



WORKFORCE DEVELOPMENT
COUNCIL

BOARD PACKET

2025 First Quarterly Board Meeting

Wednesday, February 19, 2025

9:30 AM to 11:30 AM

Department of Labor and Industrial Relations Building
830 Punchbowl St., Room 317, Honolulu, HI 96813

February 19, 2025

AGENDA

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

**STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL
RELATIONS**

**KA 'OIHANA PONO LIMAHANA
WORKFORCE DEVELOPMENT COUNCIL**

830 PUNCHBOWL STREET, ROOM 317
HONOLULU, HAWAII 96813

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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.>

1

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 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 TeamFocus on Barriers to Employment

Pillar IV Catalyst TeamCreating 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

BILL	TITLE	DESCRIPTION
GM502	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.
GM581	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.

HB1205	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.
SB742 SD1	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.
HB1211	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.
SB1233	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.

**Minutes:
November 21, 2024**

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

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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

Administrative Matters

Presentation on the Re-certification of the Workforce Innovation and Opportunity Act (WIOA)

Tim Carlton, Legislative Director,
National Governors Association

Presentation to Hawai'i Workforce Development Council

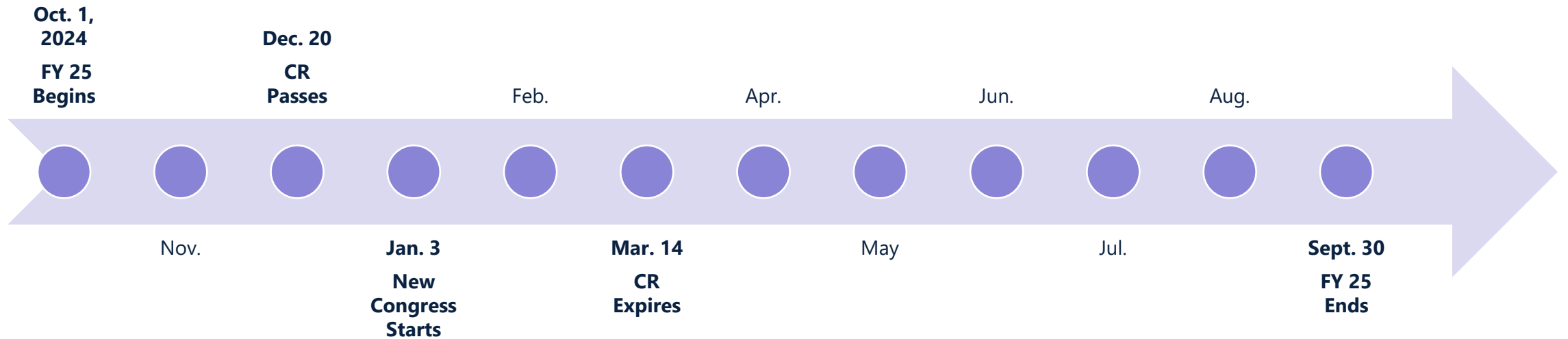
February 19, 2025



NATIONAL
GOVERNORS
ASSOCIATION

Federal Funding Outlook

Continuing Resolution Expires March 14, 2025



WIOA Reauthorization Update

Congress Fell Short of Passing “A Stronger Workforce for America Act” in 2024

- Initially included in Continuing Resolution but stripped at last minute
- NGA issued statement supporting “A Stronger Workforce for America Act”

Key Elements of A Stronger Workforce for America Act

- Provides greater flexibility over state-wide funding
- Establishes process to redesignate local areas
- Creates a new state flexibility pilot program
- \$65M for Youth Apprenticeship Grant Program, ~\$150M for Individual Training Accounts, 5-15% of Dislocated Worker national program funding for Workforce Data Quality Initiative
- Establishes new training mandate

2025 Outlook

New Committee Leadership in House and Senate

- House Committee on Education and the Workforce is now Chaired by Rep. Tim Walberg (R-MI)
- Senate Health, Education, Labor and Pensions Committee is now Chaired by Sen. Bill Cassidy (R-LA)

Will WIOA Reauthorization Be Prioritized?

- It is still early, but a blueprint exists based on where the House and Senate left off last year

Multiple Big Priorities Come Before WIOA

- Reconciliation and confirming appointees will be the top priority
 - Relevant DOL Appointees Include:
 - Lori Chavez-DeRemer – Nominee for Secretary of Labor
 - Henry Mack III – Nominee for Assistant Secretary of Employment and Training Administration

Q&A



NATIONAL
GOVERNORS
ASSOCIATION

Presentation on Governor Dr. Josh Green's Priorities

Dan Kouchi, Policy Advisor

Financial Reports

WORKFORCE INNOVATION AND OPPORTUNITY ACT
Grants Summary As of 12/31/2024

PY22					
County	Allocated	Expenditures	Balance As of 6/30/24	Lapsed 6/30/25	
Honolulu	4,990,199	2,734,320	2,255,879		
Hawaii	1,742,128	1,171,833	570,295		
Maui	1,333,456	754,456	579,000		
WDD-Kauai	689,506	247,686	441,820		
WIOA State Level	1,030,034	894,279	135,755		
Total by County	9,785,323	5,802,573	3,982,750		

Statewide from					
Unexpended Funds	Unexpended Funds	Expenditures	Encumbrances	Planned Encumbrances	Funds to Lapse 6/30/25 Balance As of 12/31/24
WIOA Adult	1,303,410.01	11,356.69	850,271.00	441,782.32	0.00
WIOA Youth	1,421,927.78	445,957.85	975,969.93	0.00	0.00
WIOA DW	1,121,657.12	9,527.18	120,737.71	991,392.23	0.00
WIOA State Level	135,755.00	0.00	0.00	114,359.82	21,395.18
TOTAL	3,982,749.91	466,841.72	1,946,978.64	1,547,534.37	21,395.18

See below for explanation See below for explanation

PY23					
County	Allocated	Expenditures	Balance As of 12/31/24	Lapsed 6/30/26	
Honolulu	5,082,556.00	1,777,535.68	3,305,020.32		
Hawaii	1,784,534.00	532,800.99	1,251,733.01		
Maui	1,131,059.00	398,537.33	732,521.67		
WDD-Kauai	603,971.00	132,045.08	471,925.92		
Total by County	8,602,120.00	2,840,919.08	5,761,200.92		

PROJECT TITLE: HAWAII - LAHAINA FIRES - DR DWG					
US DOL Approval Threshold:	\$21,062,640.00				
	First Allocation	Expenditures	Balance	2nd Allocation**	Total Funding
MAUI ECONOMIC OPPORTUNITY**	9,859,277.00	8,903,733.75	955,543.25	4,947,353.00	
DLIR MANAGEMENT	672,043.00	537,079.17	134,963.83	191,727.00	
TOTAL	10,531,320.00	9,440,812.92	1,090,507.08	5,139,080.00	15,670,400.00

** Subject to approval by USDOL

\$ 1,945,818.00 represents Ready to Work purchase orders (DOE)
 7,294.00 Future of Work WDC
 1,953,112.00

\$100,000.00 Fiscal Training - RFP issued on January 6, 2025
 \$50,000.00 NVTI (Training for local areas) - Conducted in August 2024
 \$300,000.00 Professional Public Relations to increase public awareness - RFP issued on January 6, 2025
 \$100,000.00 WIOA Research - RFP issued on January 6, 2025
 446,000.00 P20 - See below for more information
 458,000.00 UHCC - See below for more information
 100,000.00 UH - See below for more information
 1,554,000.00 Total

WDC Unexpended Funds Statewide Activities - Contracts in process by WDC Executive Director
 * UH \$100,000 In partnership with the Chamber of Commerce Hawai'i, will facilitate a workforce analysis, convene stakeholders, and provide 6 months of technical support to ensure the Transportation sector partnership can be fully established in the State of Hawaii
 * P-20 \$446,000 Proposes to increase work-based learning opportunities for students, Grades 7-12, through work-based learning intermediary support
 * UHCC \$458,000 Through the consortium of Hawaii's seven community college campuses, the UHCC seeks to support the 4 pillars of the State Unified Plan and increase the number of WIOA enrollees within its systems. It also seeks to support current efforts to secure Commercial Driver's Licenses (CDL) for WIOA enrollees (The target is for 35 WIOA recipients to become fully licensed, distributed as follows: 10 from the Big Island, 5 from Maui, and 20 from Oahu)

**GRANT SUMMARY DETAILS
AS OF DECEMBER 31, 2024**

		Expenditures	PY22	PY22			PY23	PY23			
		PY22	Funds Avail.	% Expended	PY22	PY23	PY23 Exp	Funds Avail.	% Expended		
		Budget	06/30/24	06/30/24	06/30/24	Participants	Budget	12/31/2024	12/31/2024	12/31/2024	
										Participants	
Adult Program:	Hawaii	615,398	456,194	159,204	74%	167	698,272	188,712.29	509,560	27%	73
DW Program:	Hawaii	277,263	217,556	59,707	78%	33	254,277	102,831.56	151,445	40%	17
Local Admin:	Hawaii	164,734	130,996	33,738	80%		169,760	32,466.30	137,294	19%	0
Youth Program:	Hawaii	589,942	307,150	282,792	52%	37	575,293	168,668.47	406,625	29%	24
Rapid Response	Hawaii	94,791	59,936	34,855	63%		86,932	40,122.37	46,810	46%	
Hawaii Total		1,742,128	1,171,833	570,295		237	1,784,534	532,800.99	1,251,733		114
Adult Program:	Honolulu	1,577,883	977,778	600,105	62%	601	1,687,491	690,653.75	996,837	41%	536
DW Program:	Honolulu	821,360	426,182	395,178	52%	115	777,787	209,644.71	568,142	27%	104
Local Admin:	Honolulu	436,546	347,678	88,868	80%		481,665	137,507.74	344,157	29%	0
Youth Program:	Honolulu	1,875,614	941,069	934,545	50%	107	1,869,703	630,743.17	1,238,960	34%	93
Rapid Response	Honolulu	278,796	41,612	237,184	15%		265,910	108,986.31	156,924	41%	
Honolulu Total		4,990,199	2,734,320	2,255,879		823	5,082,556	1,777,535.68	3,305,020		733
Adult Program:	Kauai	217,564	88,477	129,087	41%	16	145,473	46,236.22	99,237	32%	11
DW Program:	Kauai	235,583	70,614	164,969	30%	6	194,447	37,416.50	157,031	19%	4
Local Admin:	Kauai	-	-	-			53,749	10,084.82	43,664	19%	0
Youth Program:	Kauai	163,872	48,316	115,556	29%	4	143,824	16,711.24	127,113	12%	2
Rapid Response	Kauai	72,487	40,279	32,208	56%		66,478	21,596.30	44,882	32%	
Kauai Total		689,506	247,686	441,820		26	603,971	132,045.08	471,926		17
Adult Program:	Maui	419,589	184,232	235,357	44%	77	378,230	100,110.80	278,119	26%	62
DW Program:	Maui	326,191	128,635	197,556	39%	26	269,234	68,701.45	200,533	26%	20
Local Admin:	Maui	122,193	65,141	57,052	53%		103,902	37,322.64	66,579	36%	0
Youth Program:	Maui	353,965	264,931	89,034	75%	31	287,647	115,213.34	172,434	40%	18
Rapid Response	Maui	111,518	111,518	-	100%		92,046	77,189.10	14,857	84%	
Maui Total		1,333,456	754,456	579,000		134	1,131,059	398,537.33	732,522		100
Grand Total		8,755,289	4,908,294	3,846,995		1,220	8,602,120	2,840,919.08	5,761,201		964

** Participant Report is as of 12/31/24

Performance Report as of December 31, 2024

WIOA PARTICIPANTS			
July 1, 2022 - December 31, 2024			
STATE	NEW	CARRY IN	TOTAL
Adult	861	238	1099
DW	180	95	275
Youth	179	108	287

WIOA PARTICIPANTS			
July 1, 2023 - December 31, 2024			
STATE	NEW	CARRY IN	TOTAL
Adult	682	192	874
DW	145	56	201
Youth	137	89	226

HAWAII	NEW	CARRY IN	TOTAL
Adult	167	103	270
DW	33	25	58
Youth	37	50	87

HAWAII	NEW	CARRY IN	TOTAL
Adult	73	103	176
DW	17	18	35
Youth	24	49	73

OAHU	NEW	CARRY IN	TOTAL
Adult	601	60	661
DW	115	27	142
Youth	107	56	163

OAHU	NEW	CARRY IN	TOTAL
Adult	536	32	568
DW	104	11	115
Youth	93	26	119

KAUAI	NEW	CARRY IN	TOTAL
Adult	16	7	23
DW	6	5	11
Youth	4	1	5

KAUAI	NEW	CARRY IN	TOTAL
Adult	11	7	18
DW	4	2	6
Youth	2	2	4

MAUI	NEW	CARRY IN	TOTAL
Adult	77	68	145
DW	26	38	64
Youth	31	1	32

MAUI	NEW	CARRY IN	TOTAL
Adult	62	50	112
DW	20	25	45
Youth	18	12	30

QUEST PARTICIPANTS	
Grant Start - Present: 9/26/2022 - 12/31/2024	
State	349
Oahu	250
Hawaii	27
Maui	62
Kauai	10

LAHAINA FIRES PARTICIPANTS	
Grant Start - Present: 8/25/2023 - 12/31/2024	
Maui	456
MEO	425
WDD	31

Performance Report as of December 31, 2024

WIOA PARTICIPANTS			
July 1, 2022 - November 30, 2024			
STATE	NEW	CARRY IN	TOTAL
Adult	820	238	1058
DW	178	95	273
Youth	169	108	277

HAWAII			
NEW	CARRY IN	TOTAL	
Adult	160	103	263
DW	32	25	57
Youth	36	50	86

OAHU			
NEW	CARRY IN	TOTAL	
Adult	574	60	634
DW	113	27	140
Youth	99	56	155

KAUAI			
NEW	CARRY IN	TOTAL	
Adult	16	7	23
DW	6	5	11
Youth	4	1	5

MAUI			
NEW	CARRY IN	TOTAL	
Adult	70	68	138
DW	27	38	65
Youth	30	1	31

WIOA PARTICIPANTS			
July 1, 2023 - November 30, 2024			
STATE	NEW	CARRY IN	TOTAL
Adult	641	192	833
DW	143	56	198
Youth	127	89	216

HAWAII			
NEW	CARRY IN	TOTAL	
Adult	66	103	169
DW	16	18	34
Youth	23	49	72

OAHU			
NEW	CARRY IN	TOTAL	
Adult	509	32	541
DW	102	11	113
Youth	85	26	111

KAUAI			
NEW	CARRY IN	TOTAL	
Adult	11	7	18
DW	4	2	6
Youth	2	2	4

MAUI			
NEW	CARRY IN	TOTAL	
Adult	55	50	105
DW	21	25	46
Youth	17	12	29

**Participant Counts Reported from HireNet
For the Period July 1, 2022 to December 31, 2024**

WIOA TITLE I				
DATE: JULY 1, 2022 - DECEMBER 31, 2024				
COUNTY	ADULT	DW	YOUTH	TOTAL
OAHU	661	142	163	966
HAWAII	270	58	87	415
MAUI	145	64	32	241
KAUAI	23	11	5	39
TOTAL	1099	275	287	1661

WIOA TITLE I				
DATE: JULY 1, 2023 - DECEMBER 31, 2024				
COUNTY	ADULT	DW	YOUTH	TOTAL
OAHU	568	115	119	802
HAWAII	176	35	73	284
MAUI	112	45	30	187
KAUAI	18	6	4	28
TOTAL	874	201	226	1301

JOB QUEST - DWG	
DATE: SEPTEMBER 26, 2022 - DECEMBER 31, 2024	
	TOTAL
OAHU	250
HAWAII	27
MAUI	62
KAUAI	10
TOTAL	349

HAWAII - LAHAINA FIRES	
DATE: AUGUST 25, 2023 - DECEMBER 31, 2024	
	TOTAL
MEO	425
WDD	31
TOTAL	456

Program Year 2023

National Performance Assessment

US Department of Labor, Employment and Training Administration (ETA) US
Department of Education, Office of Career, Technical and Adult Education
(OCTAE), US Department of Education, Rehabilitation Services Administration
(RSA)

EXECUTIVE SUMMARY

For WIOA Title I and Title IV (Adult, Dislocated Worker, Youth, Vocational Rehabilitation):

The indicators being formally assessed:

- Employment rate 2nd quarter after exit
- Median Earnings 2nd Quarter After Exit
- Employment Rate 4th Quarter After Exit
- Credentials Attainment Rate

For WIOA Title III (Wagner-Peyser)

The indicators being formally assessed:

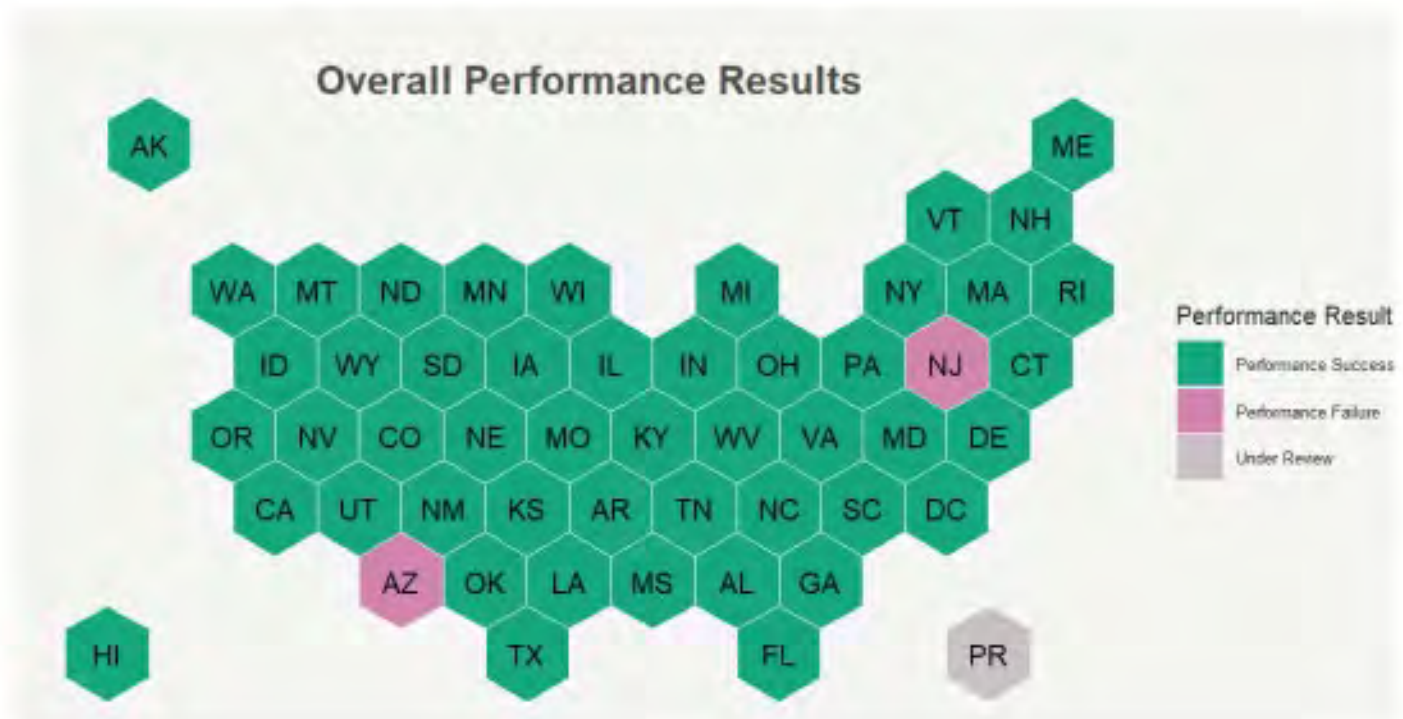
- Employment rate 2nd quarter after exit
- Median Earnings 2nd Quarter After Exit
- Employment Rate 4th Quarter After Exit
- Overall Program Score

Performance Failure

1. Less than 50% for an individual indicator score
2. Less than 90% for an overall program Score

Overall Performance

The figure below indicates which states did not meet their adjusted levels of performance (performance failure) in PY 2023. A failure for any type of performance score would result in that state having a performance failure.



The figure below shows the individual indicator scores for each program. The scores are calculated by dividing the actual level of performance by the adjusted level of performance (the values used in the calculation are shown in the box). A failure occurs if an individual indicator score is **below 50%**.

Individual Indicator Scores



Region 6

HI

Adult



Bars represent past performance and model estimated future performance. Shaded area represents past negotiated targets.

Region 6

HI

DW

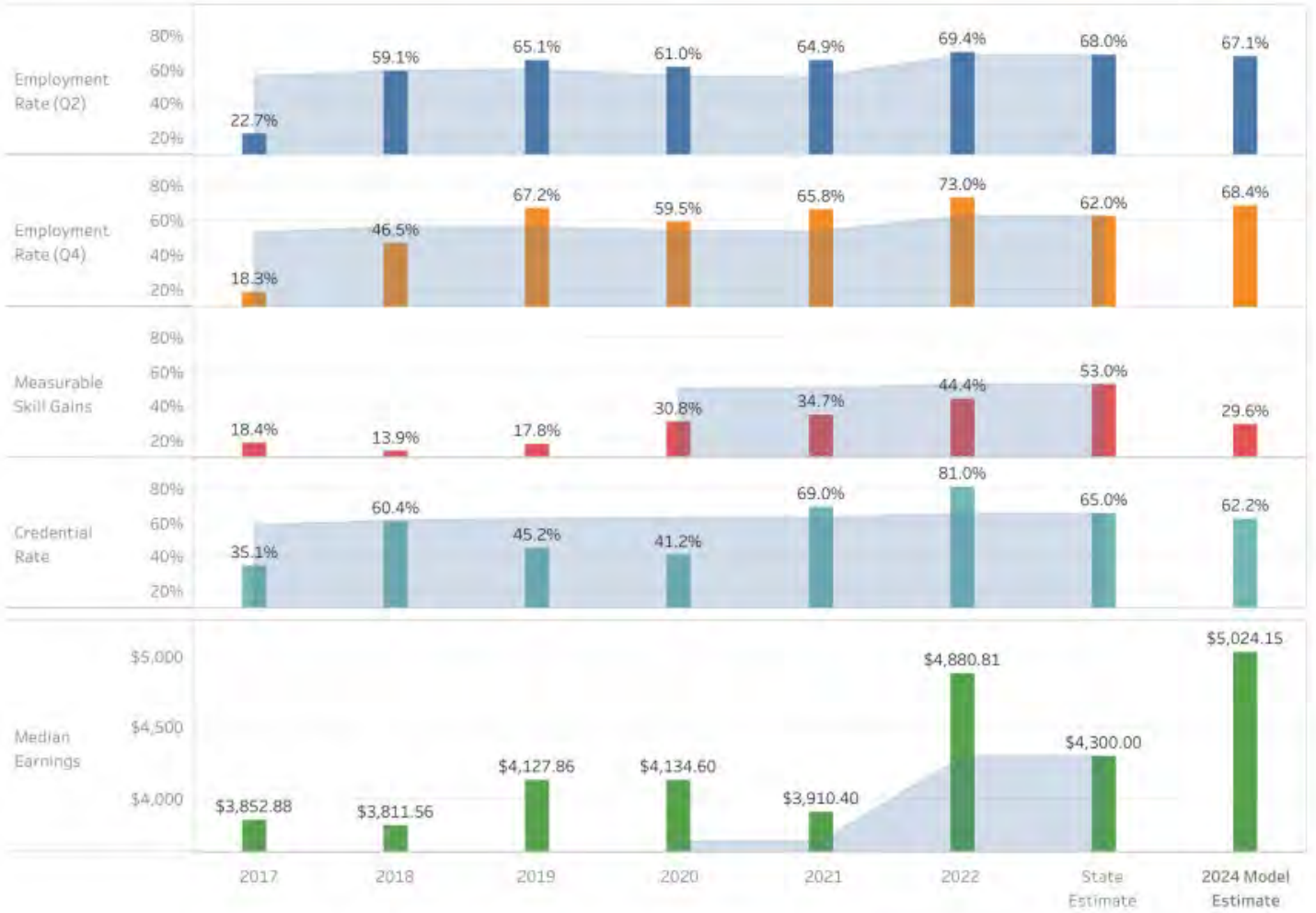


Bars represent past performance and model estimated future performance. Shaded area represents past negotiated targets.

Region 6

HI

Youth

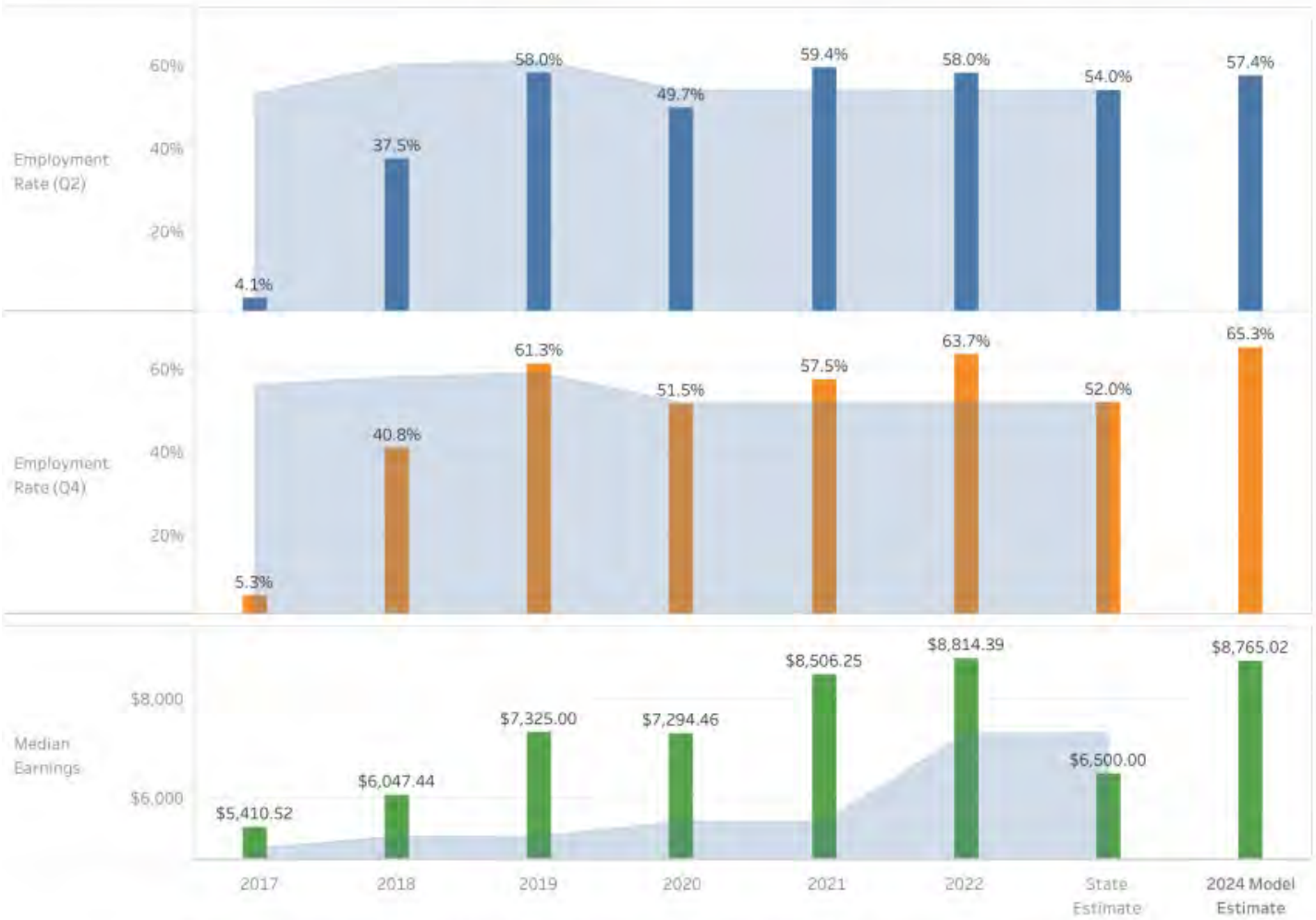


Bars represent past performance and model estimated future performance. Shaded area represents past negotiated targets.

Region 6

HI

WP



Bars represent past performance and model estimated future performance. Shaded area represents past negotiated targets.

Presentation on the Status of Unexpended Funds

REPORT
DISPOSITION OF WIOA PY 2022 FUNDS THROUGH WORKFORCE DEVELOPMENT
COUNCIL

(as of February 14, 2025)

BACKGROUND:

States have three years to spend its WIOA allocations in a given year. The local areas use the WIOA funds within the two-year cycle, and whatever is not expended or spent, is turned over to the State. The State of Hawaii has one year to spend the WIOA funds, or until June 30th of the next year. Any left over monies will need to be returned to the federal government.

In PY 2022, the local areas returned \$3.9 million in unexpended funds, of which \$1.9 million has been encumbered. The Director of Labor and Industrial Relations has given the Workforce Development Council the remaining \$1.55 million to administer.

Here is a Summary of the Projects and the Status of these Projects:

CONTRACTS WITH OTHER GOVERNMENT AGENCIES

TOTAL: \$1,00,004.00

\$ 446,000 Hawaii P-20 Partners for Education

SUMMARY: Gap funding for intermediaries in Hawaii's DOE system, with particular focus on Title I schools.

STATUS: Our Deputy has completed reviewing the contract draft and draft was sent to Hawaii P-20 on Feb 7. The agency is reviewing the contract draft.

\$ 458,000 University of Hawaii Community Colleges

SUMMARY: Through a consortium of seven community college campuses, the UHCC seeks to increase the number of WIOA enrollees within its system. It also seeks to support current efforts to secure Commercial Driver's Licenses (CDL) for WIOA enrollees.

STATUS: Our Deputy has completed reviewing the contract draft and draft was sent to UHCC on Feb 7. The agency is reviewing the contract draft.

\$ 100,000 University of Hawaii

SUMMARY: In partnership with the Chamber of Commerce of Hawaii, the University will analyze, convene, and provide 6 months of technical support for the Transportation sector partnership.

STATUS: Our Deputy has completed reviewing the contract draft and draft was sent to UH on Feb 7. The agency is reviewing the contract draft.

PROCURED SERVICES (RFP Deadline was February 4, 2025)

TIMELINE:

Release of Request for Proposals	January 3, 2025
Due Date to Submit Questions	January 16, 2025
State’s Response to Questions	January 20, 2025
Proposals Due Date/Time	February 3, 2025 at 12 noon
Proposal Evaluations	February 4-6,2025
Discussion with Priority Listed Offerors (if necessary)	February 7, 2025
Best and Final Offer (if necessary)	February 14, 2025
Notice of Award	February 14, 2025
Contract Start Date	March 1, 2025

RFP #1: RESEARCH TO IMPROVE HAWAII'S WIOA WORKFORCE SYSTEM

\$ 100,000

Winning Bid: Axios Strategy LLC

Bid Amount: \$100,000

RFP # 2: FOR PROFESSIONAL SERVICES: FISCAL TRAINING AND REVIEW/UPDATE FINANCIAL PROTOCOLS AND MANUAL

\$100,000.00

Winning Bid: Michael J Giuffrida Associates Inc. dba TheGAteam

Bid Amount: \$97,260.68

RFP # 3: PROFESSIONAL PUBLIC RELATIONS SERVICES (Awareness Campaign of the American Job Centers (AJC)

\$300,000.00

Winning Bid: Becker Communications Inc.

\$ 293,192.00

OTHER SERVICES:

\$50,000.00 Training of local areas by the National Veterans Training Institute

PY 2022 UNEXPENDED FUNDS TOTAL THAT IS OBLIGATED: 1,554,453.

Update on Legislative Bills of Interest

Keith DeMello
Chair, Special Projects Committee

BILLS OF INTEREST

BILL	DESCRIPTION	STATUS
GM502	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, KEN LOUI, for a term to expire 06-30-2028.	1/23/2025 Referred to LBT.
GM581	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, JARED HIGASHI, for a term to expire 06-30-2025.	1/23/2025 - Referred to LBT.
HB1205	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.	1/27/2025 - Referred to ECD, FIN, referral sheet 4
SB742 SD1	Establishes a data sharing and governance working group within the office of enterprise technology services. Appropriates funds.	2/6/2025 - Report adopted; Passed Second Reading, as amended (SD 1) and referred to WAM.
HB1211	Establishes within the Department of Human Resources Development the state internship and workforce development program.	1/27/2025 - Referred to LAB, FIN, referral sheet 4
SB1233	Establishes within the Department of Human Resources Development the state internship and workforce development program.	2/10/2025 - Report adopted; Passed Second Reading, as amended (SD 1) and referred to WAM.

Presentation on Best Practice on Employer Engagement

Trang Malone

Workforce Initiatives Manger, CVS Health and Chair,
Military and Veterans Affairs Committee



Community Initiatives

Trang N. Malone
Workforce Initiatives Manager

February 19, 2025

Agenda

Our Aspirational Goals

Talent Pipelines

Workforce Development Pathways

Future Plans

Collaboration

My Why

Questions

Our Aspirational Goals

The CVS Health® Workforce Initiatives team develops traditionally untapped and underserved sources of talent to connect potential with opportunities for meaningful employment. We cultivate skilled workers and quality partners aligned with our mission and values, invested in continued success and positioned to make a difference in their communities.



Talent Pipelines



Youth

We inspire career development for young people, from early childhood to college, through exposure to possibilities, internships, job shadowing and more.



Mature Workers

We harness wisdom and experience from a vibrant labor pool ages 50 years and older, who are starting later, returning to the workforce or progressing into new opportunities.



Abilities

We help individuals of all abilities to overcome boundaries, enable opportunities and unlock their potential through mentoring, simulated training and advocacy.



Registered Apprenticeships

We administer national award-winning, structured training programs with the U.S. Department of Labor in high-demand fields.



Military Community

We engage purpose-driven veterans, transitioning service members and military-connected individuals to leverage their leadership skills and contribute to our shared mission.



Second Chance

We provide opportunities for returning citizens to effectively rejoin the workforce and remove certain barriers that can limit their access to employment.



Faith-based

We convene faith-based organizations of every denomination to seek and support the most vulnerable populations by providing health, workforce and educational programs to improve the lives and well-being of people we serve.



WITC

Through our Workforce Innovation and Talent Centers, we streamline access to employment with customized capabilities, ancillary services and dedicated community partners.

