



**WORKFORCE**DEVELOPMENT  
COUNCIL

**EXECUTIVE  
COMMITTEE PACKET**

2025 Second Quarterly  
Executive Committee Meeting

---

Wednesday, June 4, 2025

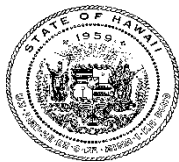
1:30 PM to 3:00 PM

**June 4, 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

[www.hawaii.gov/labor](http://www.hawaii.gov/labor)

Phone: (808) 586-8815

[dlir.workforce.council@hawaii.gov](mailto:dlir.workforce.council@hawaii.gov)

**WORKFORCE DEVELOPMENT COUNCIL'S  
EXECUTIVE COMMITTEE MEETING AGENDA**

**Wednesday, June 4, 2025**

**1:30 p.m. – 3:00 p.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:*

*Workforce Development Council is inviting you to a scheduled Zoom meeting.*

<https://us06web.zoom.us/j/85921753253?pwd=oMJisSpseDUrHyV5IEiwsbGFicRNNQ.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: 859 2175 3253*

*Passcode: 535723*

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

*Individuals may provide remote oral testimony during the remote meeting at the Zoom link listed above. Individuals participating at the physical meeting location may also provide oral testimony during the remote meeting.*

*Equal Opportunity Employer/Program*

*If you need an auxiliary aid/service or other accommodation due to a disability, please contact Bennette Misalucha at (808) 586-8815 (for TTY/TTD Dial 711 then ask for (808) 586-8815) or email [dlir.workforce.council@hawaii.gov](mailto:dlir.workforce.council@hawaii.gov) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.*

**AGENDA**

- I. Call to Order.....*Workforce Development Council Chair Ken Loui*
- II. Welcome to Summer Intern Angela Chock
- III. Financial Reports.....*Bennette Misalucha, Executive Director*

*The Financial Reports will include the status of Workforce Innovation and Opportunity Act (WIOA) funds as well as an analysis of the 2025 allocation to the States.*

*\*There will also be a report on the status of disbursements from the Workforce Development Council’s General appropriations (GA) funds.*

*This presentation to the Executive Committee is in line with the By-laws which stipulates that “The Executive Committee reviews and makes recommendations on all personnel matters, Council governance and compliance matters, standing committee matters, and other matters as directed by the Council”.*

*\*Executive Committee Action Required*

- IV. Report on the Disposition of Program Year 2022 Unexpended Funds  
.....*Bennette Misalucha*

*The Workforce Development Council has been tasked with the disposition of \$1.5 million in Program year 2022 Unexpended Funds. This report will discuss the status of the three Request for Proposal (RFP) projects and the anticipated contracts with the three government agencies: University of Hawaii, Hawaii P-20 Partners for Education, and University of Hawaii Community Colleges.*

- V. Special Projects Report .....*Dion Dizon, Vice Chair, Special Projects Committee*

*A presentation on the 2025 legislative session and the recommendations for Workforce Development Council’s contribution for next year’s process.*

**BILLS OF INTEREST**

<a href="#"><u>GM502</u></a>	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, KEN LOUI, for a term to expire 06-30-2028.
<a href="#"><u>GM581</u></a>	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, JARED HIGASHI, for a term to expire 06-30-2025.
<a href="#"><u>HB1205</u></a>	Appropriates funds for the workforce development council to incorporate and implement a framework for the workforce diversification and expansion of the defense-related workforce in fields such as information technology, cybersecurity, intelligence, data science, and advanced manufacturing.
<a href="#"><u>SB742</u></a>	Establishes a data sharing and governance working group within the office of enterprise technology services. Appropriates funds.
<a href="#"><u>HB1211</u></a>	Establishes within the Department of Human Resources Development the state internship and workforce development program.
<a href="#"><u>SB1233</u></a>	Establishes within the Department of Human Resources Development the state internship and workforce development program.
<a href="#"><u>SB1503</u></a>	Requires the Department of Labor and Industrial Relations to develop and implement training programs, public-private partnerships, funding opportunities, and recruitment strategies to develop a local workforce to meet the growing demand in defense-related personnel and promote economic diversification. Appropriates funds.
<a href="#"><u>HB665</u></a>	Establishes a data sharing and governance working group within the office of enterprise technology services. Appropriates funds.

