

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/>  
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**HAWAII WORKFORCE DEVELOPMENT  
COUNCIL MEETING  
THURSDAY, FEBURARY 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=4ec2fDrv8Pgbbd1KKjcWMpqBpixT6l.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](mailto: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](mailto: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

**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.