Workforce Development Pathways: Military Community

- DOD Skillbridge
 - Store Manager in Training
 - Service Operations Supervisor
 - Business Intelligence Analyst



Workforce Development Pathways: Military Community (Spouses)

- Hiring Our Heroes
 - Fellowships
 - Skills Based Fellowship



Workforce Development Pathways: Youth

- Pharmacy Technician Pre-Apprenticeship



Workforce Development Pathways: Youth

- Pharmacy Technician Pre-Apprenticeship
- Pharmacy Technician Externships



Workforce Development Pathways: Youth

- Pharmacy Technician Pre-Apprenticeship
- Pharmacy Technician Externships
- Pharmacy Technician Programs




Workforce Development Pathways: Youth

- Pharmacy Technician Pre-Apprenticeship
- Pharmacy Technician Externships
- Pharmacy Technician Programs
- Business/Retail Management
- Beauty Consultant Externships
- Career Briefings & Tours



WorkHawaii Career Pathway Program



LEVEL UP WITH WORKHAWAII YOUTH PROGRAM!

IN COLLABORATION WITH CVS HEALTH.


Career Pathway Training
Two options: Pharmacy Tech Pre-Apprentice or Retail Management.

Phase 1: Career Introduction, begins Aug. 6, 2024
Phase 2: Career Pathway Training
Phase 3: Paid Work Experience
Phase 4: Job Application and Interview

VIRTUAL INFO SESSION:

7/8/24 6:00 PM 7/27/24 12:00 PM
7/24/24 12:00 PM

**REGISTER TO
ATTEND INFO SESSION**



**LIMITED SPOTS
AVAILABLE!**



**EARN UP TO
\$1500
+ NATIONAL
CREDENTIAL**

**NO COST TRAINING FOR
ELIGIBLE APPLICANTS!**

- ✓ Must be 16-24 years old.
- ✓ Must have a High School Diploma or Equivalent
- ✓ Type 25-30 wpm. Basic computer and online platform use.
- ✓ Physically capable of performing essential functions of the program with or without a reasonable accommodation and without posing a direct threat to the health and safety of others.

Contact Us 680 Iwilei Rd. Suite 700 Honolulu, HI 96817 WorkHawaii YouthProgram 808-768-5888 workhawaiiyouth@honolulu.gov

City and County of Honolulu Department of Community Services
The WorkHawaii Youth Program is funded by the U.S. Department of Labor's Workforce Investment and Opportunity Act (44% of \$1,852,485)
This program is an equal opportunity employer. Auxiliary aids and services available upon request by calling in advance to (808) 768-5701.



Workforce Development Pathways: Abilities

- Transition Programs
- Front Store Externships
- Distribution Center Externships



Workforce Development Pathways: Abilities

- Transition Programs
- Front Store Externships
- Distribution Center Externships
- Customer Service Externships
- Pharmacy Externships
- Administrative Externships
- Career Briefings
- Summer Camp



Workforce Development Pathways: Registered Pharmacy Technician Apprenticeship Program

Open to the following counties:
Hawai'i, Honolulu, Kauai, and Maui



Now Recruiting!

Secure Your Future

Apply today for our
Department of Labor Registered Apprenticeship
Retail Pharmacy Technician

About Our Program

The **DOL Registered Retail Pharmacy Technician Apprenticeship** is a paid, one-year on-the-job training program that teaches delivery, inventory, and supply chain management services. Our program meets the requirements of an accredited pharmacy training program for licensure. Upon successful completion, apprentices earn U.S. Department of Labor (DOL) credentials. Help thousands of customers improve their health.

To apply:
Attend one virtual information session

December 13, 2023, from 4:00-5:00 pm
via Zoom Meeting ID 930 4729 9098

January 3, 2024, from 4:00-5:00 pm
via Zoom Meeting ID 930 4729 9098

Please attend one of our information sessions. *We are seeking applicants for Kona and Waimea but open island-wide

For additional information, please visit www.cvshealth.com

Program eligibility

- Must be at least 16 years old
- High school diploma or GED
- Basic computer + reading skills
- Type 25-35 words per minute
- Physically able to safely perform essential functions with or without reasonable accommodations
- Must pass hiring process to include online application, assessment and interview

CVSHealth.



Back in for your innovation



MEET OUR APPRENTICE TRAILBLAZER

**Celebrate Youth Apprenticeship Week!
May 6-10, 2024**

Shayden Ryoma Aoyagi

Learn about Shayden's journey and experiences as a pharmacy technician apprentice and his future goals as a health care professional.

Employers everywhere are exploring a new type of employee. They create your future workforce, lift up your community, and help grow your business. We call them apprentices.

CVS Health.

Get started today and explore Registered Apprenticeship.

Learn more at apprenticeship.gov/youth-apprenticeship-week

Workforce Development Pathways: Career Skills Lab

In Partnership with Hawaii Job Corps Center



Workforce Development Pathways: Career Skills Lab



UHM
UNIVERSITY OF HAWAII MAUI COLLEGE

CAREER SKILLS LAB

funded in partnership with:


UNIVERSITY OF HAWAII MAUI COLLEGE

STATE OF HAWAII DEPARTMENT OF HEALTH

CVS Health



WorkHawaii Career Pathway Program



LEVEL UP WITH WORKHAWAII YOUTH PROGRAM!

IN COLLABORATION WITH CVS HEALTH.


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Contact Us 680 Iwilei Rd. Suite 700 Honolulu, HI 96817 WorkHawaii YouthProgram 808-768-5888 workhawaiiyouth@honolulu.gov

City and County of Honolulu Department of Community Services
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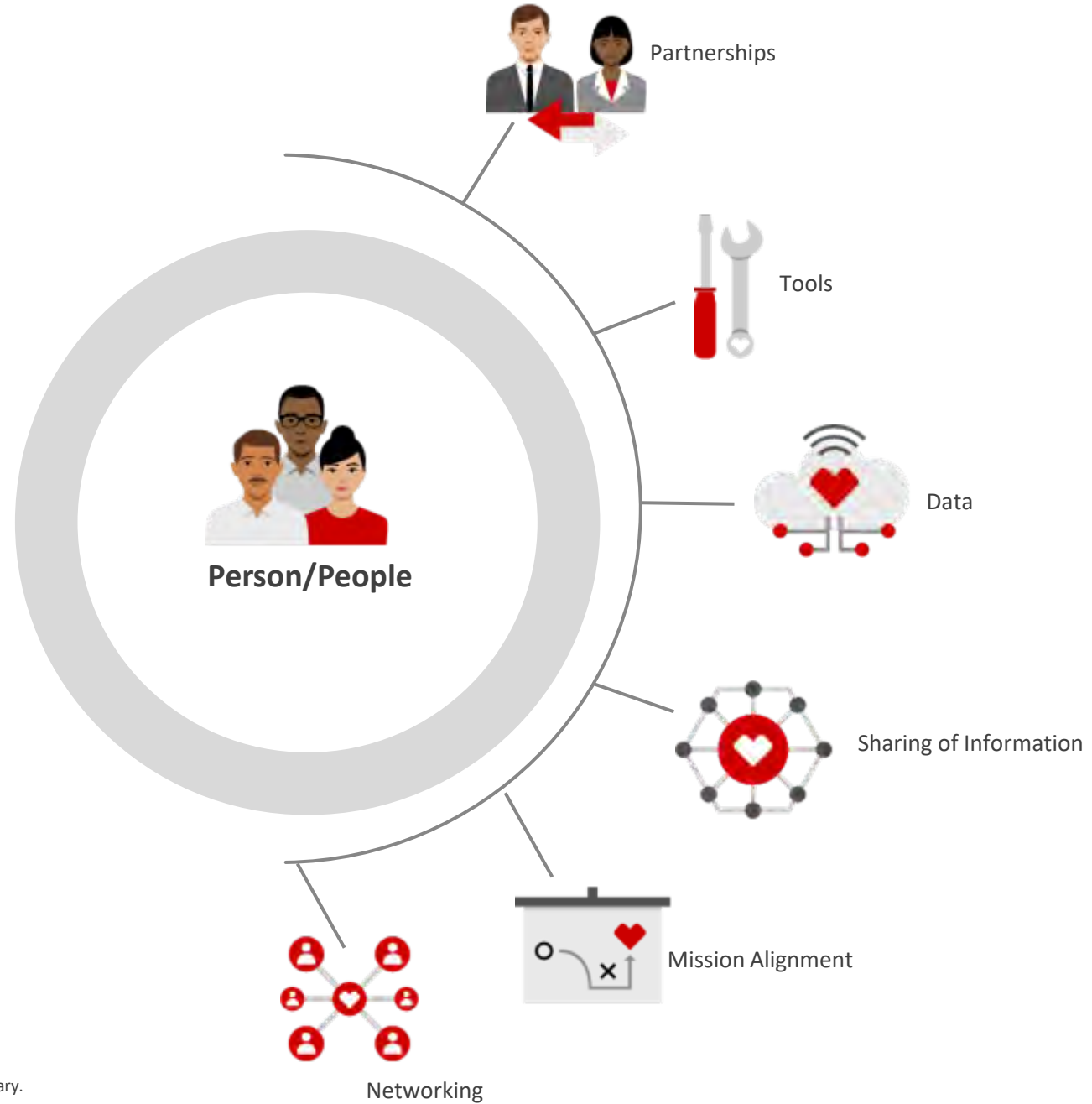


Future Plans

In Development



Collaboration



My Why



Mahalo!





Executive Director's Report

Bennette Misalucha



Executive Director's Report

November 2024 to February 2025

WDC Quarterly Board Meeting
February 19, 2025

Bennette E. Misalucha



Agenda

Transportation Sector Partnership Convening

Update on Unified Plan Implementation

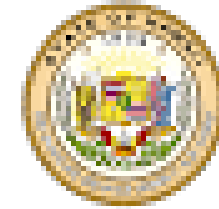
Update on Structural Transition as an Attached Agency

Focus for First Quarter 2025

Transportation Sector Partnership

- WDC Convened four meetings
- Transfer to Chamber of Commerce for further technical assistance
- Funding through Py 2022 unexpended funds





Update on Unified Plan Implementation

- December 9 Workforce Synergy Summit
- Creation of Four Pillar Catalyst Teams
- National Governor's Association Technical Assistance Grant
- Timeline for Implementation



The way to get started is to quit talking and begin doing.

Walt Disney

February 27, 2025	10 am to 11:30 am <i>Alignment with Economic Growth</i>	Pillar I
March 6, 2025	10 am to 11:30 am <i>Workforce Synergy</i>	Pillar IV
March 13, 2025	10 am to 11:30 am <i>Education & Training Alliances</i>	Pillar II
March 20, 2025	10 am to 11:30 am <i>Assisting those with Barrier to Employment</i>	Pillar III

Pillar
Catalyst
Teams
Meeting Dates

Creation of
Permitted
Interaction
group

BOARD ACTION

Pillar I: Alignment with Economic Growth

Pillar II: Strengthening Education and Training Alliances

Pillar III: Helping Those with Barriers to Employment

Pillar IV: Creating Workforce Synergy

Primer on Permitted Interaction Group (PIG)

**For the purpose of advancing the implementation of the
State Unified Plan**

First Option

- *WDC could create the four Pillars, but that no more than two board members could either attend a meeting of a Pillar, or become a member of a Pillar. This limitation of no more than two WDC members was highlighted because under section 92-2.5(a), Hawaii Revised Statutes, only two members of a board may discuss board business outside of a meeting. This means that having more than two members as part of a Pillar, with the Pillar's members discussing matters that pertain to potential board business would violate this provision of the Sunshine Law.*



Second Option

WDC could create four separate permitted interaction groups (PIGs) pursuant to section 92-2.5(b), HRS. This way, the WDC could have more than two board members as members of, or attend a meeting of, one of the four Pillars. Please refer to Part III of OIP's *Quick Review, Who Board Members Can Talk to and When*, as it explains the procedures for creating a PIG.



Rules

- PIGs are NOT subject to the Sunshine Law's requirements for giving notice, holding open meetings, or keeping minutes.
- PIGs may include among its members people who are not members of the board that created the PIG. A PIG may also consult with others
- Members of a board who are not part of the PIG may NOT attend PIG meetings or be included in PIG communications.
- Before the PIG reports to the board, PIG members should not discuss the status of their investigation with other board members who are not part of the PIG.

Three Meetings

- At the **FIRST** meeting of the full board, the scope of the investigation and the scope of each member's authority are defined. No new members or issues can be added to the PIG after the first board meeting. The PIG may then conduct its investigation, which may take months to complete, outside of open meetings.
- At a **SECOND** meeting of the full board, findings and recommendations of the PIG are presented to the board, but the board cannot discuss or act on the report at this meeting
- It is only at the **THIRD** meeting that the board can discuss, deliberate and make decisions regarding the PIG report.

Deliverables for Meeting # 1: February 19, 2025

1. Set up the FOUR Permitted Interaction Groups
2. Define the Scope of the PIG.

REQUIRES BOARD ACTION



Purpose and Role of Each Pillar Catalyst Team

Each Pillar Catalyst Team (PCT) is established as a Permitted Interaction Group (PIG) under Hawai'i's Sunshine Law, tasked with advancing the implementation of the State Unified Plan. The teams are aligned with the four strategic pillars of the Hawai'i WIOA Unified Plan:


1. Alignment with Economic Development
2. Strengthening Education and Training Alliances
3. Commitment to Those with Barriers to Employment
4. Creating Workforce Synergy in the Hawai'i Community

Scope of Work

Each Pillar Catalyst Team will:

- Review current workforce programs and partnerships to find ways to improve or expand them.
- Prioritize initiatives for the state and identify key action steps for each pillar.
- Set clear goals and measures of success (KPIs) to track progress of pillar strategies.
Identify Data needs.
- Find funding opportunities from state, federal, and private sources to support workforce initiatives..
- Recommend program changes based on new workforce trends and employer feedback.
- Submit final recommendations to the Workforce Development Council.

STATE UNIFIED PLAN IMPLEMENTATION



2025 Unified Plan Implementation Timeline



WDC Transition Into Attached Agency

(effective July 1, 2024)
(one year process)

	2024 Q3	2024 Q4	2025 Q1	2025 Q2
Roles and Responsibilities	Started	Ongoing	Ongoing	Scheduled to be completed/MOU executed
Personnel	Job descriptions process completed	Recruitment	2 out of 3 Program positions filled/ 1 out of 3 Fiscal positions filled	Remaining positions will need to be rationalized before being filled.
Fiscal		Generated reports for WDC Board	Budget approvals protocols set	Transition completed
Board and Staff Training	Started	Ongoing	completed	New Modules

WDC STAFF'S COMMITTEE ASSIGNMENTS

Kelly

- Sector Partnership and Career Pathways Committee
- Performance Management and Technology Committee
- Special Projects Committee

Evan

- Military and Veteran Affairs Committee
- Youth Services Committee
- Employer Engagement Committee

Bennette

- Executive Committee
- Full Board



FOCUS IN 2025

First Quarter

- Administration of Projects and Initiatives under the PY 2022 Unexpended Funds
- Staff Training and Transition.
- Operational Transition on pertinent WIOA roles
- Implementation of Unified Plan.
- Building Strategic Alliances with community organizations:

Hawaii Employers Council

Pacific Gateway

Second Quarter

- Implementation of State Unified Plan.
- Developing New Website functions
- Planning for Employer Boot Camp Event



FOCUS IN 2025

PROJECTS AND INITIATIVES UNDER THE PY 2022 UNEXPENDED FUNDS

- UH Community College: WIOA Enrollment
- Hawaii P-20 Intermediaries
- UH: Set up of Transportation Sector Partnerships
- Research on the American Job Center
- PR Campaign on the American Job Center



UPCOMING EVENTS

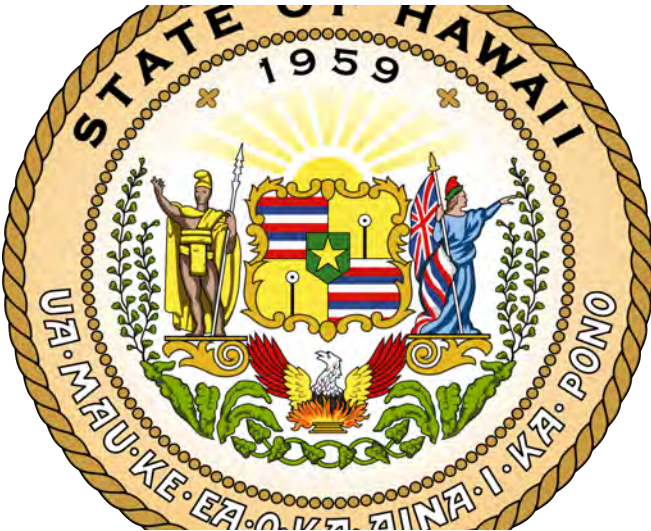
First Quarter

- First Meetings of the Pillar Catalyst Groups: 4 Thursdays from 10:00 to 11:30
- National Economic Trends Webinar: National Governor's Association -Feb 14, 2025
- Youth Services Webinar: March 2025
- Pacific Gateway Center Event: March 27, 2025

National Governor's Winter Convening - March 12-14, 2025



Workforce Development Council



MAHALO!