VI. *\*Certification of the Kauai American job Center ..... Bennette Misalucha, Executive Director, Workforce Development Council*

*According to WIOA mandates, the local board is charged with the certification of its American Job Center. Because Kauai County does not have its own board, this responsibility rests on the Workforce Development Council, as the state board, to conduct the certification. The Board is expected to vote and ratify the certification conducted by staff. This presentation to the Executive Committee is in line with the By-laws which stipulates that "The Executive Committee reviews and makes recommendations on all personnel matters, Council governance and compliance matters, standing committee matters, and other matters as directed by the Council".*

*\*Executive Committee Action Required*

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

a. *Status of Board Recruitment*

*There have been several vacancies on the Council. This is a report on the recruitment efforts to fill the vacancies.*

**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 summit was held on December 9, 2024 with workforce community stakeholders and at that summit, four Pillar Catalyst Teams have been formed.*

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
- Personnel Recruitment Update

d. *Focus for First Quarter 2025*

- *Staff Training and Transition*
- *Operational Transition from Workforce Development Division*
- *Implementation of the Unified Plan*
- *Building Strategic Partnerships with Community Organizations*

e. *Upcoming Activities/Events in 2025*

- *Second Meetings of the Pillar Catalysts Teams – May and June 2025*
- *New Board member orientation: June 5, 2025*
- *Synergy Summit II: July 9, 2025*

**f. 2025 BOARD MEETING DATES (subject to change)**

Second Quarter: Wednesday, June 19, 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

**2025 EXECUTIVE COMMITTEE DATES (subject to change)**

Wednesday, June 4, 2025/ 1:30 pm to 3 pm

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

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

VIII.    *\*Plans for Executive Director’s Performance Review .....WDC Chair Ken  
Loui*

*A discussion regarding the survey results for Executive Director’s Performance  
Review.*

*This presentation to the Executive Committee is in line with the By-laws which  
stipulates that “The Executive Committee reviews and makes recommendations  
on all personnel matters, Council governance and compliance matters, standing  
committee matters, and other matters as directed by the Council”.*

*\*Executive Committee Action Required.*

IX.    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.*

X.    Next meeting

The next meeting is tentatively scheduled on July 23, 2025 from 1:30 p.m. to  
3:00 p.m. over zoom and in person at the Department of Labor Office at 830  
Punchbowl Street, Room 317, Honolulu, Hawaii 96817.

XI.    Adjournment



# **FINANCIAL REPORTS**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**Grants Summary As of 03/31/2025**

<b>County</b>	<b>Allocated</b>	<b>Expenditures</b>	<b>Balance As of 6/30/24</b>	<b>Lapsed 6/30/25</b>
Honolulu	4,711,403	2,692,707	2,018,696	
Hawaii	1,647,337	1,111,897	535,440	
Maui	1,221,938	642,938	579,000	
WDD-Kauai	617,019	207,407	409,612	
Rapid Response	557,592	253,345	304,247	
WIOA State Level	1,545,051	1,409,296	135,755	
<b>Total by County</b>	<b>10,300,340</b>	<b>6,317,590</b>	<b>3,982,750</b>	<b>-</b>

<b>Statewide from Unexpended Funds</b>	<b>Unexpended Funds</b>	<b>Expenditures</b>	<b>Encumbrances</b>	<b>Planned</b>
WIOA Adult	1,303,410.01	30,049.79	1,273,360.22	0.00
WIOA Youth	1,421,927.78	1,066,971.71	354,956.07	0.00
WIOA DW	1,121,657.12	28,095.18	1,093,561.94	0.00
WIOA State Level	135,755.00	24,476.87	111,278.13	0.00
<b>TOTAL</b>	<b>3,982,749.91</b>	<b>1,149,593.55</b>	<b>2,833,156.36</b>	<b>0.00</b>

<b>County</b>	<b>Allocated</b>	<b>Expenditures</b>	<b>Balance As of 03/31/2025</b>	<b>Lapsed 6/30/26</b>
Honolulu	5,082,555.00	2,701,218.46	2,381,336.54	
Hawaii	1,784,535.00	822,553.46	961,981.54	
Maui	1,131,059.00	595,272.35	535,786.65	
WDD-Kauai	603,971.00	183,990.77	419,980.23	
<b>Total by County</b>	<b>8,602,120.00</b>	<b>4,303,035.04</b>	<b>4,299,084.96</b>	<b>-</b>

