The QUEST grant pays prevailing wage, and as the contract provider, Goodwill Industries of HI can be the employer of record.
- B. The County will be partnering with UHMC to host an in-person career fair dedicated to the Lahaina business adversely affected by the August 2023 wildfires. We are looking at the Lahaina Civic center to host both employers and resources in April 2024. More to follow.
- C. In partnership with the HIDOE, we will be hosting a Maui Graduating HS Seniors Hiring Event scheduled for 04/19/24 at Maui High School from 9am-1pm. Any businesses interested in participating, please contact Chentelle Rowland. Please see attached flyer.
- Purpose: To provide opportunities for graduating seniors who are seeking full-time employment upon graduation to secure gainful employment that will provide income to a single-person household above the ALICE threshold at a minimum starting wage of \$18.00 per hour.

IV. Next Committee Meetings: TBD

Submitted by:

Chentelle Rowland

Chentelle Rowland
Executive Director
County of Maui - Office of Economic Development
Maui County Workforce Development Board



WDC Quarterly Board Meeting
Thursday, February 15, 2024
9:30 am to 11:30 am

REPORT
Oahu Workforce Development Board

Highlights for the Quarter

1. BOARD MEETING: held on January 18, 2024

Presentations:

- Bennette Misalucha, Executive Director of the Workforce Development Council, provided an update on the State Unified Plan.
- Keala Peters, Executive Vice President of Education & Workforce Development and Executive Director of Sector Partnerships at the Chamber of Commerce Hawaii discussed Sector Partnerships and its role in WIOA.

2. STATUS OF PROJECTS:

- a) The American Job Center has communicated with ten State Libraries to establish a weekly presence. Satellite services will begin in February 2024.
- b) The AJCH has fostered new and continuing relationships with various community-based agencies across the island.
- c) As of November 2023, The AJCH has established a kiosk on the first floor of Dole Cannery. The kiosk is staffed daily with AJCH staff to provide information on programs and services.
- d) As of November 2023, AJCH staff has a presence at the Honolulu Unemployment Insurance Office, providing information on services and programs to the Dislocated Worker population.

3. FORTHCOMING EVENTS:

- Employer Engagement Committee Meeting, February 12, 2024, 1:00 pm – 2:00 pm
- Finance Committee Meeting, February 13, 2024, 11:30 am – 1:00 pm

- Performance Measures and Accountability Committee, February 13, 2024, 1:00 pm – 2:00 pm

4. ANNOUNCEMENTS:

5. Next Full Board Meeting: April 18, 2024 at 8:30 am

Submitted by:

Harrison Kuranishi
Executive Director
Oahu Workforce Development Board

**PROPOSED REVISIONS TO BY-LAWS OF THE
STATE OF HAWAII WORKFORCE DEVELOPMENT
COUNCIL**

PROPOSED REVISIONS TO:
BYLAWS OF THE STATE OF
HAWAII WORKFORCE DEVELOPMENT COUNCIL

ARTICLE I – DEFINITIONS

Section 1.1. As used in these bylaws:

“Chairperson” means the Chairperson of the Council.

“CFR” means Code of Federal Regulations.

“Council” means the State of Hawaii Workforce Development Council.

“HRS” means Hawaii Revised Statutes.

“USC” means United States Code.

“Vice-Chairperson” means the Vice-Chairperson of the Council.

“Assistant Vice-Chairperson” means the Assistant Vice-Chairperson of the Council.

“WIOA” means the federal Workforce Innovation and Opportunity Act of 2014.

ARTICLE II - PURPOSE

Section 2.1 The purpose of the bylaws is to provide general guidance in Council governance to the extent permitted by State and Federal law.

Section 2.2. The functions, duties, and powers of the Council are outlined in HRS Chapter 202 and WIOA. The bylaws shall be interpreted and applied in a manner consistent with HRS Chapter 202, WIOA, and any other statutes or regulations applicable to State boards generally. To the extent that any section in the bylaws conflict with State or Federal law, the State or Federal law concerning the conflicting section shall control.

ARTICLE III – MEMBERSHIP

Section 3.1. Except for ex-officio members or their designees, Council members are appointed by the Governor for up to four-year staggered terms with a limit of two consecutive terms (eight consecutive years) pursuant to HRS § 202-1 and HRS § 26-34.

Section 3.2. A member of each house of the legislature appointed by the appropriate presiding officer of each house shall be appointed to two-year terms beginning in January of odd-numbered years pursuant to HRS § 202-1.

Section 3.3. Any member of the Council may resign at any time by giving written notice to the Governor and Chairperson.

Section 3.4. If it comes to the Chairperson's attention, either by written notification from the Council member or otherwise, that a Council member may no longer be eligible for Council membership, the Chairperson may convene an Executive Committee meeting to review that Council member's eligibility and determine the course of action.

Section 3.5. The Executive Director of the Council and Workforce Development Division Administrator are not members of the Council.

ARTICLE IV – CHAIRPERSON, VICE-CHAIRPERSON, AND ASSISTANT VICE-CHAIRPERSON

Section 4.1. The Chairperson shall be appointed by the Governor pursuant to HRS § 202-1. The Chairperson shall serve until or thereafter until his or her successor is appointed.