Primer:
Establishing a Permitted
Interaction Group

PRIMER: ESTABLISHING A PERMITTED INTERACTION GROUP

Source: “Quick Review: Who Board Members Can Talk to” (Revised August 2024)

BACKGROUND:

The Workforce Development Council is –federally and locally—mandated to oversee the implementation of the State Unified Plan on Workforce Development.

As other states have demonstrated, the implementation of the Plan needs collaboration amongst the public, private and philanthropic stakeholders. At its December 2024 Synergy summit, four Pillar Catalyst Teams were formed, to reflect the four pillars of focus in the State Unified Plan.

We had consulted the Office of Information Practices on how to set them up so they would be in compliance with Sunshine Law.

We were advised this:

FIRST OPTION: *WDC could create the four Pillars, but that no more than two board members could either attend a meeting of a Pillar, or become a member of a Pillar. This limitation of no more than two WDC members was highlighted because under section 92-2.5(a), Hawaii Revised Statutes, only two members of a board may discuss board business outside of a meeting. This means that having more than two members as part of a Pillar, with the Pillar’s members discussing matters that pertain to potential board business would violate this provision of the Sunshine Law.*

SECOND OPTION: WDC could create four separate permitted interaction groups (PIGs) pursuant to section 92-2.5(b), HRS. This way, the WDC could have more than two board members as members of, or attend a meeting of, one of the four Pillars. Please refer to Part III of OIP’s *Quick Review, Who Board Members Can Talk to and When*, as it explains the procedures for creating a PIG.

RATIONALE: *To ensure our Council members remain engaged and do not feel excluded from the process, we are inclined to proceed with the second option.*

Notes:

1. Because they are a permitted interaction rather than a type of committee, PIGs are NOT subject to the Sunshine Law’s requirements for giving notice, holding open meetings, or keeping minutes.

2. A PIG may include among its members people who are not members of the board that created the PIG. A PIG may also consult with others (i.e., staff, members of the public,

individuals with expertise in a field, stakeholders, etc.) in furtherance of its investigation, but should NOT consult with other members of its parent board.

3. Members of a board who are not part of the PIG may NOT attend PIG meetings or be included in PIG communications.

4. Before the PIG reports to the board, PIG members should not discuss the status of their investigation with other board members who are not part of the PIG.

5. In order for a board to act on a matter investigated by a PIG, three meetings must occur.

a) At the **FIRST** meeting of the full board, the scope of the investigation and the scope of each member's authority are defined. No new members or issues can be added to the PIG after the first board meeting. The PIG may then conduct its investigation, which may take months to complete, outside of open meetings.

b) At a **SECOND** meeting of the full board, findings and recommendations of the PIG are presented to the board, but the board cannot discuss or act on the report at this meeting

c) After the PIG makes its report to the board at the second meeting, the PIG is automatically dissolved and should not continue working. The Sunshine Law does not allow a PIG to make more than one report or to continue working on its assignment after its report, so a PIG should not be providing “updates” on its work or more than one report. See OIP Op. Ltr. No. F23-01 on OIP’s Opinions page for an in-depth discussion on investigative PIGs.

D) The board cannot discuss, deliberate, or make any decisions regarding the PIG’s report until a **THIRD** meeting held separately at least six business days after the meeting at which the findings and recommendations of the investigation were presented by the PIG.

DELIVERABLES DURING FIRST BOARD MEETING : February 19, 2025

1. Set up the FOUR Permitted Interaction Groups

2. Define the Scope of the PIG.

Purpose and Role

Each Pillar Catalyst Team (PCT) is established as a Permitted Interaction Group (PIG) under Hawai‘i’s Sunshine Law, tasked with advancing the implementation of the State Unified Plan. The teams are aligned with the four strategic pillars of the Hawai‘i WIOA Unified Plan:

1. Alignment with Economic Development
2. Strengthening Education and Training Alliances

3. Commitment to Those with Barriers to Employment
4. Creating Workforce Synergy in the Hawai'i Community

The PCTs will analyze, recommend, and coordinate action steps to operationalize the goals set in the plan.

Scope of Work and Responsibilities

Each Pillar Catalyst Team will:

- Review current workforce programs and partnerships to find ways to improve or expand them.
- Prioritize initiatives for the state and identify key action steps for each pillar.
- Set clear goals and measures of success (KPIs) to track progress of pillar strategies. Identify Data needs.
- Find funding opportunities from state, federal, and private sources to support workforce initiatives..
- Recommend program changes based on new workforce trends and employer feedback.
- Submit final recommendations to the Workforce Development Council.

MEMBERS

PILLAR I: ALIGNMENT WITH ECONOMIC GROWTH

WDC members

Thomas Chock
Cheryl Cross
Derek Kanehira
Kelly Ueoka
Rosella Guardascione

Non-WDC members

Christine Beaulé, University of Hawaii Systems
Clinton Mercado, Hawaii Workforce Development Board
Dan Doerger, Pacific Center for Advanced Technology Training
Marshall Norman, UH Community Colleges
Kazumori Hayashida, Hawaiian Electric Industries
Kendi Ho, Center on Aging, UH
Su Lazo, Honolulu City and County Office of Economic Development
Leila Kagawa, HMIC

Lisa Simmons, Workforce Development Division
Nicolette Van Der Lee, UH Community College Maui

PILLAR II: STRENGTHENING EDUCATION AND TRAINING ALLIANCES

WDC members

Kelly Ueoka
Thomas Chock

Non-WDC members

Abey Qureshi, DOE, Adult Ed
Alex Harris, Harold K.L. Castle Foundation
Chentelle Rowland, Maui Workforce Development Board
Christine Beaulé, University of Hawaii Systems
Dan Doerger, Pacific Center for Advanced Technology Training
Marshall Norman, University of Hawaii Community Colleges
Kazunori Hayashida, Hawaiian Electric Industries
Joshua Kaakua, University of Hawaii Community Colleges
Kelii Opulauoho, Hawaiian Electric Industries
Kendi Ho, Center on Aging, UH
Su Lazo, Honolulu City and County Office of Economic Development
Lord Ryan Lizardo, Chamber of Commerce of Hawaii
Nicolette Van Der Lee, UH Community College Maui
Paul Chen, First Hawaiian Bank
Troy Sueoka, Department of Education
Wanelle Kaneshiro, Department of Education
Warren Kawano, Hawaii P-20 Partners for Education

PILLAR III: COMMITMENT TO THOSE WITH BARRIERS TO EMPLOYMENT

WDC members

Cheryl Cross
Trang Malone
Rona Fukumoto
Lea Dias
Kelly Ueoka

Non-WDC members

Bob Agres, Kosasa Foundation
Dan Doerger, Pacific Center for Advanced Technology Training
Elizabeth Kenui, Hawaii Department of Transportation
Kendi Ho, Center on Aging, UH

PILLAR IV: CREATING WORKFORCE SYNERGY IN THE COMMUNITY

WDC members

Thomas Chock

Kelly Ueoka

Derek Kanehira

Non-WDC members

Abey Qureshi, DOE, Adult Ed

Kaheaipoonalani Abeyta, Department of Corrections and Rehabilitation

Alan Ito, University of Hawaii

Chentelle Rowland, Maui Workforce Development Board

Christine Beaulé, University of Hawaii Systems

Clinton Mercado, Hawaii Workforce Development Board

Dan Doerger, Pacific Center for Advanced Technology Training

David Sun-Miyashiro, HawaiiKidsCan

Marshall Norman, University of Hawaii Community Colleges

Kazumori Hayashida, Hawaiian Electric Industries

Keala Peters, Chamber of Commerce of Hawaii

Leila Kagawa, HMIC

Lord Ryan Lizardo, Chamber of Commerce of Hawaii

Vanessa Rogers, Chamber of Commerce of Hawaii

Matthew Stevens, Hawaii Workforce Funders Collaborative

Nicolette Van Der Lee, UH Community College Maui

Demarcation of Roles and Responsibilities Between WDC and WDD

Disclaimer: Although every effort is made to ensure that the material within this document is accurate and timely, we make no warranties or															
	Roles and Responsibilities	Citations	Governor	State WDB	State Agency/ Official	Chief Elected Official (CEO)	Local WDB	Local Fiscal Agent	Required One-Stop Partners	One-Stop Operator	Item in WDC's Document	Process/Activity to be performed	Entity Responsible	Admin (5%)	Program (10%)
1	Develop, implement, and modify a 4-year state plan	§ 676.105 (b) § 676.130 (c) § 676.135 (a) § 676.143 (b) § 676.145 § 679.130 (a)	X	X	C						1	1. Receive TEGL from DOL; WDC takes lead and coordinate with Titles I through IV. 2. Map up timelines to meet April/May deadline. 3. Draft plan and obtain public comments. Input on vision/mission of Governor during strategic meeting. 4-Pillars: 1) enter 4 pillars here . 4. Titles I through IV completes their sections. 5. Plan should include a description of usage of unexpended funds. 6. Public comments; then full-board approval. 7. Presentation to Director/Governor. 8. Submit plan to US DOL via WIOA Portal. Note: Summit in October with 14 Stakeholders to solicit input.	ED	X	X
2	Develop and issue guidance regarding One-Stop infrastructure funding	§ 678.705	X	C		C	C				2	1. Issue Bulletin after C & R from WDC, ASO and WDD. 2. Periodic review and reconciliation. Move to monitoring section.	Director/Delegated Authority.	X	
3	Review statewide policies, programs, and recommendations for the comprehensive and streamlined delivery of services	§ 679.130 (b)	X	C							3	1. Generate list of bulletins and review to delineate entity to issue WDC. 2. Review bulletins annually no later than Sept 30. Outdated bulletins to be archived.	WDC		X
4	Identify barriers and means for removing them to better coordinate, align, and avoid duplication	§ 679.130 (c)(1)	X	C							4	Identify strategies, issue guidance, and monitor compliance	WDC		X
5	Develop strategies to support career pathways	§ 679.130 (c)(2)	X	C							5	Identify strategies, issue guidance, and monitor compliance	WDC		X
6	Develop strategies to provide outreach and improved access for individuals and employers	§ 679.130 (c)(3)	X	C							6	Identify strategies, issue guidance, and monitor compliance	WDC		X
7	Develop and expand strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships	§ 679.130 (c)(4)	X	C							7	Identify strategies, issue guidance, and monitor compliance	WDC		X
8	Identify regions, including planning regions	§ 679.130 (c)(5)	X	C		X	X				8	No action required.	Director	X	
9	Provide assistance to local areas to develop and continuously improve the One-Stop delivery	§ 679.130 (c)(6)	X	C							9	Contract with trainer and bring local areas for training	WDD		X
10	Develop strategies to support staff training	§ 679.130 (c)(7)	X	C							10	Contract with trainer and bring local areas for training	WDD		X
11	Develop and update a comprehensive State performance and accountability measures	§ 679.130 (d)	X	C							11	1. Receive TEGL/data from DOL; WDD takes lead and coordinate with WDC in negotiating with local areas. 2. WDD meet with USDOL to negotiate state goal in May. Inform WDC of negotiated levels. 3. WDD and WDC meet with local areas to negotiate local performance goals no later than September 1. Levels due to DOL by October 1, every even year. 4. WDD issue letter with performance levels. 5. WDD provide active performance report during performance committee and board meetings.	WDD		X
12	Identify and disseminate information on best practices	§ 679.130 (e)	X	C							12	1. WDC and WDD will collaborate on new programs that promote best practice for local areas. 2. WDC/WDD will take the lead on sharing best practice with local areas, ASO, and relevant stakeholders.	WDC/WDD		X

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13	Develop and review statewide policies affecting the coordination of services	§ 679.130 (f)	X	C							13	Every even year, by June 30, local area produces self-assessment document, Infrastructure Funding Agreement (IFA), and Memorandum of Understanding (MOU). WDD reviews and shares results with WDC. Board will take further action as appropriate.	WDC/WDD		X
14	Develop strategies for technological improvements to facilitate access to, and improve the quality of services and activities	§ 679.130 (g)	X	C							14	1. WDC to assess and review opportunities to improve access for vulnerable populations and report to the board. 2. Disseminate the information to local areas. 3. Explore software solutions for grant/project tracking.	WDC	X	
15	Develop strategies for aligning technology and data systems across one-stop partner programs	§ 679.130 (h)	X	C							15	WDC develop strategies for aligning four partners for dual enrollment and improve service delivery.	WDC		X
16	Develop allocation formulas for the distribution of funds for employment and training activities for adults and youth to local	§ 679.130 (i) § 683.120	X	C		C	C				16	1. WDD to develop the allocation formulas based on WIOA guidelines and TEGL in March/April 2. WDD to issue allocation bulletin to local areas no later than 30 calendar days after USDOL's issuance of the allocation TEGL. 3. WDD to provide allocation information to WDC. 4. WDC to discuss as an agenda item.	WDD/WDC	X	
17	Preparations of the Annual Reports	§ 679.130 (j)	X	C							17	1. WDD submits Annual Performance Data Report related to ETA-9169, due October 1 of each year. 2. WDC provides narrative and information related to the strategic plan outcomes to WDD by October 31. 3.. WDD prepares annual reports based on the TEGL 5-18, WIOA Annual Statewide Performance Report Narrative, due December 1 of each year. www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2018/TEGL_5-18.pdf (see pg 3 for information to be provided in the report) <i>In the report, states should consider providing information on: Progress made in achieving the state's strategic vision and goals, as described in the state's Unified or Combined State Plan, for developing its workforce and meeting employer needs in order to support economic growth and economic self-sufficiency. Progress made in implementing sector strategies and career pathways. The discussion may include: business engagement strategies, work-based learning (including apprenticeship), work experiences for youth and adults, transitional jobs, and incumbent worker training strategies and policies in the state.</i>	WDD/WDC	X	
18	Develop a statewide workforce and labor market information system	§ 679.130 (k) § 679.370 (c)(2)	X	C			X				18	1. Provide presentation to WDC on labor market information i.e. high demand industries. 2. Due to the contracting system expiring 06/30/2026, there needs to be a review/start of a procurement process.	WDD/WDC input		X
19	Develop other policies as may promote statewide objectives and enhance performance	§ 679.130 (l)	X	C							19	As the need or awareness arises.	WDD/WDC	X	X
20	Develop a policy for designation of local areas	§ 679.230	X	C		C	C				20	Review as necessary.	Gov/Director		
21	Establishes criteria, information requirements, and procedures governing the eligibility of training providers and programs	§ 680.430 (a) § 680.450 (c)	X	C							21	Review process and list. (add Bulletin #) Annual report is due October 1st.	WDC		X

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22	Sign a grant agreement, including a statement assuring compliance with the Wagner-Peyser Act and all applicable rules and regulations	§ 652.400 (b)	X								22	WDD to prepare paperwork and recommendation following the receipt of TEGL approximately March to May and submit to the Director for signature.	Director/WDD	X	
23	[May] designate a State agency (or appropriate State entity) to assist in carrying out the performance reporting requirements	§ 677.175 (c)	X								23	The Governor designates DLIR (Director), who in turn designates WDD to facilitate data matches with UI (WIOA Performance Negotiated Level).	Director/WDD		X
24	[May] apply additional performance indicators to local areas	§ 677.205 (b)	X								24	N/A only the required elements are applied.			
25	Reach agreement on local negotiated levels of performance based on a negotiations process before the start of a program year with the use of the objective statistical model	§ 677.210 (c) § 677.220 (a)(1)(i) § 679.370 (j)	X			X	X				25	A report is generated which reflects this past year's performance of all the local areas. WDD meets with each of the local areas and negotiates the next year's performance levels based on the current levels. And also communicates this information to the US DoL September 30 every (even) two years. (State negotiation should be completed by August 30.) The information needs to be presented to the WDC at its board meeting.	WDD		X
26	Develop and disseminate the performance negotiations process	§ 677.210 (d)	X								26	WDD issues a bulletin that documents the process.	WDD		X
27	[May] provide incentive grants, if so determined, to local areas for performance on the primary indicators of performance	§ 677.215 (a)	X								27	If applicable, WDD issues a bulletin that documents the process.	WDD		X
28	[May] use non-Federal funds to create incentives for the Local WDBs to implement pay-for performance contract strategies	§ 677.215 (b)	X								28	If local areas expend their allocation, the WDC may provide incentives using their non-Federal funds.	WDC	NA	NA
29	Provide or make a request for technical assistance to a local area that fails to meet the agreed upon adjusted levels of performance	§ 677.220 (a)	X								29	1. WDC will monitor on a monthly basis the agreed upon adjusted levels of performance to determine trends. If a local area has a negative trend for two quarters, WDC will meet with the Executive Directors to strategize on corrective actions. 2. If the local area fails to meet the agreed upon adjusted levels of performance for four consecutive quarters, WDC and WDD will recommend to Director corrective action, including technical assistance.	WDC/WDD		X
30	Take corrective actions if a local area fails to meet the adjusted levels of performance agreed to for the same primary indicators of performance for the same core program authorized under WIOA title I for a third consecutive program year	§ 677.220 (b)	X								30	1. If the local area fails to meet the agreed upon adjusted levels of performance for two consecutive years, WDC and WDD will recommend to Director corrective action, including technical assistance. 2. If a local area fails to meet agreed upon adjusted levels of performance for three consecutive years, the Governor must take corrective actions as prescribed by § 677.220 (b).	WDC/WDD/Governor		X
31	Designate one or more State agencies to assist in overseeing Eligible Training Provider (ETP) performance and facilitating the production and dissemination of ETP performance reports	§ 677.230 (e)	X								31	Review process and performance for ETP.	WDC		X
32	Facilitate data matches between Eligible Training Provider (ETP) records and Unemployment Insurance (UI) wage data in order to produce the report	§ 677.230 (e)(1)	X		Designated Agency						32	1. Annually, providers submit the information of enrollees in their approved program to WDD by August 1st to ensure DLIR meets the October 1st deadline to DOL. WDD matches it with UI wage data. WDD will provide status of providers to WDC by August 15. 2. WDC will ensure local areas comply with this deadline.	WDD/WDC		X

