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DEPUTY DIRECTOR

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

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**WORKFORCE DEVELOPMENT COUNCIL'S
EXECUTIVE COMMITTEE MEETING
Wednesday, November 6, 2024
1:30 p.m. – 3:00 p.m.**

MINUTES

Executive Committee Member Attendees

Ken Loui, Chair, Workforce Development Council
Cary Miyashiro, Vice Chair and Sector Strategies and Career Pathways Committee Chair
Keith DeMello, Special Projects Committee Chair
Dion Dizon, Special Projects Committee Vice Chair
Tui Scanlan, Youth Services Committee Chair
Carla Kurokawa, Youth Services Committee Vice Chair
Kelly Ueoka, Performance Management and Technology Committee Chair
Sean Knox, Performance Management and Technology Committee Vice Chair
Trang Malone, Military and Veteran Affairs Committee Chair
Cheryl Cross, Military and Veteran Affairs Committee Vice Chair

Excused

Donovan Dela Cruz, Senate designee
Lorna Woo, Sector Strategies and Career Pathways Committee Vice-Chair
Derek Kanehira, Employer Engagement Committee Chair

Guest/ Council member

David Rodriguez, Council Member, Department of Labor and Industrial Relations
Designee

Guests:

Two anonymous guests

Staff

Bennette Misalucha, Executive Director, Workforce Development Council

Maricar Pilotin-Freitas, Administrator, Workforce Development Division

I. Call to Order..... *Chair Ken Loui*

The meeting was called to order by Chair Loui at 1:30 pm. There were 10 Executive Committee members who were present and 3 excused; there was one additional Council member present. Quorum was established.

II. Update on the Congressional Re-Authorization of the Workforce Innovation and Opportunity Act and Motion to Support the Small State Minimum Allocation Rate proposal..... Bennette Misalucha, Executive Director

The Executive Director reported on the re-authorization of the Workforce Innovation and Opportunity Act which is making its way in Congress. She also discussed the merits of the proposal submitted by Rhode Island to raise the Small State Minimum Allocation rates to 0.4% for Adult, Youth, and Wagner-Peyser, and to add the same 0.4% minimum to the Dislocated Worker program. Based on the proposal, Hawaii will benefit the most from amongst the small states.

Action: Although it seems that there was only an upside to the Rhode Island proposal, the Executive Director indicated that more due diligence should be pursued and that the Executive Committee did not take any action at this juncture.

Executive Committee will defer this measure until the February meeting or until such time that there is clarity on the impact of the Rhode Island proposal.

III. Presentation of 2024 Local Areas Negotiated Levels of PerformanceMaricar Pilotin-Freitas, Administrator, Workforce Development Division

Administrator Freitas presented the Local area’s performance benchmarks, agreed upon for workforce programs under the Workforce Innovation and Opportunity Act (WIOA). The materials are found on pages 40-46 of the Executive Committee packet.

She started the presentation with the definition of “exit” in the context of the WIOA participant.

It was noted that these performance levels are negotiated annually between the state and local workforce boards, focusing on employment outcomes, credential attainment, skill gains, and other measurable outcomes. Title I covers adult, dislocated worker, and youth programs, while Title II focuses on adult education and literacy programs.

There was no board action required. This presentation to the Executive Committee serves as preparation for a full board presentation scheduled for November 21st.

IV. Update on the Lahaina Federal Funds.....Maricar Pilotin- Freitas, Administrator, Workforce Development Division

Administrator Freitas provided a status report on the disposition of Federal Relief Disaster funds for the Lahaina wildfires. She explained that the funds are awarded to states that experience disasters, and the Federal Government usually provides 50% of the requested amount. As of September 30th, the expenditures were at \$3,000,600, and Maricar anticipated exceeding the \$10 million limit, potentially requiring additional funding. She also mentioned that the service providers have exceeded the limit for this grant and are continuously serving more participants. Maricar also noted that the grants are not formula-based and are intended to provide temporary employment for those impacted by disasters.

