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LIEUTENANT GOVERNOR



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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
QUARTERLY BOARD MEETING MINUTES
Thursday, November 21, 2024
9:30 a.m. – 11:30 a.m.**

ATTENDANCE:

Council Members in Person

Cary Miyashiro, Council Vice Chair and President, Quad D Solutions

Keith DeMello

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

Kelly Ueoka, President, Pacxa

Jared Higashi, Vice President, Hawaii Lodging and Tourism Association

Dan Kouchi, Policy Advisor to Governor Josh Green

Scott Collins, Hawaii Island Division Chief, Hawaii Government Employees
Association

Thomas Chock, Designee, Hawaii Department of Business, Economic Development
and Tourism

David Rodriguez, Designee, Hawaii Department of Labor and Industrial Relations
(DLIR)

Council Members on Zoom

Sean Knox, President, Hawaii Employment Services, Inc.

Manu Bermudez, Vice President, Human Resources, Hawaii Gas

Jason Brand, President, Brand Industrial Group

Cheryl Cross, Executive Recruiter, Inkinen and Associates

Rosella Guardascione Director of Human Resources, Kona Beach Hotel

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

Tui Scanlan, President, International Association of Stage and Theater Employees (IASTE) Mixed Local 665

Doug Adams, Designee of Big Island Mayor Mitch Roth

Nalani Brun, Designee of Kauai Mayor Derek Kawakami

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

Winston Sakurai, Designee, Superintendent Keith Hayashi

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

Representative Jackson Sayama, Designee for Representative Andrew Garrett

Rona Fukumoto, President & CEO, Lanakila Pacific

Jackie Kaina, Executive Director, Kauai Economic Development Board

Trang Malone, Workforce Initiatives Manager, CVS Health

Excused

Ken Loui, CEO, Pacific Marine

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

Jason Chang, President, Queen's Medical Center

Dion Dizon, Business Representative, International Brotherhood of Electrical Workers

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

Sen Donovan Dela Cruz, Senate designee

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

Leslie Wilkins, President & CEO, Maui Economic Development Board, Inc.

Guests

Randy Higa, Owner and Founder, Workforce Transition Center

Carey Price, Program Specialist, DLIR

Raymund Duong, Oahu Workforce Development

Daven Kawamura, Oahu Workforce Development Board

Leila Shar, Hawaii Workforce Development Division

Michelle Rego, Kauai Economic Department

Staff

Bennette Misalucha, Executive Director, Workforce Development Council (WDC)

Jung Yun Ha, Deputy Attorney General, assigned to WDC
Li-Ann Yamashiro, Supervising Attorney, Labor Division, Office of the Attorney
General

WRITTEN MINUTES

- I. Call to Order.....*Workforce Development Council Vice Chair Cary Miyashiro*

The meeting was called to order at 9:32 PM. The Council member roll was called and there were 21 members who were present at 9:42. It was originally 22 members, but Council member Tui Scanlan had to leave after giving his report. Guests and staff also introduced themselves.

- II. Administrative Matters: Welcome to New Board Members

Vice Chair Miyashiro welcomed three new Council members and each one was asked to say a few comments: Jared Higashi is the Vice President of the Hawaii Tourism and Lodging Association (HLTA); Thomas Chock works for the Department of Business, Economic Development and Tourism (DBEDT), particularly in its Creative Arts Division, and serves as the designee to DBEDT Director James Tokioka; and Dan Kouchi, who is the policy advisor at the Office of the Governor, and who brings a wealth of experience from both Washington and Hawaii.

Vice Chair Miyashiro also welcomed the new Deputy Attorney General who will be assigned the WDC portfolio. Her name is Jun Yun Ha and she had exp

- III. Report on Proposed Legislative Action on the Elements of the State Workforce Unified Plan Council Member *Tui Scanlan*

Council member Tui Scanlan reported that due to new information received by the Council, the proposed legislative action related to the State Workforce Unified plan will be deferred. The Council was intent on asking the Legislature to codify elements of the Plan. The concern is that the Board needs some specifics before it could vote on the matter but because there is a December event with emphasis on creating synergy, it would be wise to table the idea until full details are available.

- IV. Financial Reports.....*Bennette Misalucha, Executive Director*
 - a. Status of Grants (Program Year 2022)/ Recaptured Funds

The Executive Director reported that the amount for the Program Year 2022 Recaptured funds would likely be about \$3.9 million. She reported that about \$1.5 million of which has been assigned to the Workforce Development Council to discern possible grants.

b. Fiscal Reports (Program Year 2022 and Program Year 2023)

The Executive Director gave an overview of the fiscal condition of the WIOA funds for Program 2022 and 2023.