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33	Create and disseminate the WIOA performance reports	§ 677.230 (e)(2)	X		Designated Agency						33	1. WDD creates and WDC disseminates the quarterly WIOA ETP performance reports. 2. WDC will analyze results and direct local areas to make corrective actions if necessary. 3. As an option, the Director may send recommendations to CLEO (Chief Local Elected Official - Mayor) for further action.	WDD/WDC		X
34	Coordinate the dissemination of the performance reports with the ETP list and the information required to accompany the list	§ 677.230 (e)(3)	X		Designated Agency						34	WDC periodically updates the list on the website. The ETP list must comply with the USDOL report ETA 9171.	WDC		X
35	[May] determine TANF will not be a required partner	§ 678.405(b)	X								35	TANF is a required partner in Hawaii.	Gov/Director		
36	[May] approve the Local WDB to be the One-Stop Operator	§ 678.600 (c)(6) § 679.410 (a)	X			X					36	The Governor and the CLEO must agree to approve the local Board to be the One-Stop operator.	Gov/CLEO	NA	NA
37	[May] select a Local WDB as a One-Stop Operator through sole source procurement	§ 678.610 (d)	X			X					37	Every four years the One-Stop must be selected through a competitive process.	CLEO	NA	NA
38	If applicable, approve the conflict of interest policies and procedures for a Local WDB to act as an One-Stop Operator	§ 678.610 (d)	X								38	WDD, WDC, and ASO review conflict of interests policies annually.	WDD/WDC/ASO	X	X
39	If applicable, apply the State funding mechanism if a consensus agreement for local One-Stop partner contributions is not reached	§ 678.730 - 738	X			C	C		X		39	If applicable, will revisit.			
40	Establish the State WDB, appoint members, select a chairperson, and establish by-laws	§ 679.110 (a), (c), and (d)	X								40	TBD	Gov	NA	NA
41	[May] convey voting privileges to non-required members on the State WDB	§ 679.110 (g)	X								41	Refer to HRS 202-1.	Gov	NA	NA
42	Assign local areas to a region	§ 679.210 (a)	X								42	NA	NA	NA	NA
43	Develop a policy and process for identifying regions	§ 679.210 (b)	X			C	C				43	NA	NA	NA	NA
44	Designate local areas	§ 679.220 (b)	X								44	NA	NA	NA	NA
45	Certify the Local WDB every 2 years	§ 679.310 (a) § 679.350	X								45	WDC	WDC		X
46	Establish criteria for the CLEO to select members of the Local WDB	§ 679.320 (a)	X								46	WDC	WDC		X
47	Determine whether or not a Local WDB may act as a provider of career services	§ 679.410 (b) § 680.160	X			X					47	Gov/CLEO	Gov/CLEO		X
48	Determine whether or not a Local WDB may receive a waiver to provide training services	§ 679.410 (c)	X								48	Gov/CLEO	Gov/CLEO		X
49	Establish and disseminate a policy for the submission of local and regional plans	§ 679.500 (c) § 679.540 (b)	X								49	WDC confers with WDD, and issues a bulletin. Local plans are due to WDC, while local budgets are due to WDD. Ultimately, local plans are sent to the Director.	WDD/WDC		X
50	Review regional and local plans	§ 679.520 § 679.570	X								50	WDC reviews local plans, and recommends approval/disapproval to grantee or local area.	WDC		X
51	Establish procedures governing the modification of regional plans.	§ 679.530 § 679.580	X								51	N/A	NA	NA	NA
52	Request a waiver of statutory or regulatory requirements under WIOA or W-P	§ 679.620 (b)	X			C					52	Review the statutory requirement(s) and the conditions for the waiver, and include in The Unified Plan.	WDD/WDC/Local Areas		X
53	[May] establish policies and procedures for determining dislocated worker eligibility	§ 680.130 (b)	X				X				53	No additional policy change required.	NA	NA	NA
54	Determine the eligibility of training providers and programs	§ 680.430 (b)	X		Designated Agency						54	TBD	WDC		X
55	[May] Establish performance criteria work-based training providers must meet to receive funds	§ 680.530 (b)	X								55	TBD	WDC		X
56	[May] increase the reimbursement rate for OJT contracts	§ 680.730	X				X				56	As appropriate, WDD will review and validate the factors used in deciding the increase in reimbursements rates, if more than 50%.	WDD		X

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57	Develop a State monitoring system and monitor Local WDBs and regions annually	§ 683.400 (c)(2)	X								57	WDD, WDC, and ASO will develop a state monitoring system, using USDOL's core monitoring guide.	WDD/WDC/ASO		X
58	Enter into good-faith negotiations	§ 678.510 (a)	C Only if requested	C Only if requested	C Only if requested	X	X		X		58	If the local negotiations are at an impasse, then the state will step in and assist.	WDD/WDC/ASO		X
59	Work collaboratively to establish and maintain the One-Stop delivery system, including joint funding	§ 678.420 (b)(2)		X	C		X		X		59	Local areas establish and maintain the One-Stop delivery system and the State assists if necessary.	Local Areas		X
60	Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers	§ 678.600 (e)(1)		X			X			X	60	1. The State will review this potential conflict and ensures appropriate firewalls are in place. 2. Risk assessment as part of ETP, OJT, and other contract's process and procedure. 3. Potential conflicts of interest are reported/disclosed to local areas.	WDC/WDD (1,2) / Local Areas (3)		X
61	Ensure practices <i>ARE NOT</i> established that create disincentives to providing services to individuals with barriers to employment who may require longer- term career and training services	§ 678.600 (e)(2)		X			X			X	61	WDD will issue a policy/bulletin and monitor annually.	WDD		X
62	Comply with Federal regulations and procurement policies relating to the calculation and use of profits	§ 678.600 (e)(3)		X			X			X	62	N/A			
63	Establish objective criteria and procedures for Local WDBs to use when certifying One-Stops	§ 678.800 (a)		X		C	C				63	1. Review, update, and disseminate the criteria and procedures for local WDBs to use when certifying One-Stops. 2. After certification results are issued, local WDBs will be required to report quarterly updates on status of certification.	WDC		X
64	Review and update the criteria for certifying One-Stops every 2 years as part of the review and modification of State plans	§ 678.800 (a)(1)		X		C	C				64	1. Review, update, and disseminate the criteria and procedures for local WDBs to use when certifying One-Stops. 2. After certification results are issued, local WDBs will be required to report quarterly updates on status of certification. 3. If changes are necessary to the criteria and process, this should be reflected in the State plan.	WDC		X
65	Ensure compliance with Sunshine Act provisions	§ 679.140 § 679.390		X			X				65	Periodically conduct training on Sunshine Law for State/Local boards. Starting 2Q25, all local areas will be required to submit copies of their board agendas and minutes to WDC, as part of compliance to Sunshine Law requirements.	WDC		X
66	Carry out the roles of the Local WDB (Single-Area State)	§ 679.310 (f)		X							66				
67	[May] impose limits on ITAs, such as limitations on the dollar amount and/or duration (must be described in the State or Local Plan, respectively)	§ 680.310 (a)		X			X				67				
68	Establish a policy defining "unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society."	§ 681.290 (a)		X			X				68				
69	[May] provide guidance to State merit staff employees regarding Wagner-Peyser Act labor exchange services	§ 652.216 § 678.630								X	69				
70	Submit a State annual performance report	§ 677.160 (a)			The State						70				
71	[May] establish additional indicators of performance	§ 677.165			The State						71				
72	Use quarterly wage record information in measuring a State's performance on the primary indicators of performance	§ 677.175 (a)(1)			The State						72				

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73	Make performance reports available to the public annually	§ 677.205 (c)			The State						73				
74	Establish the threshold for failure to meet adjusted levels of performance for a local area	§ 677.220 (a)(1)			The State						74				
75	[May] establish other service hours for a comprehensive One-Stop at other times to accommodate the schedules of individuals who work on regular business days	§ 678.305 (c)					X				75				
76	Examine lease agreements and property holdings throughout the One-Stop delivery system in order to use property in an efficient and effective way	§ 678.310 (c)			States		C				76				
77	Approve other entities that carry out a workforce development program to serve as additional partners in the One-Stop delivery system	§ 678.410 (a)				X	X				77				
78	Enter into (and sign) an MOU	§ 678.420 (c) § 678.500				C	X		X		78				
79	Provide representation on the State and Local WDBs as required and participate in board committees as needed	§ 678.420 (e)							X						
80	Establish in the MOU how infrastructure costs and other shared costs of the One-Stops will be funded	§ 678.510 (b) § 678.715 (c)					X		X						
81	Report to the State WDB, Governor, and relevant State agency when MOU negotiations with One- Stop partners have reached an impasse	§ 678.510 (c)					X								
82	Select the One-Stop operator through a competitive process at least once every 4 years	§ 678.605 (a) § 679.370 (l)(4)					X								
83	If applicable, establish sufficient conflict of interest policies and procedures if the Local WDB will act as an One-Stop Operator	§ 678.610 (d)					X								
84	Clearly articulate the role of the one-stop operator	§ 678.620 (a)					X								
85	[May] establish additional roles of the One-Stop Operator	§ 678.620 (a)					X								
86	Coordinate service delivery of required partners and service providers	§ 678.620 (a)								X					
87	[May] coordinating service providers across the one-stop delivery system, be the primary provider of services within the center, provide some of the services within the center, or coordinate service delivery in a multi-center area	§ 678.620 (a)								X					
88	Agree to amounts and methods of calculating amounts each One-Stop partner will contribute for One-Stop infrastructure funding, include the infrastructure funding terms in the MOU, and sign the MOU	§ 678.715 (a) § 679.370 (k)				X	X		X						
89	[May] establish additional criteria, or set higher standards for service coordination, than those set by the State	§ 678.800 (d)					X								
90	Review and update the One-Stop Certification criteria every 2 years as part of the local plan update process	§ 678.800 (d)					X								
91	Certify the effectiveness, physical and programmatic accessibility, and continuous improvement of One-Stop center and the One-Stop systems at least once every 3 years	§ 678.800 (d) § 679.370 (p), (q)					X								
92	Sit on the State WDB (two or more statewide collectively representing both cities and counties)	§ 679.110 (b)(3)(iii)(A)(2)				X									
93	Appoint the Local WDB in accordance with State criteria	§ 679.310 (a) § 679.350				X									

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94	Set policy for the portion of the statewide workforce development system within the local area and consistent with State policies	§ 679.310 (b)				C	X								
95	[May] enter into an agreement that describes the respective roles and responsibilities of the parties	§ 679.310 (c)				X	X								
96	Develop, implement, and modify a 4-year local plan	§ 679.310 (d) § 679.370 (a) § 679.550				C	X								
97	If the local area includes more than one unit of government, must specify CEO liability across individual jurisdictions in a written agreement and [may] also include a description of CEO responsibilities.	§ 679.310 (e) § 683.719 (b)(2)				X									
98	Establish by-laws, consistent with State policy for Local WDB membership	§ 679.310 (g)				X									
99	Select Local WDB members and establish a formal nomination and appointment process	§ 679.320 (a), (g)				X									
100	Elect a chairperson from among the business representatives on the WDB	§ 679.330					X								
101	[May] establish standing committees	§ 679.360 (a)					X								
102	If applicable, develop, submit, and modify a regional plan	§ 679.370 (a) § 679.510 § 679.530 (b)					X								
103	Conduct workforce research and regional labor market analysis	§ 679.370 (c)					X								
104	Convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support activities	§ 679.370 (d)					X								
105	Promote business representation on the local WDB	§ 679.370 (e)(1)					X								
106	Develop effective linkages with employers that increases employer utilization of the system	§ 679.370 (e)(2)					X								
107	Ensure that workforce investment activities meet employers needs and support economic growth	§ 679.370 (e)(3)					X								
108	Develop and implement strategies that meet employers and workers employment and skill needs	§ 679.370 (e)(4)					X								
109	Lead efforts to develop and implement career pathways with representatives of secondary and postsecondary education programs	§ 679.370 (f)					X								
110	Lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers	§ 679.370 (g)					X								
111	Use technology to facilitate connections among intake and case management information systems	§ 679.370 (h)(1)					X								
112	Use technology to facilitate access to services provided through the One-Stop delivery system	§ 679.370 (h)(2)					X								
113	Use technology to meet the needs of individuals with barriers to employment	§ 679.370 (h)(3)					X								
114	Use technology to leverage resources and capacity within the local workforce development system	§ 679.370 (h)(4)					X								
115	Conduct oversight of youth, adult, dislocated worker activities, and entire One-Stop delivery system in the local area	§ 679.370 (i)(1)				C	X								
116	Ensure the appropriate use and management of funds	§ 679.370 (i)(2)				C	X								
117	Ensure the appropriate use, management, and investment of funds to maximize performance outcomes	§ 679.370 (i)(3)				C	X								

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118	Select, and where appropriate terminate, providers	§ 679.370 (l)					X								
119	Ensure there are sufficient numbers and types of providers of career services and training services	§ 679.370 (m)			The State		X								
120	Coordinate activities with education and training providers	§ 679.370 (n)					X								
121	Review applications to provide adult education and literacy activities	§ 679.370 (n)(1)					X								
122	Make recommendations to the eligible adult education and literacy agency to promote alignment with the local plan	§ 679.370 (n)(2)					X								
123	Replicate and implement cooperative agreements to enhance the provision of education and training services	§ 679.370 (n)(3)					X								
124	Develop a budget for the activities of the Local WDB	§ 679.370 (o)				C	X								
125	Assess, on an annual basis, the physical and programmatic accessibility of all One-Stops	§ 679.370 (p)					X								
126	Develop a procedure for approving waivers for a Local WDB to provide training services	§ 679.410 (c)(1)			The State										
127	[May] designate an entity to serve as a local fiscal agent and ensure this agent has clearly defined roles and responsibilities	§ 679.420 (a)				X									
128	Receive Funds	§ 679.420 (b)(1)						X							
129	Ensure sustained fiscal integrity and accountability	§ 679.420 (b)(2)						X							
130	Respond to financial audits	§ 679.420 (b)(3)						X							
131	Maintain proper accounting records and adequate documentation	§ 679.420 (b)(4)						X							
132	Prepare financial reports	§ 679.420 (b)(5)						X							
133	Provide technical assistance to subrecipients regarding fiscal issues	§ 679.420 (b)(6)						X							
134	[May] procure contracts or obtain written agreements	§ 679.420 (c)(1)					C	X							
135	[May] conduct financial monitoring of service providers	§ 679.420 (c)(2)					C	X							
136	[May] ensure independent audit of all employment and training programs	§ 679.420 (c)(3)					C	X							
137	Identify the entity responsible for the disbursement of grant funds	§ 679.560 (b)(14)				X									
138	Serve as the local grant recipient and is liable for WIOA grant funds allocated to the local area under WIOA secs. 128 and 133	§ 680.100 (b) § 683.710 (b)(1)				X									
139	Determine the appropriate mix of adult and dislocate worker services	§ 680.140 (a)					X								
140	Determine when follow-up services must be provided to adults and dislocated workers	§ 680.150 (c)					X								
141	[May] provide career services	§ 680.160								X					
142	Determine documentation requirements for providing training services without first providing career services	§ 680.220 (b)					X				79				
143	[May] require additional criteria and information from local training providers as criteria to become or remain eligible in that local area	§ 680.430 (e)(1)					X				80				
144	Collect performance information and determine whether work-based training providers meet any established criteria	§ 680.530 (c)								X	81				
145	Disseminate information identifying work-based training providers and programs that have met performance criteria	§ 680.530 (d)								X	82				

	Roles and Responsibilities	Citations	Governor	State WDB	State Agency/ Official	Chief Elected Official (CEO)	Local WDB	Local Fiscal Agent	Required One-Stop Partners	One-Stop Operator	Item in WDC's Document	Process/Activity to be performed	Entity Responsible	Admin (5%)	Program (10%)
146	Develop a policy for use of OJT contracts for eligible employed workers	§ 680.710					X				83				
147	Criteria for an employer to be eligible to receive local incumbent worker training	§ 680.810					X				84				
148	[May] establish limits on the provision of supportive services	§ 680.920					X				85				
149	[May] designate a standing youth committee	§ 681.100					X				86				
150	Carry out rapid response activities	§ 682.310 (a)			The State	X	X				87				
151	With the Governor's approval, [may] transfer up to 100 percent of funds between adult and dislocated worker funding allocations	§ 683.130					X				88				
152	Submit quarterly financial reports	§ 683.300 (c)			The State		X				89				
153	When there is a change in the CEO(s), inform the new CEO(s), in a timely manner, of their responsibilities, liabilities and need to review and update any written agreements among the CEO(s)	§ 683.710 (b)(3)					X				90				
		Lead:	57	10	10	18	67	9	7	9					
		Coordinate:	0	21	2	15	11	0	0	0					

Oral Reports from Local
Area Workforce
Development Boards for the
period November 22, 2024
to February 1, 2025

Oahu Workforce Development Board

Workforce Development Council Board Report

Oahu Workforce Development Board

February 19, 2024

I. Board Chair Transition

The Oahu Workforce Development Board Chair will be terming out in February 2025. OWDB will be transitioning with a new Chair.

