

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

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**WORKFORCE DEVELOPMENT COUNCIL'S
EXECUTIVE COMMITTEE MEETING
Tuesday, February 4, 2025
10:30 a.m. – 11:30 a.m.
In-person and online via Zoom**

MINUTES

Executive Committee Member Attendees

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

Excused

Donovan Dela Cruz, Senate designee
Lorna Woo, Sector Strategies and Career Pathways Committee Vice-Chair
Kelly Ueoka, Performance Management and Technology Committee Chair

Staff

Bennette Misalucha, Executive Director, Workforce Development Council
Evan Palmer, Program Specialist, Workforce Development Council
Kelly Quitevis, Program Specialist, Workforce Development Council

Guests

Three anonymous guests

I. Call to Order (00:08:40 - 00:12:30)

The meeting was called to order by Chair Loui at 10:31 a.m. Ten Executive Committee members were present, and three were excused. Quorum was established.

Staff introduced the new WDC Program Specialists, Evan Palmer and Kelly Quitevis. Mr. Palmer shared that he has been on staff for about 2.5 weeks, has 7.5 years of military experience, and has worked with workforce development contracting with Goodwill and the See Hawaii Work program and DHS. Ms. Quitevis noted that she started this week and was formerly at HNL and in private business, as well as education.

II. Update on the Congressional Re-Authorization of the Workforce Innovation and Opportunity Act (00:12:46 - 00:18:54)

Presenter: Bennette Misalucha, Executive Director

The Executive Director provided an overview of the reauthorization of the Workforce Innovation and Opportunity Act (WIOA). She mentioned that Tim from the National Governors Association will be attending the February 19th Board meeting and will provide a deeper dive into the reauthorization.

Key points included:

- WIOA was enacted in 2014 and was due for reauthorization in 2020
- A bipartisan bicameral agreement was nearly reached in December but did not pass before the 118th Congress concluded
- The proposed new legislation is named SWFA (vs. WIOA)

Key differences between the original WIOA and the proposed legislation:

1. Funding allocation - proposal mandates a minimum of 50% directed toward American Job Centers for upskilling and training through ITAs
2. Stricter requirements for Eligible Training Providers - must focus and directly align with current employer needs
3. More demonstration for innovation - local areas have more leeway in how to spend funds
4. Greater emphasis on skill-based learning

No questions were raised following the presentation.

III. Financial Reports (00:16:56 - 00:24:33)

Presenter: Bennette Misalucha, Executive Director

The Executive Director provided a detailed overview of the financial status:

a. PY 2022 Unexpended Funds

- \$3.9 million in unexpended funds
- \$1.9 million already encumbered
- \$1.5 million planned for allocation and disbursement

b. PY 2023 Status

- Out of \$8.6 million allocated for PY 2023, \$2 million has been spent so far
- \$6.2 million remains unspent (as of October 31)
- Funds must be spent by June 30, 2025
- Monthly meetings are being held with local areas to track spending trends and anticipate unexpended funds

c. Lahaina Fires Federal Funding

- Department of Labor provided \$10.5 million initially (50% of threshold amount)
- Request pending for a second allocation of \$5 million

d. Participant Data

- 1,167 participants were served by local areas for PY 2022
- 911 participants have been served for PY 2023 (as of November), showing good progress
- Youth sector services identified as an area with room for growth

Derek Kanehira inquired if the unexpended funds were primarily due to lower-than-anticipated participant numbers. The Executive Director confirmed this correlation and cited additional factors:

- Competing funding sources that require less documentation (e.g., Good Jobs Hawaii) were being used
- Transition issues with new executive directors on all islands who are now becoming more comfortable in their roles

Cheryl Cross asked about Kauai's data gaps. The Executive Director acknowledged that Kauai is lagging behind since there is no local board there. She explained that Kauai County decided not to have a local board due to cost-benefit considerations. Once WDC settles its transition issues, one key area to address will be serving as the local board for Kauai, as mandated when no local board exists.