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

The Executive Director shared the financial standing of the WIOA funds as well as the performance levels in local areas. The ED discussed the allocation and spending of funds, with a particular concern about unexpended funds that need to be spent before June 30, 2025, or else they will need to go back to the US Department of Labor.

v. Presentation on the Protocols to Determine the use of Unexpended Funds..... *Bennette Misalucha, Executive Director, Workforce Development Council*

Background: According to guidance from the US20 CFR 83.110: *“Funds which are not expended by a local area(s) in the 2-year period described in [paragraph \(c\)\(1\)\(i\)](#) of this section, must be returned to the State. Funds so returned are available for expenditure by State and local recipients and subrecipients only during the third program year of availability in accordance with WIOA secs. 128(c) and 132(c). These funds are available for only the following purposes: (i) For statewide projects; or (ii) For distribution to local areas which had fully expended their allocation of funds for the same program year within the 2-year period.”*

Executive Director Bennette Misalucha reported on the new protocols outlined in a letter from the Director of the Department of Labor to the Workforce Development Council. The presentation aims to clarify these protocols and the process for allocating unspent resources, ensuring

compliance with federal guidelines and maximizing their impact on workforce development initiatives.

For information purposes only. No Board action needed.

- VI. Presentation on the Disposition of Program Year 2022 Unexpended Funds
.....*Bennette Misalucha,*
Executive Director

Executive Director Misalucha presented how recaptured Program Year 2022 funds from the Workforce Innovation and Opportunity Act (WIOA) for the 2022 program year are being managed. She outlined the list of recipients and projects, along with details on how the recaptured funds were allocated.

A write-up on the fund details may be found on pages 32-36 of the board packet posted on the WDC website for November 21, 2024 Council meeting.

- a) Hawaii P-20 Partners for Education
- b. University of Hawaii Community College
- c. University of Hawaii Workforce Development Division

Vice Chair noted that this motion was also passed by the Executive Committee at its October Executive Committee meeting and recommends approval by the full Board.

Board Action: Kelly Ueoka made a motion to approve the projects. Carla Kurokawa seconded the motion.

Big Island Mayor Designee Doug Adams validated the project with the University of Hawaii Community College and said their team have already started the work on the Big Island.

At this point, at 10:10 am, Council members Sean Knox and Manu Bermudez were acknowledged to be present. The Board members in attendance was at 24 at this juncture.

Board Action: 23 Ayes and no nays or abstentions. The motion passed.

- VII. Establishment of a Permitted Interaction Group for Legislative Purposes.....*Keith DeMello, Special Projects Committee Chair*

Special Projects Committee Chair Keith DeMello reported that, following deliberations at the Committee level, the Special Projects Committee recommends delegating authority to Council members Keith DeMello and Tui Scanlan to carry out the Council’s legislative intent in accordance with Section 92-2.5(a). He also acknowledged the support of Council Vice Chair Dion Dizon in this process.

Chair DeMello emphasized the need for the Council to engage in the legislative process while recognizing the constraints of limited time for processing testimonies at the legislature. The Special Projects Committee determined that delegation of authority was the most effective approach. He clarified that this does not constitute a Permitted Interaction Group (PIG) but rather a permitted interaction between two Council members, which is allowable under the law. The intent is to enable the Council to respond more efficiently during the legislative process. This would involve giving these two Council members to participate in the legislative process, the ability to testify in a hearing, talk to legislative staff handle legislative efforts, all in accordance with Sunshine law, in alignment with the WDC and DLIR.

Chair DeMello also shared the verbiage for the WDC Legislative policy: *“The WDC’s position and policies that support legislation that enhance skills, provide job training, promote economic mobility and otherwise improve the labor market in accordance with the strategic pillars outlined in the State Unified Plan and in accordance with the Department of Labor and Industrial Relations.”*

The Team will regularly report back to the Council during the legislative session on its activities.

Lea Dias wanted clarification on the parameters of the “delegation of authority”. Chair DeMello stated that the Team will be able to decide on behalf of the WDC in partnership with DLIR on the bills to support and can testify on it. Chair DeMello further noted that the composition was

intentional as Chair DeMello represents the private sector while Council member Tui Scanlan represents labor. Chair DeMello further stated that the intent of the WDC policy directive verbiage is to guide the decisions of the Legislative Team.

Board Action: Council Member Cheryl Cross made a motion to accept the recommendation of the Special Projects Committee and to delegate legislative authority to Mr. DeMello and Mr. Scanlan. Designee Doug Adams seconded.

Comment: Designee Adams felt assured that Mr. Scanlan and Mr DeMello will be sensitive to the priorities of WDC. He said it was really important for the Council to have a voice at the Legislature.