II. OWDB Staff Transition

OWDB will be transitioning with a new Accountant and Budget Analyst.

III. Oahu Workforce Development Board Full Board Meeting

On Wednesday, January 22, 2025, OWDB held a Full Board Meeting. The agenda included:

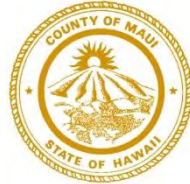
- a. Presentation from Community Partner
- b. Executive Director Report
- c. Extension of the current service provider
- d. Transition of OWDB Members and Staff
- e. WIOA and partner reports

Maui Workforce Development Board

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director

LUANA I. MAHI
Director



OFFICE OF ECONOMIC DEVELOPMENT
COUNTY OF MAUI
200 MAIN STREET
ONE MAIN PLAZA, SUITE 300
WAILUKU, HAWAII 96793
www.mauicounty.gov

January 28, 2025

I. 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
- Executive Director, C. Rowland, shared a presentation on the State’s Vision, Mission, and Goals of Workforce Development with the Board.
 - The intent is to align Local Plan with State’s Unified Plan.
 - Requested that all Board members and stakeholders bring ideas to the next full Board meeting in February 2025.
- 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. This individual was co-located at the Maui American Job Center. Youth Program Team Lead, J. Silifaiva, has since moved from the Goodwill office to the Maui American Job Center full-time to provide services.
- Their outreach efforts continue across the island, collaborating with the Department of Education and the Maui Police Department.
 - Team Lead, J. Silifaiva, has been actively engaging with potential participants in their communities, embodying their approach of meeting potential participants where they are. They currently have two participants enrolled in occupational skills training, both of whom are on track to receive their credentials shortly.
 - One participant is enrolled in a dental hygienist program, while another is working towards obtaining their teaching credential.
 - Additionally, highlighting one of their youth participants, who was still in school, has recently graduated with their Bachelor's degree and has secured full-time employment at the Fairmont Kea Lani Resort. These developments reflect the progress that they are making within the programs.
- b. The Adult/DW Program - They have been working diligently to enhance their outreach and make a significant impact within the community. Their

efforts have included participating in various events and conducting workshops.

- For instance, the Program has collaborated with the Goodwill retail store, engaging in outreach twice a month. Additionally, we have partnered with the libraries of Maui County, facilitating monthly visits to Lana‘i on the first Tuesday, Wailuku on the second Tuesday, Makawao on the third Tuesday, Hana on the third Thursday, and Kihei on the fourth Thursday. Also planning to extend outreach to Moloka‘i on the last Friday of each month.

- Goodwill’s involvement has included participation in events such as the Women Helping Women initiative, the Lahaina Housing and Resource Fair, and the Rooted and Resilient Resource Fair.

- They have also visited the Lahaina Recovery Center every Friday and have conducted workshops at Project Vision. They’re actively seeking partnerships with organizations such as the Maui Food Bank, Aloha House, Montalvo Construction, and others.

- They’ve made significant progress in the community engagement efforts and being mindful of the time constraints. Goodwill’s team has been dedicated to increasing our outreach and providing support in every possible way through the Career Services department.

c. **QUEST update:** USDOL approved the no-cost extension from 09/15/24 to 09/15/25. The County submitted a Request for Proposal (RFP) for \$50,000 for Strategic Outreach & Communication Services for QUEST. The submission deadline was 11/25/24 at 4:00 P.M., following a 30-day posting requirement. This funding will help allocate QUEST monies, allowing outside vendors to bid on outreach support.

- Confirming there were no bids. The County of Maui procurement department approved the request for alternate procurement in which the Board can work directly with the vendor.

- There has since been an identified vendor, and a proposal has been received. As of 1/29/25, a contract is being reviewed by Corporation Counsel.

Finance Sub-Committee Meeting

a. Youth is right on target and spending even a little faster than the last four years.

b. The situations for Adult and Dislocated Worker appear quite similar. They should ideally have spent about 75% of the funds by now, assuming an equal distribution of spending across the four quarters, since three months have passed—July, August, and September. Regarding Adult - personnel costs, which your office manages, are on the right track at almost 75%. However, we are only at 91% for contractual expenses. For current expenses, it seems that Dislocated Worker has a comparable situation, as they are also at 91% in contractual services and even higher for current expenses.

B. **Performance Measures Negotiations**

a. Executive Director, C. Rowland, reviewed performance measures for PY24 and PY25 for the WIOA Adult/Dislocated Worker, and Youth Programs.

<u>WIOA Title I Adult Program</u>	<u>PY24</u>	<u>PY25</u>	<u>QTR 1</u>	<u>QTR 2</u>
Employment Rate 2nd Quarter After Exit	65%	65.5%	60%	25%
Employment Rate 4th Quarter After Exit	68%	70%	76.7%	80%
Median Earnings 2nd Quarter After Exit	\$7,500	\$8,000	\$ 10,034.20	\$ 13,251.24
Credential Attainment Rate	51%	51%	33.3%	33.30%
Measurable Skills Gains	51%	51%	12.5%	12.50%
<u>WIOA Title I Dislocated Worker Program</u>				
	<u>PY24</u>	<u>PY25</u>	<u>QTR 1</u>	<u>QTR 2</u>
Employment Rate 2nd Quarter After Exit	72%	72%	50%	50%
Employment Rate 4th Quarter After Exit	77.5%	78%	72%	78.9%
Median Earnings 2nd Quarter After Exit	\$9,500	\$10,000	\$ 8,861.15	\$ 10,506.59
Credential Attainment Rate	51%	51%	0	0
Measurable Skills Gains	51%	51%	0	66.70%
<u>WIOA Title I Youth Program</u>				
	<u>PY24</u>	<u>PY25</u>	<u>QTR 1</u>	<u>QTR 2</u>
Employment Rate 2nd Quarter After Exit	67%	68%	50%	80%
Employment Rate 4th Quarter After Exit	65%	66%	83.9%	66.70%
Median Earnings 2nd Quarter After Exit	\$5,000	\$5,200	\$ 4,730.49	\$ 6,951.24
Credential Attainment Rate	62%	62%	44.4%	33.30%
Measurable Skills Gains	53%	53%	40.9%	38.10%

C. **Safal Partners Training** – On-going

a. Staff have been participating in a series of training conducted by Safal Partners.

b. Staff would like to thank Bennette Misalucha for her role in setting these TA opportunities up.

II. Forthcoming Events/Announcements

A. **National Association of Workforce Boards (NAWB) Forum 2025**

MCWDB Chair, L. Wilkins, will be in attendance of this year’s Forum, March 29-April 1, 2025, in Washington, D.C.

B. **Maui’s High School Graduating Seniors Event** – Scheduled for 04/11/25, venue Fairmont Kea Lani Hotel, Wailea.

a. In partnership with HIDOE and Goodwill Industries, we will be hosting a hiring event for graduating high seniors in Maui County.

Purpose: To provide opportunities for graduating seniors to secure full-time or part-time gainful employment that will provide a minimum starting wage of \$19.69/hr, an annual income of \$39,385/yr. This is the income necessary to

support a single-person household with no children as determined by the Asset Limited, Income Constrained, Employed (ALICE) calculation.

C. **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.

IV. Next Committee Meetings:

- Program Sub-Committee Meeting – February 6, 2025
- Finance Sub-Committee Meeting – February 7, 2025
- Maui County Board Meeting – February 13, 2025

Submitted by:

Chentelle Rowland

Chentelle Rowland
Executive Director
County of Maui – Office of Economic Development
Maui County Workforce Development Board

Hawaii Workforce Development Board

**HAWAI‘I COUNTY WORKFORCE DEVELOPMENT BOARD (HCWDB)
QUARTERLY REPORT TO THE WORKFORCE DEVELOPMENT COUNCIL
MEETING**

Period: October 2024 – December 2024

Overview of the key initiatives and activities related to Workforce Development by the Hawaii County Workforce Development Board (HCWDB).

1. Status Updates

- **Board Meetings**
 - The HCWDB convened for a board meeting on December 17, 2024.
 - The HCWDB received updates on the Workforce Innovation and Opportunity Act (WIOA) funding dashboard for the program year 2023.
 - The HCWDB approved the performance measures for the WIOA Title I programs for the program years 2024 and 2025. Negotiations were held between the U.S. Department of Labor, the State Department of Labor – Workforce Development Division (WDD) and the State Workforce Development Council (WDC), and the board and its staff.
- **Job Seeker Services**
 - Goodwill Industries of Hawaii continues to provide support for in-demand job training in the healthcare and transportation industries.
 - Collaboration has been established with Hawaii Community College and other vocational training providers to align programs with the in-demand industries in Hawaii County.
- **Youth Services**
 - The HCWDB staff attended the National Association of Workforce Development Boards (NAWDP) Youth Symposium which is a gathering of workforce development professionals focused on discussing strategies and best practices. Staff and service providers engaged in discussion on overcoming barriers to employment, engaging young people in career pathways, and collaborating with community partners to support youth workforce development initiatives.
- **Employer Services**
 - In partnership with the State Workforce Development Division, the American Job Center Hawaii, and local businesses, plans are underway for a job fair to be held in the first quarter of 2025.
 - Board staff are actively reaching out to local employers to better understand their needs so that training programs can be tailored to meet those specific requirements.

2. Workforce Development Partnerships

- **Community & Economic Development Collaboration**
 - The board staff continues to strengthen its partnerships with local economic development organizations, including the Hawaii Island Chamber of Commerce, internally with the County of Hawaii's Office of Housing and Community Development, and the Department of Research and Development, to ensure alignment of workforce development strategies with economic growth initiatives that align with county goals.
- **Support for Underserved Populations**

- 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. This training was provided by the SAFAL training partners, WDC, and WDD.

3. Challenges & Areas for Improvement

- **Transportation Certification and Licensing Barriers**
 - Despite efforts to improve access to in-demand workforce training and services, licensing for commercial drivers continues to be a significant barrier to employment for WIOA clients and the general public due to a shortage of examiners.
 - Job seekers have reported difficulties in accessing training programs on the west side of Hawaii County due to a limited number of eligible training providers.
 - 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.

4. Upcoming Plans for Quarter 1, 2025

- **Expansion of Partnerships**
 - Staff plans to strengthen collaboration with schools to align workforce development initiatives with the incoming generation that will become part of the workforce industry.
 - 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 work-based learning opportunities.
- **Enhanced Data & Reporting**
 - Efforts will be made to improve data collection processes to better track program outcomes, job placements, and skills gap assessments in real-time. This enhancement will contribute to more effective program planning, reporting, and monitoring in the future.

Conclusion

The Hawaii County Workforce Development Board remains committed to addressing key challenges such as transportation barriers and skill gaps while continuing to expand opportunities for underserved populations. Moving into 2025, the board will focus on expanding industry partnerships, enhancing training programs, and improving employer engagement to ensure a robust workforce that aligns with the local and state plans.

Kauai Workforce Development Board

DLIR Workforce Development Division Kauai Branch

WIOA Title 1, Adult Program

Expenditures as of December 2024

Participants: 9

- 2 enrolled within 2nd quarter
- Exits due to Employment: 2 enrolled in 1st quarter 2023 and exited in 2nd quarter 2024

WIOA Adult Program Funds: \$161,637

Actual: \$46,584.21, Spent 28.2%. Participant Goal: 20

Support Services: Cumulative Amount \$822.91 for educational books, footwear - shoes

Services Offered

1 – Enrolled at Kauai Community College taking Medical Assisting (only WIOA Course on ETPL)

1 – Receive supportive service. Interested to take up Re-Certification as Dental Hygienist; needs to take up classes which are only offered on Maui and is not computer literate; suggest only in-person classes, which is a challenge for her. In need of a job to earn income to be able to pursue with re-certification costs.

3 - Dual enrollment: Senior Community Service Employment Program (SCSEP)

Program Case Manager: Provide quality and knowledgeable work to assist in job search and placement assistance, comprehensive assessments, development of individual employment plan and provide intensive training needs to assist in determining career path and guidance to be focused with job opportunities and provide support services to assist in educational financial needs, and pre-employment needs. Case Manager provides them with the proper employment tools, ie: O*Net, HICan, and online training sites for Gail courses through the State of Hawaii Public Libraries.

Challenges

*NO current Eligible Training Provider List (ETPL) by Kauai Community College; requires to be updated for WDD to utilize WIOA grant funds. Have been in contact with the college's chancellor. A new Dean has been hired and hope to assist in this area. ETP supports for occupational/educational skills training, certifications, and licensure.

WIOA Title 1, Dislocated Worker Program

Expenditures as of December 2024

Participants: 3

- 3 enrolled within 2nd quarter

WIOA Dislocated Worker Program Funds: \$216,052

Actual: \$37,487.70, Spent 17.35%. Participant Goal: 24

Services Offered

1 – Current month, January - New enrollee, Veteran, referred through the RESEA program. Veteran; pending worksite (Safari Helicopters) for OJT program. Employer pending HCE Compliance, employer required to re-register.

Program Case Manager: Provides quality and knowledgeable employment services to participants, qualifying for meaningful employment and does comprehensive assessments to assist in determining career goal and develop an individual employment plan. Provide them with guidance and support to focus on the qualifications and requirements; intensive training. Case Manager provides them with the proper employment tools: O*Net, HICan, and online Gail Courses through State of Hawaii Public Libraries.

Challenges

Re-Employment Services and Eligibility Assessment (RESEA) participants. Schedule appointments for WIOA enrollment, no show/no call, and those who enroll, drops out of service. Contact number not in service. Total of three.

*NO current Eligible Training Provider List (ETPL) by Kauai Community College; requires to be updated for WDD to utilize WIOA grant funds. Have been in contact with the college's chancellor. A new Dean has been hired and hope to assist in this area. ETP supports for occupational/educational skills training, certifications, and licensure.

WIOA Youth Program

Expenditures as of December 2024

Participants: 3 (Out of School)

WIOA Youth Program Funds: \$159,804

Actual: \$15,729.43; 9.84%; Participant Goal: 24

Services Offered

1 – Supportive services, bus transportation

1 - Dual enrollment, participant in the Hele Imua internship program. Worksite at the Unemployment Insurance office. Participant new to workforce, needing experience in the office field. |

1 – Follow up, completed the Hele Imua program, worksite, Wilcox Elementary School hired intern

Program Case Manager: Provide quality employment and training services to assist eligible youths in finding and qualifying for meaningful employment and help employers find the skilled workers they need to succeed in business. Case manager provide core services – job search and placement assistance, and labor market information. Intensive services – comprehensive assessments, development individual employment plan, counseling, and career planning.

Challenges

Vacant Position, since mid-October WDD Branch Manager currently managing program.

- Currently no Eligible Training Provider List (ETPL) by Kauai Community College; requires to be updated for WDD to utilize WIOA grant funds. Have been in contact with the college's chancellor. A new Dean has been hired and hope to assist in this area. ETP supports for occupational/educational skills training, certifications, and licensure.

QUEST – End of December

Total: 2

1 – Department of Hawaiian Homelands; ended 12/31/2024; **hired** and start with agency on January 2, 2025.

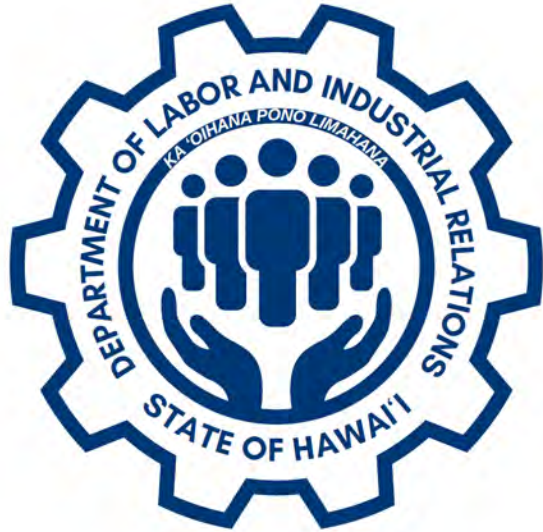
1 – Department of Transportation – Airports, 2nd 89-day, NTE 3/14/2025.

1 – Pending placement

Updates:

- Outreach: Participate to volunteer to promote services and events at the Kauai Ohana Resource Kiosk (KORK) - Kauai Grove Shopping Center.
- Mini Job Fairs held at AJC Conference Room:
 - Participant in the Career Exploration at High School
- Mid-January, Branch Manager and WIOA (Adult/Dislocated Worker) Case Managers attended the NVTI Training held on Oahu.
- Month of December there were a total of 293 - Daily phone calls and walk-ins; office traffic – 107. Average of 5 individuals per day.
- Kauai Community College – calendared to meet new Dean, Tammie Napoleon and new Lead Training Coordinator for the OCET department. To re-activate ETPL with their courses and training classes.
- 2/12/2025, signed rental agreement for upcoming Kauai Job Fair scheduled on Wednesday, April 23, 2025 from 1:00 p.m. to 5:00 p.m. to be held at Kauai War Memorial Convention Hall. First half hour dedicated to Veterans and military spouses.

