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**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 AGENDA  
Wednesday, February 19, 2025  
9:30 a.m. – 11:30 a.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/84624149764?pwd=uE6N10ehCxlGlqVYelGtil38c9UhJ.>

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*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.*

*Meeting ID: 846 2414 9764*

*Passcode: 222393*

*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 #317, Honolulu, HI 96813.*

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. To ensure that members are able to review testimony prior to the meeting, we encourage interested persons to submit written testimony by 24 hours prior to the meeting. Any written testimony submitted after such time testimony will be retained as part of the record and distributed to members as soon as practicable, but we cannot ensure members will receive it in sufficient time to review prior to any decision-making.*

*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 Bennette Misalucha at (808) 586-8815 (for TTY/TTD Dial 711 then ask for (808) 586-8815) or email [dlir.workforce.council@hawaii.gov](mailto:dlir.workforce.council@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.*

## AGENDA

- I. Call to Order.....*Workforce Development Council Chair Ken Loui*
- II. Approval of Minutes of November 21, 2024
- III. Administrative Matters: Welcome to New Staff Members Evan Palmer (Program Specialist IV) and Kelly Quitevis (Program Specialist IV).
- IV. Presentation.....Re-certification of the Workforce Innovation and Opportunity Act (WIOA)..... *Tim Carlton, Legislative Director, National Governors Association*

The Workforce Innovation and Opportunity Act (WIOA) needs to be re-authorized by Congress every ten years. The Act was passed in 2014, and Congress started working on this new version of measure in 2020. The new reiteration of the Act was supposed to be passed during the last Congress, but it was pushed back to 2025. This presentation will discuss the status as well as what can be expected for the future version of the Act.

- V. Presentation: Governor Dr. Joshua Green’s Priorities .....*Dan Kouchi, Policy Advisor to Governor*

In his State of the State address, Governor Green put forth his priorities. This presentation will focus on the Governor’s initiatives related to workforce development and economic development.

- VI. Financial Reports.....*Bennette Misalucha, Executive Director, Workforce Development Council*
  - a. Fiscal Report as of November 30, 2024 on Program Year 2022 and Program Year 2023.
  - b. National Performance Assessment for Program Year 2023

The United States Department of Labor recently released the results of the Performance Measurements for all the States including Hawaii. The Performance Indicators include the following:

- a. WIOA Title I and IV Programs (WIOA Adult, WIOA Dislocated Workers, WIOA Youth, Vocational Rehabilitation)
- b. WIOA Title III Program (Wagner-Peyser Act Employment Service)

- VII. Presentation on the Status of Unexpended Funds.....Bennette Misalucha, Executive Director, Workforce Development Council

Background: According to guidance from the U.S. 20 CFR § 683.110: *“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.”*

In a letter to the Workforce Development Council, the Director of the Department of Labor has put forth the new protocols for Hawaii in the re-distribution of the unexpended funds, wherein the Workforce Development Council has been charged with the disposition of \$1.5 million in unexpended funds.

An evaluation team composed of the Deputy Director, the Workforce Development Division Administrator, the Administrator of the Administrative Services Office, and the Executive Director of the Workforce Development Council have been meeting regularly to discern the disposition of the funds.

The presentation will provide an update on the status of the Program Year 2022 Unexpended Funds. For information purposes only. No Board action needed.

- VIII. Update on Legislative Bills of Interest.....*Keith DeMello, Special Projects Committee Chair*

A presentation on the 2025 Legislative ‘bills of interest,’ which are listed at the end of the agenda. For information purposes only. No Board Action is needed.

- IX. Presentation: Best Practice on Employer Engagement: CVS Health...*Trang Malone, Workforce Initiatives Manager, CVS Health*

CVS Pharmacy in Hawaii is being touted as an employer which has been very engaged in workforce development including creating its own pharmacy in a local high school. The presentation will share about its initiatives and its work with the American Job Centers statewide.

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

- a. Update on Transportation Sector Convening and Turn-Over

In 2024, the Workforce Development Council has convened the initial efforts to build a Transportation Sector Partnership in the State. There were four meetings that took place. The Sector Partnership Group is now on a good path, and the reins of leadership has now been transferred to the Chamber of Commerce of Hawaii, which has been the lead on the other sector partnerships in the State.

- 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.

As other states have demonstrated, the implementation of the Plan needs collaboration amongst the public, private and philanthropic stakeholders. A Synergy summit was held on December 9, 2024 with about 70 workforce community stakeholders in attendance.

At the summit, four Pillar Catalyst Teams were formed, to reflect the four pillars of focus in the State Unified Plan.

**Board Action Needed:** WDC will create four separate permitted interaction groups (PIGs) pursuant to section 92-2.5(b), HRS.