24 ayes. No nays. No abstentions.

Board Action: The Board further voted to adopt the WDC Legislative policy: *“The WDC’s position and policies are to support legislation that enhance skills, provide job training, promote economic mobility and otherwise improve the labor market in accordance with the strategic pillars outlined in the State Unified Plan and in accordance with the Department of Labor and Industrial Relations.”*

Chair DeMello made the motion and Designee Sakurai seconded the motion.

24 ayes. No nays. No abstentions.

VIII. Presentation of 2024 Local Areas Negotiated Levels of Performance
.....*Maricar Pilotin-Freitas, Administrator, Workforce Development Division*

Administrator Freitas outlined performance benchmarks agreed upon for workforce programs under the Workforce Innovation and Opportunity Act (WIOA). She indicated 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.

The Workforce Development Council is being informed of these measures in compliance with regulations. No board action is required.

IX. 2024 State Budget Measurement..... *Bennette Misalucha, Executive Director*

Executive Director Bennette Misalucha stated that 2024 Council's performance will be measured according to the State Budget.

PERFORMANCE MEASURE # 1: Number of organizations, community groups or agencies that WDC had collaborated with."

She indicated that this shifts the focus from counting activities to counting the number of organizations WDC engages with, providing a clearer measure of collaborative efforts. She indicated that there needs to further define whether these collaborations are one-off project-based initiatives or long-term partnerships. She stated that collaborations may not always be "events" or "activities"; they could involve ongoing partnerships, resource sharing initiatives, strategic planning, or collaborative projects. To help us with reporting, WDC has set a goal of a total of 12 organizations per year .

PERFORMANCE MEASURE # 2 # of Workforce Programs and Activities organized.

ED Misalucha related that the rationale for this performance measure stems from the fact that the term "successful" is subjective and can be challenging to quantify without a clear matrix to define "success".

This adjustment focuses instead on the total number of programs and activities undertaken by WDC.

The WDC goal will be to conduct at least two events/activity per quarter, totaling 8 events per year.

X. Oral Reports from Core Partners for the period August 23, 2024 to November 21, 2024.

a. Workforce Development Division (Title 1 and III)

Leila Shar represented the Workforce Development Division as the Administrator was travelling.

Ms. Shar gave an update on the Hawaii Hele Imua program, as well as the activities during Hawaii Apprenticeship Week. She talked about the successful bus tour of two locations which had apprenticeship programs.

b. Adult Education & Literacy (Title II)

Only a written report was submitted by the agency.

c. Division of Vocational Rehabilitation (Title IV)

Administrator Lea Dias gave an overview of the Division's Annual Performance Measures where they met or exceeded their targets.

She also mentioned that they are struggling with long-term employee retention and are looking for ways to provide long-term support for their case workers. Another challenge they are facing is the high vacancy rate and she stated her division will come up with additional tactics to recruit employees including lowering the minimum requirements.

XI. Oral Reports from Local Area Workforce Development Boards for the period August 23, 2024 to November 21, 2024 as listed below:

a. Oahu Workforce Development Board*Jason Chang, Chair*

Chair Chang was represented by the Vice Chair Chris Lum Lee and he reported that the Oahu Workforce Development Board, has been interviewing potential staff members and has approved service program budgets. They are also planning to expand board seats and approve contracts.

b. Maui Workforce Development Board.....*Leslie Wilkins, Chair*

There was no oral report from Maui but only a written report which had the following items:

1. Board and Sub-Committee Meetings
2. Performance Measures

- 3. Training Opportunities
- 4. Events/Announcements

c. Hawaii Workforce Development Board *Rossana Guardascione, Chair*

The Hawaii County Workforce Development Board, chaired by Rosella Gardascione, had a board meeting scheduled for December 17th. They have been active in meeting with the office of housing and community development and have approved a request for proposal for a youth program.

d. Kauai *Adele Manera, Workforce Development Division*

Island manager Adele Manera stated they are planning to hopefully improve performance and is enrolling eligible training participants to the Wioa program. They are also looking forward to the hiring of a new Dean at the KCC.