IV. Report on the Disposition of Program Year 2022 Unexpended Funds (00:29:42 - 00:33:17)

Presenter: Bennette Misalucha, Executive Director

The Executive Director presented the plan for utilizing the \$1.5 million in unexpended funds:

- Contracts with agencies totaling \$1,004,000, distributed to:
 - Hawaii P-20
 - University of Hawaii Community College
 - University of Hawaii
- Additional allocations:

- \$100,000 for American Job Center Research
- Training for Administrative Services Office staff
- \$300,000 for PR Campaign to raise awareness of American Job Centers
- \$50,000 for National Veterans Training Institute (completed)

Timeline for procurement process:

- Proposals were due February 3rd
- Evaluation period now through mid-February
- Notice to bid winners by February 14th
- Contract start by March 1st

Derek Kanehira noted a typo in the report showing \$1,004 instead of \$1,004,000 in the total. The Executive Director acknowledged this and committed to correcting it on the website posting.

V. Executive Session (00:33:47 - 00:37:35)

The Executive Committee went into executive session to discuss personnel matters regarding the annual review and evaluation of the Executive Director under Hawaii Revised Statutes 92-5, a paragraph, a 2.

Upon return from executive session roll was taken again and quorum was confirmed and two votes were taken:

1. Approval of the evaluation form to be used for the Executive Director's evaluation
 - Motion by Sean Knox, seconded by Cary Miyashiro
 - Passed unanimously
2. Approval that the evaluation of the Executive Director shall be conducted by the chairs and vice chairs of the committees, as well as the WDC Chair and Vice Chair
 - Motion by Sean Knox, seconded by Cary Miyashiro
 - Passed unanimously

The Chair noted that the evaluation process will be completed at the next executive meeting for next quarter, with results shared with the full board.

VI. Special Projects Report (00:41:14 - 00:45:59)

Presenter: Keith DeMello, Chair

Chair DeMello reported on the Special Projects Committee meeting held on February 3rd:

- First presentation was from Todd Amora, the Governor's IT governance officer from the State Office of Enterprise Technology Services, discussing potential workforce partnerships
- Update on legislative bills of interest that:

- Relate to the Workforce Development Council and its four pillars within the State unified plan
- Specifically mention WDC
- Highlighted SB 742, which establishes a data sharing and governance working group within the Office of Enterprise Technology Services
 - WDC provided testimony in support
 - The bill passed its first hearing
 - A companion bill is expected to be heard soon
- Action items include conferring with DLIR about bills related to larger workforce issues, including:
 - Federal actions around immigration
 - Healthcare workforce challenges

VII. Executive Director's Report (00:46:00 - 00:52:22)

Presenter: Bennette Misalucha, Executive Director

The Executive Director provided updates on:

a. Transportation Sector Convening

- Four meetings were held for the transportation sector
- Now being handed over to the Chamber of Commerce for implementation
- Funding: \$100,000 to University of Hawaii, in collaboration with the Chamber of Commerce

b. State Unified Plan Implementation Timeline

- January: Team meeting held
- February-May: Pillar Catalyst teams will meet separately
- July: Synergy Summit planned to introduce the North Star goal (overarching goal)
- September: Working with Governor's senior policy team for proclamation of Workforce Development Month
- December: Create implementation status report for Governor and DLIR
- 2026: Plan modification will be due (normally in March), but may be submitted ahead of schedule

c. WDC Transition as Attached Agency

- Estimated as a one-year process for completion
- Q3/Q4 2024: Meetings with Department of Labor to clarify federal roles and responsibilities

- Process expected to complete by Q2 2025

d. Personnel Update

- 2 of 3 program positions filled (Evan Palmer and Kelly Quitevis)
- 1 of 2 fiscal positions filled
- One more program position (Program Specialist 5) on hold pending funding clarity

e. Committee Assignments

- Kelly Quitevis: Sector Partnership, Youth, and Special Projects
- Evan Palmer: Military and Veteran Affairs, Performance Management, and Employer Engagement
- Executive Director: Executive Committee and Full Board (plus supervision)

f. Focus Areas for 2025

- Continue building strategic alliances (Hawaii Employers Council project in Q2)
- Implementation of State Unified Plan
- Website improvements for user-friendliness

g. Upcoming Events

- National Economic Trends meeting: February 14, 2025

VIII. Announcements and Constituent Comments (00:53:05 - 00:53:15)

No comments or announcements from the public were made.

IX. Next Meeting (00:53:16 - 00:53:36)

The next meeting is scheduled for Wednesday, April 23, 2025, from 1:30 p.m. to 3:00 p.m. via Zoom and at Room 317.

X. Adjournment (00:53:37)

The meeting was adjourned at 11:37 a.m