Pillar I Catalyst Team ..... Alignment with Economic Growth

Pillar II Catalyst Team ..... Strengthening Education and Training Alliances

Pillar III Catalyst Team .....Focus on Barriers to Employment

Pillar IV Catalyst Team .....Creating Workforce Synergy

c. Update on the transition of Workforce Development Council as an attached agency to Department of Labor and Industrial Relation effective July 1, 2024.

- Roles and Responsibilities of Workforce Development Division and Workforce Development Council.
- Personnel Recruitment Update for Workforce Development Council

d. Focus for First Quarter 2025

- Staff Training and Transition
- Administration of the Six Projects under the WIOA Program Year 2022 Unexpended Funds
- Operational Transition of WDC into an Attached Agency to the Department of Labor
- Implementation of the Unified Plan
- Building Strategic Partnerships with Community Organizations

e. Upcoming Activities/Events in 2025

- First Meetings of the Pillar Catalysts Teams -February and March
- National Economic Trends webinar – February 2025
- Youth Services Webinar – March 2025
- National Governor’s Association Winter Convening- March 2025

XI. Oral Reports from Local Area Workforce Development Boards for the period November 22, 2024 to February 1, 2025 as stated below

a. Oahu Workforce Development Board .....*Harrison Kuranishi*

1. Board Chair transition

The Oahu Workforce Development Board (OWDB) Chair will be terming out as of February 2025. There will be a transition to a new chair.

2. OWDB Staff Transition

OWDB will be transitioning with a new accountant and Budget Analyst

3. Oahu Workforce Development Board Full Board Meeting on January 22, 2025

b. Maui Workforce Development Board..... *Chentelle Rowland, Executive Director*

1. Board and Sub-Committee Meetings

A. Maui County Workforce Development Board

a. Local Plan – Align Local Strategic Vision, Mission, and Goals with the State’s

b. Reports on Sub-Committee Meetings are as follows:

Program/Youth Sub-Committee Meeting

a. The Youth program currently has one vacancy for the Career Navigator position.

b. The Adult/DW Program - They have been working diligently to enhance their outreach and make a significant impact within the community.

2. Performance Measures

a. A review of performance measures for Program Year 24 and Program Year 25 for the WIOA Adult/Dislocated Worker, and Youth Programs.

3. Training Opportunities

a. National Association of Workforce Boards (NAWB) Forum 2025 on March 29-April 1, 2025, in Washington, D.C. B.

b. National Association of Workforce Development Professionals (NAWDP) Annual Conference a. Executive Director, C. Rowland, and the workforce staff plan on attending NAWDP's Annual Conference in Virginia, May 5-7 2025.

4. Events/Announcements

a. Maui's High School Graduating Seniors Event – Scheduled for 04/11/25, venue Fairmont Kea Lani Hotel, Wailea In partnership with HIDOE and Goodwill Industries, we will be hosting a hiring event for graduating high seniors in Maui County.

c. Hawaii Workforce Development Board ..... Clinton Mercado, Executive Director

1. The HCWDB convened for a board meeting on December 17, 2024.

a. HCWDB received updates on the Workforce Innovation and Opportunity Act (WIOA) funding dashboard for the program year 2023.

b. The HCWDB approved the performance measures for the WIOA Title I programs for the program years 2024 and 2025.

2. Job Seeker Services: Goodwill Industries of Hawaii continues to provide support for in-demand job training in the healthcare and transportation industries.

3. Youth Services

a. The HCWDB staff attended the National Association of Workforce Development Boards (NAWDP) Youth Symposium

b. Employer Services

Plans are underway for a job fair to be held in the first quarter of 2025.



4. Workforce Development Partnerships

5. Community & Economic Development Collaboration

a. The board staff continues to strengthen its partnerships with local economic development organizations.

6. Support for Underserved Populations on Programs targeting veterans, individuals with disabilities, and those involved in the justice system were expanded to improve access to training, career counseling, and supportive services.

7. Transportation Certification and Licensing Barriers

The board staff expanded its search for training providers on the west side and has engaged with 1 potential CDL training provider. Ongoing discussions with local transit authorities (DMV) are aimed at exploring potential solutions to examiner shortages.

8. Upcoming Plans for Quarter 1, 2025

- Expansion of Partnerships o Staff plans to strengthen collaboration with schools to align workforce development initiatives with the incoming generation that will become part of the workforce industry. o

Additional collaboration efforts will be sought for programs aimed at increasing the number of high school students participating in career and technical education (CTE) programs.