V. Financial Reports.....Bennette Misalucha, Executive Director

The reports are found on pages 48-62 of the Executive committee packet.

a. Status of Grants (PY 2022)/ Recaptured Funds

The Executive Director gave an overview of the grants that will be granted to three agencies, namely the University of Hawaii, Hawaii P-20 Partners for Education, and University of Hawaii Community College. These grants were made possible from the unexpended funds for Program Year 2022.

Unexpended funds are unspent monies returned by the local areas or counties to the State. The state has one year to disburse the funds, or until June 30, 2025.

b. Fiscal Reports (PY 2022 and PY 2023)

Executive Director Misalucha went over the financial reports that are found in the Executive Committee packet. She particularly discussed the monies from PY 2022, and the unexpended funds totaling \$3.9 million. Of this amount, \$1.9 million has already been encumbered, and \$1.5 million is expected to be disbursed through the Workforce Development Council.

c. Performance Measures for Oahu, Maui, Big Island and Kauai

Executive Director Misalucha highlighted the performance for Oahu, Maui, Big Island and Kauai. The graphs can be found on the board packet on Pages 52-56.

Council member Scanlan inquired about the tracking of legacy participants who transition from one program category to another, and whether their continued use of services and success rates were being monitored. Administrator Freitas clarified that participants who exit the program and do not receive services for 90 days are removed from the tracking, and only those who return after exiting are recounted as re-entrants.

Council member Ueoka asked about tracking measurable skill gains, and Administrator Freitas explained that this is done by comparing the participant's initial status to their final status, with case managers credited for any gains.

VI. Presentation on the Disposition of Program Year 2022 Unexpended Funds
.....Bennette Misalucha

Executive Director Misalucha presented on how recaptured 2022 funds from the Workforce Innovation and Opportunity Act (WIOA) for the 2022 program year will be disbursed.

The presentation sought to clarify the protocols and process in the allocation of these unspent resources, ensuring compliance with federal guidelines and maximizing their impact on workforce development initiatives.

The Executive Director outlined the list of recipients and projects, along with details on how the recaptured funds were allocated. There are three recipients: UH Community College, University of Hawaii, and Hawaii P-20 Partners for Education. There are also three Request for Proposal (RFP) on three initiatives. The total amount allocated was \$1,445,000.

Action: Council Member Scanlan made the motion, and Vice Chair Cary Miyashiro seconded. The motion passed unanimously with all ten executive

members present. There were no nays and no abstentions. The recommendation will be forwarded to the full board which will meet on November 21, 2024.

- VII. 2024 State Budget Measurement..... Bennette Misalucha, Executive Director
The Executive Director shared the new performance measurements for Workforce Development council, as submitted to the Hawaii Department of Budget and Finance. Details on Page 64 to Page 66 on the Committee Packet.

The new performance measures for Workforce Development Council (WDC), will be on the number of community collaboration and number of workforce events organized. The goal is to collaborate with 12 organizations per year and organize at least 8 events per year.

- VIII. Report by Special Projects CommitteeKeith DeMello, Chair

a. American Job Centers Roundtable Discussion

Special Projects Committee Chair DeMello reported on the discussions surrounding the utilization of the services at the American Job Centers.

b. Establishment of the Permitted Interaction Group (PIG) for the legislative session and next steps .

Additional materials are found on Pages 67 to 68 of the Committee packet.

Chair DeMello, chair of the Special Projects Committee, presented two options for the WDC; the first was to have the full board be involved in the PIG, but this may pose challenges since the legislative process often moves at a very fast rate. The second option is to recommend the formation of a PIG based on the delegation of authority to two board members, namely Keith DeMello and Tui Scanlan. This proposed PIG would have both private sector and labor representation.

Vice Chair Cary Miyashiro moved to approve the PIG with Council members DeMello and Scanlan. Council member Kelly Ueoka seconded the motion. The motion was unanimously passed by all ten members of the Council who were present. There were no nays and no abstention.

The recommendation will be forwarded for further action to the full Board which will meet on November 19, 2024.

- IX. Motion to Request Legislative Action on the Elements of the State Workforce Unified PlanSpecial Projects Committee

Additional materials are found on Page 69-70.