XII. Oral Reports from the Workforce Development Council Committees for the period August 23, 2024 to November 21, 2024 as follows:

a. Sector Strategies and Career Pathways Committee.... *Cary Miyashiro, Sector Strategies and Career Pathways Committee Chair*

The committee had a presentation by the Hawaii Air National Guard and the Boys and Girls Club, discussing career pathways, education opportunities, and partnerships. Ongoing Committee projects include partnerships with a high school academy, the Parents Union, and discussions about educational opportunities for the homeless.

b. Youth Services Committee*Carla Kurokawa, Youth Services Committee Vice Chair*

- 1. Round table discussion and strategic priorities
- 2. Youth Conference

c. Special Projects Committee.....*Keith DeMello, Special Projects Committee Chair*

Chair De Mello shared about the results of the Committee roundtable discussions surrounding the American Job Centers. He also noted that the Committee will continue to work on the protocols for Council appointments.

d. Employer Engagement Committee..... *Derek Kanehira, Employer Engagement Committee Chair*

Chair Kanehira gave a written report which is in the board packet which detailed the highlights of the October Committee meeting.

e. Military and Veteran Affairs Committee.... *Trang Malone, Military and Veteran Affairs Committee Chair*

Chair Malone shared the results of the Committee roundtable discussions and the preliminary discussions regarding the priorities of the Committee.

f. Performance Management and Technology Committee... *Kelly Ueoka, Performance Management and Technology Committee Chair*

Chair Ueoka discussed the activities of the Committee including the training the Committee received on the performance measures of WIOA. The Committee also discussed priorities that were determined during the roundtable discussions at the October meeting.

XIII. Executive Director's Report... *Bennette Misalucha, Executive Director, Workforce Development Council*

a. Report on the National Governor's Association Winter convening from October 29, 2024, to November 2, 2024

The Executive Director reported on the highlights of the gathering which was convened by the National Governor's Association in Rhode Island.

- 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 Synergy Summit will be held on December 9, 2024, with workforce community stakeholders to plan for next steps and division of roles and responsibilities.

The Executive Director reported that the Workforce Synergy Summit will gather about 70 stakeholders to discuss the implementation of the Plan.

- 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: The working group composed of the Deputy Director Kunstman, WDD Administrator Maricar Freitas, Administrative Services Office Chief Lynn Araki Regan and WDC Executive Director Bennette Misalucha have been meeting regularly to map out the duties of each agency. The goal would be to establish a memorandum of understanding so ambiguity in the roles would be minimized if not eliminated.

r - Status report on Personnel Recruitment – the Executive Director reported that the job descriptions have been developed. The jobs have been posted and there will be interviews conducted through the December time frame.

- d. Update on Training Plan

e. Update on Committee Work

The Executive Director reported that each of the Committees have conducted round table discussions, and the objectives of each committee is aligned with the State Unified Plan.

f. September was Workforce Development Month

Since the last quarterly board meeting, the Council has spearheaded initiatives timed during the celebration of National Workforce Development Month in September. The projects included a Proclamation from the Governor; 2) The Future of Work Conference which drew over 300 participants; 3) the second annual Workforce Development Heroes awards. Senator Donovan dela Cruz was given the Legislator of the Year award, and University of Hawaii President David Lassner was given the Lifetime Achievement Award.

g. Focus for Last quarter 2024.

The Executive Director reported that the priorities for the last quarter in 2024 include Personnel Recruitment, the Operational Transition from Workforce Development Division, a Board Retreat scheduled for January 16, 2025.

h. The ED provided an update on the Long Term Care Taskforce: 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.

i. Upcoming Activities/Events in 2025

- Completion of Funding Document – December 2024
- Board Retreat – January 16, 2025
- Transportation Sector Convening
- Board training: Workforce Innovation and Opportunity Act(WIOA) academy -Until March 2025
- National Economic Trends webinar – January 2025
- Long Term Care - Workforce Taskforce – January 2025

j. **BOARD MEETING DATES (Subject to Change)**

First Quarter: Wednesday, February 19, 2025 9:30 am to 11:30 am

Second Quarter: Wednesday, May 28, 2025 9:30 am to 11:30 am

Third Quarter: Wednesday, August 20, 2025 9:30 am to 11:30 am

Fourth Quarter: Wednesday, November 19, 2025 9:30 am to 11:30 am

EXECUTIVE COMMITTEE DATES (Subject to Change)

Wednesday, January 22, 2025 /1:30 pm to 3:00 pm

Wednesday, April 23, 2025 /1:30 pm to 3:00 pm

Wednesday, July 23, 2025/1:30 pm to 3 pm

Wednesday, October 22, 2025/1:30 pm to 3 pm

XI. Announcements and Constituent Comments (if any)

At this time, the public is welcome to announce upcoming events and comment on relevant issues that were not included in this meeting's agenda. Please be advised that in compliance with the Sunshine Law, the Committee cannot discuss or act on issues that were not included in this meeting's agenda, but issues raised in constituent comments may be included in a future agenda for the Committee's consideration.

XII. Next meeting

The next meeting will be on Wednesday, February 19, 2025 at 9:30 am at the Department of Labor Office at 830 Punchbowl Street, Room 317, Honolulu, Hawaii 96817.

XIII. Adjournment