- Increased Employer Engagement
  - A key focus will be on increasing the number of employers participating in the board’s workforce programs, particularly in industries like agriculture and healthcare, where there is significant workforce demand.
  - The board staff will also focus on fostering employer-led training programs and workbased learning opportunities.
  - Enhanced Data & Reporting o Efforts will be made to

d. Kauai ..... *Adele Manera, Workforce Development Division*

- A. Performance And Fiscal Report for the Island of Kauai
  - B. A discussion on the challenges that Kauai is facing
- XII. Oral Report from a WIOA Core Partner.....*Maricar Pilotin-Freitas, Workforce Development Division*
- A. WIOA Title I  
A discussion of the WIOA Title I performance statewide, the contracts for Program year 2023 and the allocations doe the Program year 2024-2025.
  - B. Wagner-Peyser  
A report on the statewide performance on Wagner-Peyser funds.
  - C. Updates  
A report on registered apprenticeships that are currently in the pipeline.
  - D. Hele Imua Internship Program Status  
A report on the status of how the Hele Imua internship program is faring.
- XIII. Written Reports from WIOA Core Partners for period November 22, 2024 to February 1, 2025 as listed below:
- A. Division of Vocational Rehabilitation (Title IV)
    - 1. American Job Center Collaboration
      - Statewide: HDVR collaborates with community, government, and business partners in various work groups to promote competitive, integrated employment 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, among others.
      - Oahu Branch (OB) meets with AJC monthly to discuss referrals, participants, and services. Vocational Rehabilitation Specialists

(VRS) are co-located at AJCs statewide on scheduled days to complete intakes and provide assistance.

- 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 staff 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.
- Kauai and Maui DVR staff also meet regularly with AJC partners, and exchange referrals for services.
- DVR staff collaborate on providing an integrated service model at the AJCs.
- DVR continues working with AJC staff to find a way 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 rate is in compliance at above 90 percent.

## 3. Vacancies

- Still working to hire qualified individuals for various positions within DVR. We are currently at about a 42% vacancy rate agency wide. This rate has gone up due to retirements at the end of 2024.

## 4. Administrative

- Numbers of applications, eligibility determinations, plans for employment, and successful closures in employment have risen significantly over the same quarters last Program Year.
- Working on an initiative to recruit and retain staff members.

- Sponsoring “Business Highlights” for employers to come and tell us about their companies and discuss with our staff about potential hires through the DVR program.

xiv. Written Reports from the Workforce Development Council Committees for the period November 22, 2024 to February 1, 2025 as listed below:

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

A report on the presentations that were conducted during the Committee meeting held on January 14, 2025.

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

A report on the presentation by the State of Hawaii Office of Enterprise Technology during the February 3, 2025 Committee Meeting

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

1. A report on the presentations by the Department of Business Economic Development and Tourism during the January 15, 2025 Committee Meeting

2. An Update on the current backlog of the Workforce Opportunity Tax Credit (WOTC) applications.

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

A report on the various activities of the Committee including the military spouse sub-committee.

xv. Executive Session for discussion regarding the annual performance evaluation of the Executive Director under Hawaii Revised Statutes 92 5(a)(2)

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

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, 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

xvi. 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.*

xvii. Next meeting

The next meeting will be on Wednesday, May 28, 2025 at 9:30 am virtually over Zoom or in person at the Department of Labor Office at 830 Punchbowl Street, Room 317, Honolulu, Hawaii 96817.

xviii. Adjournment

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BILL	TITLE	DESCRIPTION
<a href="#">GM502</a>	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, KEN LOUI, for a term to expire 06-30-2028.	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, KEN LOUI, for a term to expire 06-30-2028.
<a href="#">GM581</a>	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, JARED HIGASHI, for a term to expire 06-30-2025.	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, JARED HIGASHI, for a term to expire 06-30-2025.

<a href="#">HB1205</a>	Workforce Development Council; Economic Diversification; Defense Budget; Appropriation (\$)	Appropriates funds for the workforce development council to incorporate and implement a framework for the workforce diversification and expansion of the defense-related workforce in fields such as information technology, cybersecurity, intelligence, data science, and advanced manufacturing.
<a href="#">SB742</a> <a href="#">SD1</a>	Office of Enterprise Technology Services; Data Sharing and Governance Working Group; Reports; Appropriations (\$)	Establishes a data sharing and governance working group within the office of enterprise technology services. Appropriates funds.
<a href="#">HB1211</a>	DHRD; State Internship and Workforce Development Act; Internships; Public Service; State Departments and Agencies; Workforce Development; Vacancies; Shortages; Experience	Establishes within the Department of Human Resources Development the state internship and workforce development program.
<a href="#">SB1233</a>	DHRD; State Internship and Workforce Development Act; State Internship and Workforce Development Program; Internships; Public Service; State Departments and Agencies; Workforce Development; Vacancies; Shortages; Experience; Positions; Appropriations (\$)	Establishes within the Department of Human Resources Development the state internship and workforce development program.