Background: The Workforce Development Council in developing the State Workforce Unified Plan’s strategic objectives, aims to ensure its elements are sustained and embedded into state policy. This motion seeks approval for the WDC to formally request that the State Legislature enact the key components of the Unified Plan into state law, ensuring its long-term implementation and support.

Council member Tui Scanlan explained why this resolution is important.

Council member Tui Scanlan made a motion to have the Executive Committee recommend to the Workforce Development Council to formally request the State Legislature to codify the elements of the State Workforce Unified Plan into legislative action. The codification process is essential to institutionalize the strategies outlined in the Unified Plan and secure ongoing support for workforce development initiatives across the state. Council member Keith DeMello seconded the motion.

Council member David Rodriguez expressed some concern that codifying it would not be in the best interest of the Council because if a policy changes, then the Council would need to go back to the legislature to make that change as well. Council member Scanlan reiterated the need to ensure that the elements of the Unified Plan particularly the North Star goal will be one that will be seriously considered as the other stakeholders rally around to support it. Chair Loui validated Mr. Scanlan’s comments and stated that with so many stakeholders from so many sectors, there is a need to formalize the good intentions.

The motion was passed unanimously by the ten (10) Executive Committee members present. There was no nays or abstentions.

Upon approval of this motion by the Executive Committee, it will be forwarded to the full board at its November 21, 2024.

- X. Executive Director’s Report.....*Bennette Misalucha, Executive Director, Workforce Development Council*

Additional materials may be found on Page 72 and page 73.

- a. Report on the National Governor's Association Winter convening from October 29, 2024, to November 2, 2024
- b. b. Update on the Implementation of the State Workforce Development Unified Plan: The State Workforce Unified Plan was submitted on March 4, 2024, as prescribed by United States Department of Labor, and was approved in June 2024. As part of its federal mandate, the Workforce Development Council is charged with the implementation of the Plan. A Workforce 5 Synergy Summit will be held on December 9, 2024, with workforce community stakeholders to plan for next steps and division of roles and responsibilities.
- c. Update on the transition of Workforce Development Council as an attached agency to Department of Labor and Industrial Relation effective July 1, 2024. - Determination on the Roles and Responsibilities - Status report on Personnel Recruitment.
- d. The Executive Director gave an Update on Committee Work:
 1. Youth Service Committee
 2. Employer Engagement Committee
 3. Sector Partnerships and Career Pathways Committee
 4. Military and Veteran Affairs Committee
 5. Performance Measures Committee
- e. September was Workforce Development Month
 1. Proclamation from the Governor
 2. Future of Work Conference
 3. Workforce Development Heroes
- e. Focus for Last quarter 2024.
- f. Personnel Recruitment
 - Operational Transition from Workforce Development Division
 - Board Retreat – January 16, 2024
 - Budget Planning
- g. Update on Long Term Care Taskforce:
- g. In Feb 2024, a long-term care summit was held with nearly 100 stakeholders in attendance. There were 4 subcommittees that were created, one of which was the Workforce Subcommittee. The

Development Council was designated as the lead for this subcommittee. This is an update on its progress. h. Upcoming Activities/Events in 2025 • Completion of Funding Document – December 2024 • Board Retreat – January 16, 2025

h. Transportation Sector Convening : WDC has been involved in convening the Transportation sector. So far, the relationship has been full.

i. Board training: Workforce Innovation and Opportunity Act(WIOA) academy -Until March 2025

j. National Economic Trends webinar – January 2025

k. • Long Term Care - Workforce Taskforce – January 2025

XI. Announcements and Constituent Comments (if any)

There was no announcement.

Council member David Rodriguez made a comment that he hopes that WDC is not only working with the Senate and House designees but also with the Governor and his team. Chair Loui assured Mr. Rodriguez that indeed, there is a concerted effort to build collaboration with the new policy team headed by Senior Policy advisor Will Kane.

XII. Next Meeting for the Executive Committee is tentatively set for January 22, 2025 at 1:30 p.m. at the DLIR office, at 840 Punchbowl Street with the room # still to be determined.

XIII. The meeting adjourned at 2:55 pm.