Oral Report from a WIOA Core Partner



WORKFORCE DEVELOPMENT DIVISION REPORT

**REPORTING PERIOD:
OCT. 1 – DEC. 31, 2024**

**Workforce Development Council Board Meeting
Wednesday, February 19, 2025**

WIOA TITLE I PERFORMANCE (STATEWIDE)

	Participants	Employment 2nd Quarter	Employment 4th Quarter	Median Earnings	Credential Rate	Measurable Skills Gains
PY 2024 Negotiated Performance Levels	~	73%	74%	\$7,500	50.40%	50.40%
ADULT	457	83.78%	77.78%	\$7,087.50	66.67%	14.39%
DISLOCATED WORKER	97	77.78%	78.57%	\$12,654.00	20.00%	17.65%
YOUTH	103	72.73%	41.18%	\$4,799.57	86.67%	16.22%

2nd Quarter PY 2024

**(Cohort Period: 10/1/24 -
12/31/24)**

(Rolling 4 Quarters)

WIOA TITLE I PROGRAM YEAR 2023 CONTRACT BALANCE

		Allocated	Reported Expenditures	Balance as of 11/30/24	Percentage Expended
Adult					
	Oahu	\$ 1,687,491	\$ 574,192.02	\$ 1,113,299	34%
	Hawaii	698,272	144,128.69	554,143	21%
	Maui	378,230	80,476.48	297,754	21%
	Kauai	145,473	39,241.18	106,232	27%
Dislocated Worker					
	Oahu	\$ 777,787	\$ 181,102.84	\$ 596,684	23%
	Hawaii	254,277	76,578.80	177,698	30%
	Maui	269,234	51,264.94	217,969	19%
	Kauai	194,447	30,771.36	163,676	16%
Local Admin					
	Oahu	\$ 481,665	\$ 101,129.49	\$ 380,536	21%
	Hawaii	169,760	19,003.45	150,757	11%
	Maui	103,902	31,051.17	72,851	30%
	Kauai	53,749	6,957.47	46,792	13%
Youth					
	Oahu	\$ 1,869,703	\$ 512,986.40	\$ 1,356,717	27%
	Hawaii	575,293	137,970.39	437,323	24%
	Maui	287,647	100,123.08	187,524	35%
	Kauai	143,824	14,945.40	128,879	10%

WIOA TITLE I PROGRAM YEAR 2024 - 2025 ALLOCATIONS

	County	PY 24	PY 25* preliminary	Difference \$	Difference %
Grant Amount		\$9,344,351.00	\$8,409,916.00	-\$934,435.00	-10.0%
State Allocation		\$1,528,360.00	\$1,261,488.00	-\$266,872.00	-17.5%
Local Allocation		\$7,435,871.00	\$7,148,428.00	-\$287,443.00	-3.9%
Adult	Hawaii	\$775,858.00	pending	~	~
	Maui	\$420,256.00	pending	~	~
	Oahu	\$1,874,989.00	pending	~	~
	Kauai	\$161,637.00	pending	~	~
			\$3,232,740.00	\$3,081,912.00	-\$150,828.00
Dislocated Worker	Hawaii	\$369,462.22	pending	~	~
	Maui	\$391,194.88	pending	~	~
	Oahu	\$1,130,118.32	pending	~	~
	Kauai	\$282,529.58	pending	~	~
			\$2,173,305.00	\$2,280,725.00	-\$107,420.00
Youth	Hawaii	\$639,215.00	pending	~	~
	Maui	\$319,607.00	pending	~	~
	Oahu	\$2,077,448.00	pending	~	~
	Kauai	\$159,804.00	pending	~	~
			\$3,196,074.00	\$3,047,279.00	-\$148,795.00

WAGNER-PEYSER PERFORMANCE

	Participants	Employment 2nd Quarter	Employment 4th Quarter	Median Earnings
PY 2024 Negotiated Performance Levels	~	57.00%	61.00%	\$8,300.00
State	1,454	59.64%	59.73%	\$10,178.24
Oahu	651	59.57%	59.57%	\$11,783.60
Hawaii	349	57.14%	63.71%	\$8,168.22
Maui	367	75.51%	61.09%	\$9,272.05
Kauai	87	53.85%	49.30%	\$9,206.07

2nd Quarter PY 2024

**(Cohort Period: 10/1/24 -
12/31/24)**

(Rolling 4 Quarters)

REGISTERED APPRENTICESHIP

(October 1, 2024 – December 31, 2024)



- **New Registered Apprenticeship Program** – The Certified Nursing Assistant Apprenticeship Program of Hotel and Restaurant Industry Employment and Training Trust was approved by the Director on November 6, 2024
- **Teachers Apprenticeship**
Standards are being fine-tuned prior to finalization
- **Hawaii Apprenticeship Week (HAW) 2024**
November 18-23, 2024

REGISTERED APPRENTICESHIP

Hawaii Apprenticeship Week (HAW) 2024

November 18-23, 2024



HIGHLIGHTS

Bus Tour – Tuesday, November 19, 2024

- Toured 2 Registered Apprenticeship Program Training Facilities –
 - Plumbers & Fitters Local 675 Training Facility in Pearl City
 - Hawaii Carpenters Apprenticeship & Training Fund, Training Facility in Kapolei
 - 72 individuals who are key stakeholders and partners of our Hawaii Registered Apprenticeship System attended. Participants included Program Sponsors and Training Coordinators of various programs, representatives/staff of WDC, DOE, DVR, American Job Center, UH Community College, and members of the State Apprenticeship Council.

Virtual Presentation – Thursday, November 21, 2024

- Presentation from the USDOL Office of Apprenticeship
- Registered Apprenticeship Program Presentations from:
 - Associated Builders & Contractors (ABC) Hawaii
 - UH Manoa, Hawaii Behavioral Health Training Institute
 - Hawaii Carpenters Apprenticeship & Training Fund
- 104 individuals joined the presentations

AMPLIFY EVENT OCTOBER 28, 2024

The WDD team participated in the Amplify Event, where we had the opportunity to engage with military service members, veterans, and their spouses and share valuable information about our WDD services and resources.

Additionally, WDD staff participated in an enriching all-day event and workshop with approximately 30 military spouses, graciously hosted by Hiring Our Heroes.



FEDERAL RESUME BUILDING WORKSHOP DECEMBER 5, 2024

On December 5th, a Federal Resume Building Workshop was held at the American Job Center, where participants gained valuable insights and tips for crafting effective federal resumes.

JOB FAIR AT KE'EHU LAGOON MEMORIAL DECEMBER 10, 2024

The following week, WDD then hosted a Job Fair at Ke'ehi Lagoon Memorial on December 10th, providing attendees with direct access to numerous federal, state and private-sector employers. Both events were aimed at equipping jobseekers with the tools and opportunities they need to advance their careers.



AmericanJobCenter[®]
HAWAII



HELE IMUA STATEWIDE INTERNSHIP PROGRAM

- **516 Interns Placed**
- **62 Hired (17 hired by DLIR)**

Counts by Island	Oahu	Hawaii	Maui	Kauai
Number Placed	438	33	43	2
Number Hired	50	9	3	0



HELE IMUA & QUEST STATEWIDE INTERNSHIP PROGRAM

STATE HIRING HOST AGENCIES

Accounting and General Services (DAGS)

Agriculture (HDOA)

Attorney General (AG)

Budget and Finance (B&F)

Business, Economic Development & Tourism (DBEDT)

Commerce & Consumer Affairs (DCCA)

Corrections and Rehabilitation (DCR)

Defense (DOD)

Education (DOE)

Enterprise Technology Services (ETS)

Governor's Office

Hawaii Health Systems Corporation

Hawaii State Public Library System

Hawaiian Homelands (DHHL)

Health (DOH)

Human Resources Development (DHRD)

Human Services (DHS)

Information Technology Services (OITS)

Judiciary

Labor & Industrial Relations (DLIR)

Land & Natural Resources (DLNR)

Law Enforcement

Legislature

Legislative Reference Bureau

Lieutenant Governor

Office of Elections

Public Safety

Transportation (DOT)

Taxation (DOTAX)

University of Hawaii

SUCCESS STORIES & PARTICIPANT TESTIMONIALS FOR WDD PROGRAMS



INTERNSHIP PROGRAM

"I would like to take this time to express my gratitude to you and everyone involved in helping me through this journey called the Quest internship program.

I have had the most wonderful experience and met great people along the way. Without this program, I would not have gained the knowledge to fulfill the role I now have.

On July 24, 2024, I started my first day at Hilo Medical Center's medical records department as a Health Information Clerk, permanently.

I look forward to this new journey and have you, your team, and this wonderful program to thank. I can't express my gratitude enough.

FIRST-TO-WORK (DLIR/DHS SUBCONTRACT)

"I was a client with the First to Work program in Kapolei and was unemployed and living in a homeless shelter at the time of my participation.

The First to Work program counselors were interested in what I enjoyed doing the most and combined my life's purpose with my need for earning an income through a fulfilling career...

One of my counselors advised me to apply for the job with the State of Hawaii after reviewing my resume and through mindful conversations. Although it was difficult to complete the classes due to feeling hopeless and hungry, overall, I would rate the class a 9."

~ Jay D., State of Hawaii, Eligibility worker

HILO

Name: Nicole Ignacio

Employer: Hilo Benioff Medical Center

Our partnership with Hele Imua has allowed us to train and hire the next generation into today's workforce. Our intern was trained in various areas of the organization and department, working with all staff, from employees to the President & CEO! She was able to gain the necessary experience to be hired full-time after her internship. Without the Hele Imua program, the gap between education and employment would have been so much wider for her.

Many employers are looking for education and experience. The Hele Imua program is essential to bridge the gap in employment requirements for Hawaii's workforce.

Name: Kiani Aburamen

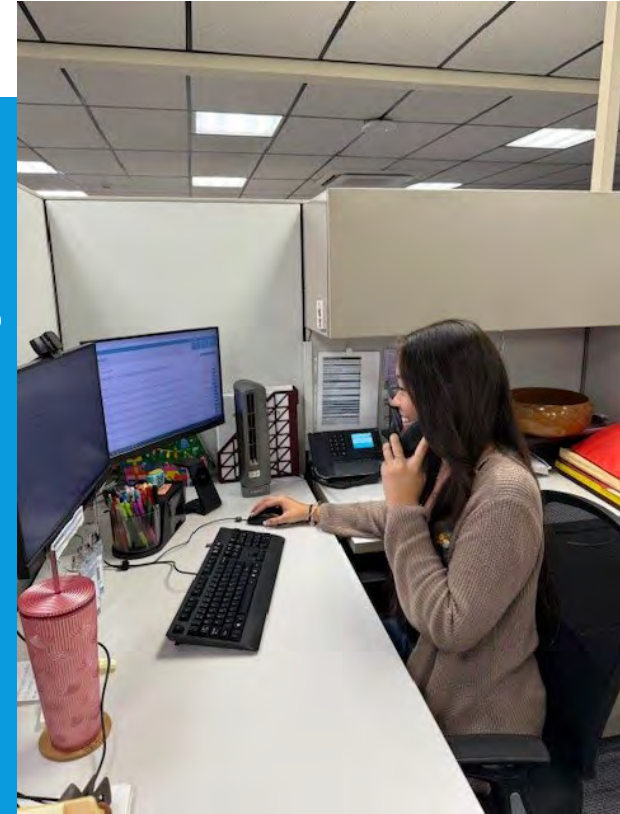
Employer: Hilo Benioff Medical Center

"I'm glad that I participated in the Hele Imua internship program because not only did it allow me to gain experience in a professional work setting, but it also allowed me to further understand and develop a passion for a career.

In college, I didn't know exactly what I wanted to do with my degree. The Hele Imua program helped me to forge relationships with many professionals during my internship and gain the knowledge, skills, and abilities I needed to advance my career.

My overall hope through this program was to explore opportunities and career choices. This is what I am most grateful for. During my internship, I was able to participate in various aspects of Human Resources and hospital-wide events. I worked with all levels of employees and had a great support system that encouraged me to apply for positions within the organization.

After 10 months of being an intern, I was hired for a position in the same department I interned with. I truly enjoy working here alongside the individuals that helped me get to where I am now."





Internship Success (Oahu & Maui): Nathalya

Nathalya is a very motivated, independent, think outside of the box, Filipino ancestry young woman who initially started her Hele Imua Internship at Department of Labor & Industrial Relations Workforce Development Division on O'ahu assisting in the Administrative Services Office in late March 2023 while completing her Bachelor's Degree in Finance at the Shidler School of Business at the University of Hawai'i at Manoa.

After completing her Bachelor's Degree in May 2023, Nathalya returned to her home island of Maui where the Maui Workforce Development Division worked on getting her a placement in a site that offered more outdoor duties and not stay cooped up in an office setting. Although completely outside of her degree pathway, we were able to place her with the Department of Land & Natural Resources as a Forestry Intern for her 2nd 89-day appointment.

Nathalya enjoyed the work where we carried her over to the QUEST Internship Program to provide additional paid work experience opportunity so she could be eligible for one of the few Forestry vacancies being posted in 2024. Despite the work being physically laborious and being the only female non-supervisor labor worker in the team, Nathalya was headstrong and continued to persevere and applied for the Educational Specialist vacancy that was offered.

MOLOKAI



INTERNSHIP PROGRAM

"I write to you today with profound gratitude and a deep sense of reflection as my internship with the Hawaii Department of Labor and Workforce Development comes to a close. In this brief yet transformative six-month period, I have not only honed valuable professional skills but have also come to understand myself more intimately, both as an individual and as an aspiring employment specialist.

Through the variety of projects I participated in, I learned the importance of empathy in the workplace—how to not only assess a person's qualifications but also to recognize their potential, struggles, and aspirations. I found myself inspired by the tireless dedication of the team to create equitable opportunities for all individuals. In this space, I discovered the vital intersection between advocacy and practicality—how to balance the ideals of social justice with the logistical nuances of employment services.

Thank you, from the bottom of my heart, for entrusting me with responsibilities that not only expanded my professional capabilities but also enriched my character. I am confident that the lessons learned during this internship will reverberate throughout my career, and I leave this chapter with a sense of fulfillment and a heightened commitment to making meaningful contributions to the workforce development field. ~Wayne L Loyden

HELE IMUA INTERNSHIP PROGRAM

A young adult Native Hawaiian from the island of Molokai, Benjamin graduated from Molokai High School in May 2024. He enjoyed outdoor life, fishing, hunting, facing a choice to continue his education at UHMC on Molokai or find employment. Benjamin chose to find employment. His aunty told him about a flyer she saw for Summer Youth Employment 2024 with the State of Hawaii. Benjamin applied since he wanted to gain skills and experience working with Department of Labor & Natural Resources/Division of Forestry & Wildlife (DLNR/DOFAW) on Molokai. The Summer Youth Employment ended in July of 2024 but WDD staff got a call from Benjamin's DLNR/DOFAW supervisor asking for a reverse referral with the Hele Imua Internship Program.

Benjamin recently started his 2nd term with the Hele Imua Internship program. Benjamin is very determined to meet his goals and dreams including becoming a permanent employee of the State of Hawaii at DLNR/DOFAW.

~Benjamin C.

HILO

Name: Jeffrey Lester Pieper

Employer: Big Island Drug Court

"I first learned of the QUEST Internship program in the Autumn of last year, and I recall vividly watching the television commercial and wondering if I would be eligible to participate in the internship program. Earlier this year, I received notification that I was eligible to participate in Quest Internship Program and I began the process of working with the wonderful staff of the Workforce Development office in Hilo to determine which job would be most appropriate. It was suggested to me that there was an opportunity to intern with the Hawaii State Judiciary.

While I would not personally state that my journey is complete, as there is much more I would like to achieve before I can unfurl that banner of mission accomplished, I know that the Quest Internship Program has placed me firmly on the road to success!"

Jeffrey was hired as a Probation Officer in October 2024.



AmericanJobCenter®
HAWAII

HILO

NAME: DESTINE F.

EMPLOYER: HAWAI'I INTAKE SERVICE CENTER



"Dear Jewel,

Working with you has been incredibly empowering. You've helped me discover strengths and navigate the complexities of the state job market, which I initially found daunting. Your guidance, alongside that of Gwendalyn, Denise, and Napua, has been instrumental in shaping my career path.

From assisting me with the Quest Internship Program, to exploring various state career options, you've been a constant source of support. Despite initial setbacks, your unwavering encouragement and expertise helped me pivot and find a fulfilling role at Hale 'Oluea Clubhouse, aligning perfectly with my Social Work degree.

Throughout this journey, you've equipped me with essential employment skills, from resume building to enhancing interview techniques, fostering my professional growth and resilience.

I am excited to share that I have accepted a position at the Hawaii Intake Service Center, a milestone made possible by your guidance and the network you helped me build through seminars. I am truly grateful for your dedication to my success story." ~Destine F.



OAHU

NAME: MATTHEW YAMANE

EMPLOYER: DEPT. OF AGRICULTURE



Matthew Yamane started the Hele Imua internship program on September 3, 2024, as a Marketing Intern at the Hawaii Department of Agriculture. During his time there, he was able to work on multiple projects, such as working on microgrants and redesigning marketing assets. Matthew stated, "For my primary project involving micro-grants, I was able to help my team finish the first stage 3.5 weeks ahead of schedule. Now that there is some downtime before the second stage starts, I've utilized my design experience and helped redesign almost a dozen marketing assets. While these have mostly been print assets for internal departments or external tradeshow usage, I currently use my digital/UX design knowledge to help redesign my department's web pages.