Section 4.2. The Chairperson, or his or her designee, shall preside over Council meetings, serve as the spokesperson for the Council, and assist the Council in carrying out its duties under Chapter 202 and WIOA. The Chairperson shall perform such other duties as directed by the Council.

Section 4.3. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson and will undertake such other duties as may be assigned by the Chairperson. Any member of the Council may nominate a Vice-Chairperson. The nominated Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

Section 4.4. The Assistant Vice-Chairperson shall assume the duties of the Vice-Chairperson in the absence of the Vice-Chairperson and will undertake such other duties as may be assigned by the Vice-Chairperson. Any member of the Council may nominate an Assistant Vice-Chairperson. The nominated Assistant Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Assistant Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

ARTICLE V – MEETINGS, ATTENDANCE, VOTING, AND QUORUM

Section 5.1. HRS Chapter 92 and 29 USC § 3111(g) of WIOA govern the Council's meetings. The Council shall endeavor to meet quarterly. The Chairperson may convene the Council as necessary.

Section 5.2. Under HRS § 92-15.5, except for ex-officio members or their designees, the term of a Council member shall expire upon the failure of the Council member, without valid excuse, to attend three consecutive meetings duly noticed to all Council members and where the Council failed to constitute quorum necessary to transact Council business. The Chairperson shall determine if the absence of the Council member is excusable. The expiration of the Council member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence.

Section 5.3. Other than designees of ex-officio members, proxy and/or absentee voting is not permitted.

Section 5.4. The following ex-officio members or their designees may each cast one vote:

- Governor, State of Hawaii
- Mayor, City & County of Honolulu
- Mayor, County of Hawaii
- Mayor, County of Kauai
- Mayor, County of Maui
- Director, Department of Business, Economic Development and Tourism
- Administrator, Division of Vocational Rehabilitation, Department of Human Services
- Director, Department of Labor & Industrial Relations
- Superintendent, Department of Education
- President, University of Hawaii
- Chair, County of Hawaii Workforce Development Board
- Chair, County of Kauai Workforce Development Board
- Chair, County of Maui Workforce Development Board
- Chair, Oahu Workforce Development Board
- Member, House of Representatives – State Legislature
- Member, Senate – State Legislature

Section 5.5. The following Council members appointed by the Governor may each cast one vote:

- The representatives from the private sector, including nonprofit organizations and businesses in the State, appointed from individuals nominated by state business organizations and business trade associations.
- The representatives from labor organizations and workforce training organizations.

Section 5.6. Ex-officio members wishing to designate a designee for purposes of attending a Council meeting and voting at such meeting should submit written notice to Council staff no later than one week before the Council meeting that the designee wishes to attend.

Section 5.7. Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

ARTICLE VI – COMMITTEES

Section 6.1. The Council may establish, upon the concurrence of at least a quorum of Council members, standing committees to assist the Council in carrying out its duties under HRS Chapter 202 and WIOA.

Section 6.2. For each standing committee, the Chairperson shall appoint from the standing committee membership a Chairperson and a Vice-Chairperson. The Chairperson of the standing committee and the Vice-Chairperson of the standing committee must also be Council members. Standing committees may include Council members and individuals who are not Council members. The standing committees may convene as necessary.

Section 6.3. The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- Military and Veterans Affairs Committee
- ~~[Performance Measures & Financial Accountability Committee]~~ Technology and Performance Management Committee
- Sector Strategies & Career Pathways Committee
- Youth Services Committee
- Special Projects Committee

Section 6.4. The Executive Committee reviews and makes recommendations on all personnel matters, Council governance and compliance matters, standing committee matters, and other matters as directed by the Council. The Executive Committee shall be composed of the Chairperson, the Vice-Chairperson, Assistant Vice-Chairperson, and the Chairpersons or Vice-Chairpersons of the standing committees.

ARTICLE VII – MISCELLANEOUS

Section 7.1. 20 CFR § 683.200 governs conflicts of interest and codes of conduct under Federal law for Council members. Article XIV of the Hawaii State Constitution and HRS Chapter 84 governs conflicts of interest and ethics under State law for Council members.

Section 7.2. Council members shall serve without compensation but shall be reimbursed for necessary travel expenses for the performance of their duties to the extent permitted by law.

Section 7.3. To the extent permitted by law, Robert's Rules of Order, newly revised, or applicable statutes shall apply in situations not covered by these bylaws.

Section 7.4. The bylaws may be amended at any Council meeting with the concurrence of at least a quorum of Council members.

Section 7.5. To the extent that any section in the bylaws is held invalid, the invalidity does not affect the other sections in the bylaws which can be given effect without the invalid section, and to this end the invalid section of the bylaws is severable.

Section 7.6. The bylaws are effective upon Council concurrence of at least a quorum of Council members.

Section 7.7. The bylaws were duly approved by the Council on ~~June 28, 2022~~
February 15, 2024.

end of packet

(Intentionally left blank)