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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, President, Quad D Solutions

Keith DeMello, Senior Vice President, Communications and External Affairs,
Ulupono Initiative

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, Office of the Governor, Designee of Governor Josh
Green

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

Thomas Chock, designee of Department of Business Economics and Tourism James
Tokioka

David Rodriguez, Designee of DLIR Director Jade Butay

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, Principal Owner, C.A. Cross & Associates, LLC
President & CEO, Maui Economic Development Board, Inc.
Rosella Guardascione, Chair, Hawaii County Workforce Development Board
Director of Human Resources, Kona Beach Hotel
Carla Kurokawa, 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 of Supt. Keith Hayashi
Eileen Caldwell, Director of Human Resources, Marriott Hawaii and French
Polynesia
Representative Jackson Sayama, Designee of Rep 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 (Designee was present: Chris Lum
Lee, Vice Chair of the Oahu Workforce Development Board.
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, Assistant Vice Chair, Senate Designee
Derek Kanehira, Senior Vice President, Human Resources, Alexander and Baldwin
Leslie Wilkins, Chair, Maui County Workforce Development Board

Guests

Randy Higa
Carey Price, Department of Labor and Industrial Relations, Director's Office
Raymund Duong, Oahu Workforce Development Board
Daven Kawamura, Oahu Workforce Development Board
Leila Shar, Workforce Development Division, DLIR
Michelle Rego, Kauai Office of Economic Development

Violet Jackson, US Department of Labor

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

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 four years of clerking experience at the Intermediate Court of Appeals with Justice Ginoza and Judge Hiraoka prior to joining the Attorney General's office Labor Division.

- III. Report on 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 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 specific but because there is a December event with emphasis on crating synergy, it would be wise to

- IV. Financial Reports.....*Bennette Misalucha, Executive Director*
 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 Feds. The fiscal and performance reports may be found on Pages 14-28 of the Board Packet.

- 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. A copy of the letter is available online on the WDC website under the file of materials for November 21, 2024.

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.

The recipients for the grants include a) Hawaii P-20 Partners for Education, b. University of Hawaii Community College and 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. Council member Tui Scanlan exited the virtual meeting. The Board members in attendance was at 24 at this juncture.

Board Action: 24 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 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 will be 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 aims 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
..... *Acting Program Officer Leila Shar, Workforce Development Division*

Ms. Shar 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 materials related to the negotiated levels can be found on Pages 38 to 46 of the board packet.

Ms. Shar indicated that based on historical data, Hawaii will likely achieve the performance targets, but not for Measurable Skills Gained, and Credential Attainment. Hawaii is lagging behind on these two measures.

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 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. We can further define whether these collaborations are one-off project-based initiatives or long-term partnerships. Please note further 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, we intend to maintain a comprehensive log of our organizational interactions. The goal: 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 I): Acting Program Officer Leila Shar reported on behalf of the Division. Shared that Hawaii Apprenticeship Week

was that week and activities included a bus tour attended by 80 participants and a virtual conference attended by more than 100 participants. WDD is working on completing some Quest contracts as well with the Big Island on their budget.

b. Adult Education & Literacy (Title II)... Administrator Winston Sakurai reported on behalf of the Agency.

Materials for this report can be found on pages 54 to 55 of

Mr. Sakurai shared that Education Office just received a letter that cleared the State for compliance measures from 2022. They are in the process of rectifying the 2023 measures and a few of those things have already been submitted. They are also waiting for some financial reports from the department to submit to them which is ahead of schedule.

In addition, Mr. Sakurai reported that they have started the process of applications for integrated education and training programs. He explained that it is basically combining our adult education literacy programs with workforce training. Additionally, he said that the agency will go through the process of evaluating that and issuing the final terms to the adult education sites. He reported that they had met all the performance indicators that is negotiated every year by the Adult Education office with the Federal Government. They will now be going through the process of negotiations for the following year.

c. Division of Vocational Rehabilitation (Title IV) ... reported by Lea Diaz, Division head of the Division of Vocational Rehabilitation. She reported that during the first quarter for their records, July 24th to September 24---they served 3,264 individuals with the most significant disabilities, statewide. She went over the other measures. The materials for her presentation can be found on Pages 56 to 60.

She added that the division passed or exceeded its performance measures. She also said that their efforts are hampered by staff vacancies, and they are looking at measures to alleviate them.

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

a. Oahu Workforce Development Board*Chris Lum Lee, Vice Chair of the Board .*

Materials can be accessed on Page 63 of the Board Packet.

Vice Chair Lum Lee reported that the staff went to a conference called “California Meeting of the Minds Conference”, and that it will be having a new staff member shortly. The Board also approved the service program budgets. The OWDB Board will be expanding its number of board seats and there will likely be new members within the next month.

b. Hawaii Workforce Development Board *Rosella Guardascione, Chair of the Board reported on behalf of their Board.*

(Materials for this presentation can be found on page 65 of the Board packet.)

She reported the latest updates including the fact that the County council has approved the WIOA budget. In addition, she stated that the county finance department has also approved the request for proposal for plan year 2023 WIOA Youth program.

b. Maui Workforce Development Board had a written report which can be accessed on page 67-70.

d. Kauai *Adele Manera, Workforce Development Division*
Adele Manera reported that they will be seeking technical assistance because of the low performance of Kauai Island.

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

a. Sector Strategies and Career Pathways Committee.... *Cary Miyashiro, Sector Strategies and Career Pathways Committee Chair shared the change in meeting dates.. The first meeting of 2025 will be on January 14 and will feature an update on Perkins V program.*

b. Youth Services Committee*Carla Kurokawa, Youth Services Committee Vice Chair* discussed the primary barriers faced by youth in employment, the role of mental health and social support services in workforce development programs, and potential opportunities for improvement. She also mentioned a webinar planned for programs for youth recently released from incarceration.

c. Special Projects Committee.....*Keith DeMello, Special Projects Committee Chair* discussed permitted interactions in support of legislative efforts and roundtable discussions with American job centers representatives.

d. Employer Engagement Committee had a written report found on Page 82-83.

e. Military and Veteran Affairs Committee.... *Trang Malone, Military and Veteran Affairs Committee Chair. Materials can be found on pages 85 to 87.*

Chair Malone shared the presentations that were conducted during their October 10, 2024 meeting. She also gave updates on their current projects including Military spouses.

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

Chair Kelly Ueoka shared that the Committee is going through a series of training to ensure that the knowledge base on WIOA is consistent amongst the committee members. The “Measurable skills gained” is one that the Committee intends to tackle.

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

The Materials for the Report are found on Pages 92-94.

- a. Executive Director Misalucha expressed gratitude for the hard work of the work, without whose support all the milestones gained by WDC during the last year would not have been possible.
- b. ED Misalucha gave an update on the Implementation of the State Workforce Development Unified Plan: 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.
- c. ED Misalucha also gave an update on the transition of Workforce Development Council as an attached agency to Department of Labor and Industrial Relation effective July 1, 2024. There is a working team that is continuing to work on the delineations of roles and responsibilities for WDD and WDC.
- d. She stated that the focus for next quarter is the unified plan implementation, the transition into an attached agency, strengthening board committees and strengthening local boards.
- e. ED Misalucha reported that the WIOA academy is continuing, and the Board members have been attending the sessions conducted by Safel partners. She expressed gratitude to the US Department of Labor for providing the support that made this training possible.
- f. Here are the 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

g. **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

There were no announcements or comments.

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. Vice Chair Miyashiro adjourned the meeting at 11:20 am