Matthew recently got hired on January 16, 2025, with his host site. He expressed his gratitude to the team, saying, "A big Mahalo to you all for sponsoring, managing, and maintaining a program that is directly trying to address the known issues of workforce planning/retention within the State Departments. There is value in what you folks are doing, so it will continue to expand and improve over time. I'm grateful to have been allowed to experience what working for the State is like, learn new skills outside of my trade, and make new professional connections.



OAHU

Name: Marie Lanoza

Employer: DBEDT/ASO

Marie Lanoza was an intern at DBEDT/ASO and got hired within her department as an 89-day hire. She stated how this program allowed her to build professional relationships, ultimately landing her a job before her internship ended. “To Hele Imua and DLIR staff, I am truly thankful for the opportunity you have given me to work with DBEDT ASO. The two-month internship program I completed was enough for me to build and establish relationships with the best team here. I also learned the process of budget analyst and account clerk. And because of it, I was recommended by my site supervisors Lucy and Steven and got accepted with Hawaii Community Development Authority. Hele Imua, you are the best! Please continue to help our students to work and gain experience with our State of Hawaii agencies.” – Marie Lanoza, intern at DBEDT/ASO (HIRED: 12/3/2024)

Name: Ashley Talbano

Employer: DHHL

During my time in the Hele Imua internship program, I had the incredible opportunity to develop practical skills in research and marketing at the Aloha Stadium. The mentorship I received from Samantha Spain was invaluable; it inspired me to pursue a career that aligns with my values and commitment to serving my community. Working alongside dedicated professionals, I developed vital relationships and gained hands-on experience working as an employee of the State of Hawaii.

Thanks to the Hele Imua internship, I secured a position as a land agent with the Department of Hawaiian Homelands. This role allows me to contribute meaningfully to the stewardship of our lands and empower our people. I am grateful for the experiences and lessons learned during my internship, which continue to guide my work today.

Mahalo, Ashley Talbano DHHL, Land Agent





OAHU

Name: Gabrielle De Anda

Employer: DOH/ADAD

Gabrielle De Anda was an intern at DOH/ADAD. She expressed how thankful she was to be able to experience this program. This led her to obtain an 89-day hire position as an Administrative Specialist with her host site. “My time throughout the Hele Imua internship was a fruitful one. I am beyond grateful for the team that helped place me in the departments and launch me further in my professional career. I have established networks, and friendships and most importantly, built up myself. I stepped into places and worked alongside leaders I never thought would, which was a wonderful experience. This is definitely just the beginning as I move forward into the federal field, as I believe I have strengthened my core skills and abilities. I enjoyed being able to step foot into different workspaces and further figure out what is and isn’t for me. Once again, I am thankful for this opportunity given to me through this program and highly recommend it to anyone jump starting their career or merely figuring out what is suitable.” – Gabrielle De Anda, intern at DOH/ADAD (HIRED: 1/7/2025)DHHL, Land Agent

Written Reports from WIOA
Core Partners for period
November 22, 2024 to
February 1, 2025.

Department of Vocational Rehabilitation (DVR)

Title IV

Hawaii DVR PY24 Q2 (October 1 – December 31, 2024) Performance Measures Workforce Innovation and Opportunity Act (WIOA)		
Participants served (VR)	3424	
Participants exited	69	
WIOA Program Involvement	Adult	296
	Dislocated Worker	6
	Youth	86
	Wagner-Peyser	10
	Adult Education	18
	Job Corps	5
	Youth Build	8
	Total	429

Indicator	PY24 Q1	PY 2024 Negotiated / Required Level
Measurable Skill Gains (MSG)	7/315 YTD Rate: 2%	40%
Credential Attainment Rate (CA)	5/27 YTD Rate: 19%	43%
Employment (Second Quarter After Exit)	20/120 YTD Rate: 17%	42.5%
Employment (Fourth Quarter After Exit)	27/143 YTD Rate: 18.9%	34.5.5%
Median Earnings (Second Quarter After Exit)	\$3998.82	\$5,460

Q1: Successful Closures in Competitive Integrated Employment (CIE) (7/1/24 to 9/30/24)			
Job Title	Participant	Wage	Hours Worked
Childcare Workers	1	16.00	30.00
Cleaners of Vehicles and Equipment	1	12.00	3.00
Dishwashers	2	18.50	14.00
Electrical Engineers	1	37.98	40.00
Hairdressers, Hairstylists, and Cosmetologists	1	52.75	35.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	3	18.33	27.67
Laborers and Freight, Stock, and Material Movers, Hand	1	19.50	18.00
Landscaping and Groundskeeping Workers	2	23.43	22.00
Maids and Housekeeping Cleaners	1	19.10	32.00
Maintenance and Repair Workers, General	1	26.00	40.00
Medical and Clinical Laboratory Technologists	1	29.59	40.00
Office and Administrative Support Workers, All Other	1	16.00	15.00
Office Clerks, General	3	19.92	32.00
Retail Salespersons	2	19.00	24.50
Shuttle Drivers and Chauffeurs	1	14.00	16.00
Social and Community Service Managers	1	28.84	40.00
Stock Clerks and Order Fillers	4	18.00	15.25
Average Total	27	21.50	24.81
Median Total	27	19.10	27.67

Q2: Successful Closure in Competitive Integrated Employment (CIE) (10/1/24 to 12/31/24)			
Job Title	Participant	Wage	Hours Worked
Building Cleaning Workers, All Other	1	14.00	4
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	1	18.00	30
Food Preparation and Serving Related Workers, All Other	1	14.32	40
Food Preparation Workers	1	14.50	24
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1	14.00	15

Landscaping and Groundskeeping Workers	1	14.00	4
Legal Support Workers, All Other	1	30.00	10
Managers, All Other	1	26.90	40
Mechanical Engineers	1	28.85	40
Nonfarm Animal Caretakers	1	18.00	40
Occupational Therapists	2	38.20	40
Packers and Packagers, Hand	1	20.17	40
Project Management Specialists	1	34.27	27
Stock Clerks and Order Fillers	2	19.75	30
Average Total	16	22.68	28.375
Median Total	16	18.88	30

Cumulative Successful Closures in Competitive Integrated Employment (CIE) (7/1/24 to 12/31/24)			
	Participant	Wage	Hours Worked
Average Total	43	22.05	26.82
Median Total	43	19.10	30.00

Staff Vacancy Report	
DVR is actively hiring qualified individuals for various positions	
Staff Vacancies as of 1/29/25	
County	Vacancies
Oahu/Administration and Staff Services Office	5
Oahu Branch	20.5
Services for the Blind Branch (Ho'opono)	9
Hawaii Branch (Hilo/Kona)	5
Maui Branch (Maui, Molokai/Lanai)	3
Kauai	4.5
Total	47/112 (42% vacant)

Agency Updates

1. AJC 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.
- Looking at ways to automate routine parts of the VR staff’s jobs in order to maximize efficiency and increase time for quality, meaningful engagement with our program participants.

Written Reports from the
Workforce Development
Council Committees for the
period November 22, 2024
to February 1, 2025

Sector Strategies and Career Pathways Committee Report

Workforce Development Council
Quarterly Meeting (#1), Wednesday, February 19, 2025
Department of Labor and Industrial Relations, Room 317

Sector Strategies & Career Pathway Committee Report

Meeting: Tuesday, January 14, 2025, Room 317, DLIR and virtually.

Chair: Cary Miyashiro, Quad D Solutions LLC, President

Vice Chair: Lorna Woo, International Union of Painters and Allied Trades, Director of Government Affairs

I. Updates and Reports

a. Chair's Report

Cary Miyashiro

i. Sector Strategy & Career Pathways Committee Meetings will be moved from Thursday to Tuesday from 1:00pm to 2:30pm.

ii. Hopefully, we will be able to reimplement our monthly meetings.

b. Linguistic Subcommittee Report

Dina Yoshimi, Director,
Hawaii Language
Roadmap Initiative
Erendira Aldana, PhD,
HR Manager, Kokua
Kalihi Valley

i. Pilot 1: Kealakehe HS program funded by a Good Jobs Hawai'i for the fall of 2024

a. Overview of curriculum and learning outcomes as related to workforce development

ii. Pilot 2: Pearl City HS funded by Good Jobs Oahu for Spring 2025.

a. Instructions for Nursing Assistants program in collaboration with Hawaii Pacific Health.

II. Presentations:

a. Artificial Intelligence (AI)

Gabriel Yanagihara, AI
Consultant, Iolani School

i. How AI is used in schools and how it affects learning.

ii. Future of AI for Businesses and Education.

b. Perkins V Updates

Warren Kawano & Jarret Yip,
Hawaii P-20

i. Data and progress on Perkins V (Career and Technical Education) updates. Committee is seeking feedback from K-12, post secondary, businesses and the community affected by changes being made.

III. No Announcements or comments

IV. Next Meeting: Tuesday, April 1, 2025. In person in Room 317, DLIR and virtually.

Respectfully Submitted:

Cary Miyashiro, Chair,

Sector Strategies & Career Pathways Committee

Special Projects Committee Report



Workforce Development Council (WDC) Board Meeting
Thursday, February 19, 2025
9:30 a.m. – 11:30 a.m.

REPORT
Special Projects Committee

Highlights for the Quarter

1. COMMITTEE MEETING: The next Special Projects Committee meeting will be held on February 3, 2025 (following the date of this report). The posted agenda includes, among other topics:
 - a. a presentation by the State of Hawai'i Office of Enterprise Technology focusing on what's in front of the agency for 2025, anticipated workforce challenges, and information technology workforce development initiatives;
 - b. a report on 2025 legislative "bills of interest" by WDC members Keith DeMello and Tui Scanlan; and
 - c. a report on the use of program year 2022 Workforce Innovation & Opportunity Act unexpended funds for an awareness campaign of the American Job Centers.
2. COMMITTEE ACTIONS: Whereas the WDC has authorized the Special Projects Committee to create proposed by-law changes to codify the WDC member nomination process, the Committee will begin engaging the Attorney General in the process, with the intention of requesting action in the May 2025 WDC meeting.
3. FORTHCOMING EVENTS: none
4. ANNOUNCEMENTS: none
5. NEXT COMMITTEE MEETING: As noted above, the next meeting is scheduled for February 3, 2025.

Submitted by:

A handwritten signature in black ink, appearing to read "Keith DeMello", is written over a horizontal line.

Keith DeMello

Chair

Special Projects Committee

Employer Engagement Committee Report



WDC Quarterly Board Meeting
Friday, January 31, 2025
1:30 pm to 3:30 pm

Report for: Employer Engagement Committee

Highlights for the Quarter

1. COMMITTEE MEETING:
Held on January 15, 2025

Presentations:

- Thomas Chock, Department of Business, Economic Development and Tourism (DBEDT), shared an update on the high-impact and emerging industries DBEDT has identified, as well as the workforce development needs required to support these industries. The presentation also highlighted the alignment between economic development strategies and workforce development initiatives, ensuring a collaborative approach to addressing Hawaii's workforce and economic priorities.
- Based on a meeting in December with Maricar Pilotin-Freitas, WDD Administrator, Derek Kanehira, Vice Chair of the Employer Engagement Committee, provided a brief update on the current backlog of Work Opportunity Tax Credit (WOTC) applications. He also shared about the ongoing interagency and technological challenges that continue to plague the processing of WOTC applications.
- Bennette Misalucha, Executive Director, Workforce Development Council, shared highlights of the Council's activities for 2024, provided an update on its transition to an attached agency of DLIR, and gave a status report on the unexpended funds from the Workforce Innovation and Opportunity Act. Bennette also outlined two current requests for proposals and three memorandum of agreements that are in progress.

2. FORTHCOMING EVENTS:

The next committee meeting will be held in April 2025. The exact date and time have yet to be finalized.

3. ANNOUNCEMENTS:
None

Submitted by:



Derek Kanehira
Vice Chair
Employer Engagement Committee

Military and Veterans Affairs Committee Report



WDC Quarterly Board Meeting

REPORT

Military Veterans Affairs Committee

Highlights for the Quarter

1. COMMITTEE MEETING: January 23, 2025, from 1:30 pm – 3:00 pm

Presentations:

- MVAC Chair report provided The Department of Defense’s 2025 State Policy Priorities based on a discussion with Kelli May Douglas, Pacific Southwest Regional Liaison, Defense-State Liaison Office (DSLO). 1.The DSLO provides state policymaker with expert insight on priorities that affecting military families and their quality of life, 2.initiatives in prior years included more than 800 bills covering licensure to education and other priorities, 3. 2025 Hawaii State policy priorities include military spouse employment and economic opportunities, occupational licensure and compacts, and military community representation on State boards and councils, and 4.Other potential priorities were provided. I shared the 2024 Hawaii State Unified Plan PYS 2024-2027, WDC and MVAC online links for her to view. She was impressed on our committees’ support to military spouses.
- Cheryl Cross, Vice-Chair, facilitated a roundtable discussion for one of our four strategic pillars. As the Pillar Catalyst team leader for the State of Hawaii Workforce Development Unified Plan, she led the discussion of Pillar 3, which refers to Inclusivity and Equity.
- Executive Director’s Report by Bennette E. Misalucha, Executive Director, State Workforce Development Council. Provided an update on the transition of Workforce Development Council as an attached agency to the Department of Labor and Industrial Relations, Annual report and 2024 highlights, and discussed the implementation of the State Unified plan timelines and next steps.

2. STATUS OF PROJECTS:

- a) Military Spouse subcommittee met on January 15, 2025.

- 1) Building bridges within our military communities: attendance approved for the AJC to attend military installations on Oahu Newcomer's events beginning February 2025
- 2) Recruit Military provided an overview of support they can provide at no cost to our military community; potential remote opportunities available
- 3) Upcoming career events: Schofield Barracks June 4, 2025, and Joint Base Pearl Harbor Hickam, June 5, 2025
- 4) Continued discussion with priority of service to Military Veterans and Military Spouses at events

3. FORTHCOMING EVENTS:

- a) Pillar 2, referring to Education and Training Alliances will be discussed at the next committee meeting
- b) Military Spouse Subcommittee engagement and outreach

4. ANNOUNCEMENTS:

- None

5. Next Committee Meeting: April 17, 2025, at 1:30 pm to 3:00 pm.

Submitted by:



Trang N. Malone
Chair
Military Veterans Affairs Committee

Executive Session

PRIMER ON EXECUTIVE SESSIONS OF THE BOARD

SOURCE: “OPEN MEETINGS: GUIDE TO SUNSHINE LAWS FOR STATE AND COUNTY BOARDS” PAGES 32-33

1. How does a board convene an executive meeting?

*To convene an executive meeting, a board must vote to do so in an open meeting and must publicly announce the purpose of the executive meeting. The minutes of the open meeting must reflect the vote of each board member on the question of closing the meeting to the public. Two thirds of the board members **present** must vote in favor of holding the executive meeting, and the members voting in favor must also make up a majority of all board members, including members not present at the meeting and vacant membership position. Note that the 2/3 vote of all members present that is required to convene an executive meeting is different from the 2/3 vote of a board’s total membership (including vacant positions) that is required to amend an agenda.*

2. What are the eight purposes for which an executive meeting can be convened?

Section 92-5(a), HRS, gives the board the discretion to go into an executive meeting only for the following eight specific reasons: (2) Personnel Decisions. A board may hold an executive meeting to “consider the hire, evaluation, dismissal or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved.” However, if the person who is the subject of the board’s meeting requests that the board conduct its business about him or her in an open meeting, the request must be granted and an open meeting must be held.

3. Is a board required to report to the public on what happened in an executive meeting?

When a board reconvenes in public session, it must report, in general terms, its discussion and any final action it took during the executive session. The board is not required to disclose any information that would be inconsistent with the purpose of the executive session. If disclosure would frustrate the purpose of the executive session, the board can keep the information confidential for as long as that continues to be true. Instead, a board should briefly summarize what happened in the executive session, without disclosing any sensitive details, and give the public an idea of what topic the board discussed during the session. In the limited instances where a board can and did properly vote during an executive session, it must also inform the public what action it took.

4. What are the requirements for an executive meeting when the meeting is held remotely?

During a remotely held meeting when board members go into an executive session closed to the public, they can participate via telephone or audio only, without being visible online as is generally required for the public portion of a remote meeting.

*Because participants may not be visible during an online executive session, and to preserve the executive nature of any portion of a meeting closed to the public, **the presiding officer must publicly state the names and titles of all authorized participants. Upon convening the executive session, all participants must confirm that no unauthorized person is present or able to hear them at their remote locations or via another audio or audiovisual connection.***

***Additionally, if the remote meeting platform allows doing so, the person organizing the ICT must look at the listed participants and confirm that no unauthorized person has access to the executive session.** These statutory requirements are intended to prevent the executive session from being breached by or remotely transmitted to unauthorized persons during remote meetings. The “authorized participants” that the presiding officer must identify at the start of an executive session would generally be anyone properly included in the closed portion of the meeting, such as board members, staff members necessary to running the meeting (e.g., technical or production staff), and in some cases, third parties whose presence is necessary to the closed meeting (e.g., applicant, witness, or attorney). For additional discussion of executive session issu*

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

Announcements and Constituent Comments

Next meeting:

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

Adjournment