			Expenditures	PY22	PY22	
		PY22	PY22	Funds Avail.	% Expended	PY22
		Budget	06/30/24	06/30/24	06/30/24	Participants
Adult Program:	Hawaii	615,398	456,194	159,204	74%	189
DW Program:	Hawaii	277,263	217,556	59,707	78%	35
Local Admin:	Hawaii	164,734	130,996	33,738	80%	
Youth Program:	Hawaii	589,942	307,150	282,792	52%	43
Rapid Response	Hawaii	94,791	59,936	34,855	63%	
Hawaii Total		1,742,128	1,171,833	570,295		267
Adult Program:	Honolulu	1,566,467	977,778	588,689	62%	682
DW Program:	Honolulu	815,479	426,182	389,297	52%	129
Local Admin:	Honolulu	471,141	347,678	123,463	74%	
Youth Program:	Honolulu	1,858,316	941,069	917,247	51%	137
Rapid Response	Honolulu	278,796	41,612	237,184	15%	
Honolulu Total		4,990,199	2,734,320	2,255,879		948
Adult Program:	Kauai	217,564	88,477	129,087	41%	16
DW Program:	Kauai	235,583	70,614	164,969	30%	7
Local Admin:	Kauai	-	-	-		
Youth Program:	Kauai	163,872	48,316	115,556	29%	4
Rapid Response	Kauai	72,487	40,279	32,208	56%	
Kauai Total		689,506	247,686	441,820		27
Adult Program:	Maui	419,589	184,232	235,357	44%	90
DW Program:	Maui	326,191	128,635	197,556	39%	31
Local Admin:	Maui	122,193	65,141	57,052	53%	
Youth Program:	Maui	353,965	264,931	89,034	75%	32
Rapid Response	Maui	111,518	111,518	-	100%	
Maui Total		1,333,456	754,456	579,000		153
Grand Total		8,755,289	4,908,294	3,846,995		1,395

				PY23	PY23	
		PY23	PY23 Exp	Funds Avail.	% Expended	PY23
		Budget	3/31/2025	3/31/2025	3/31/2025	Participants
Adult Program:	Hawaii	698,272	296,929.91	401,342	43%	95
DW Program:	Hawaii	254,277	149,457.54	104,819	59%	19
Local Admin:	Hawaii	169,760	48,559.22	121,201	29%	
Youth Program:	Hawaii	575,294	252,841.39	322,453	44%	30
Rapid Response	Hawaii	86,932	74,765.40	12,167	86%	
<b>Hawaii Total</b>		<b>1,784,535</b>	<b>822,553.46</b>	<b>961,982</b>		<b>144</b>
Adult Program:	Honolulu	1,687,490	1,054,372.82	633,117	62%	617
DW Program:	Honolulu	777,787	314,932.78	462,854	40%	118
Local Admin:	Honolulu	481,665	200,619.53	281,045	42%	
Youth Program:	Honolulu	1,869,703	1,038,143.54	831,559	56%	123
Rapid Response	Honolulu	265,910	93,149.79	172,760	35%	
<b>Honolulu Total</b>		<b>5,082,555</b>	<b>2,701,218.46</b>	<b>2,381,337</b>		<b>858</b>
Adult Program:	Kauai	145,473	66,044.50	79,429	45%	11
DW Program:	Kauai	194,447	54,193.92	140,253	28%	5
Local Admin:	Kauai	53,749	16,886.30	36,863	31%	
Youth Program:	Kauai	143,824	20,801.15	123,023	14%	2
Rapid Response	Kauai	66,478	26,064.90	40,413	39%	
<b>Kauai Total</b>		<b>603,971</b>	<b>183,990.77</b>	<b>419,980</b>		<b>18</b>
Adult Program:	Maui	378,230	177,759.15	200,471	47%	75
DW Program:	Maui	269,234	105,993.46	163,241	39%	25
Local Admin:	Maui	103,902	56,159.65	47,742	54%	
Youth Program:	Maui	287,647	163,314.09	124,333	57%	19
Rapid Response	Maui	92,046	92,046.00	0	100%	
<b>Maui Total</b>		<b>1,131,059</b>	<b>595,272.35</b>	<b>535,787</b>		<b>119</b>
<b>Grand Total</b>		<b>8,602,120</b>	<b>4,303,035.04</b>	<b>4,299,085</b>		<b>1139</b>

			PY24	PY24	
		PY24	PY24 Exp	Funds Avail.	% Expended
		Budget	3/31/2025	3/31/2025	3/31/2025
					PY24
					Participants
Adult Program:	Hawaii	550,121		550,121	0%
DW Program:	Hawaii	252,020		252,020	0%
Local Admin:	Hawaii	140,931		140,931	0%
Youth Program:	Hawaii	466,233		466,233	0%
Rapid Response	Hawaii	86,161		86,161	0%
<b>Hawaii Total</b>		<b>1,495,466</b>	<b>0.00</b>	<b>1,495,466</b>	<b>0</b>
Adult Program:	Honolulu	1,545,579		1,545,579	0%
DW Program:	Honolulu	756,060		756,060	0%
Local Admin:	Honolulu	448,563		448,563	0%
Youth Program:	Honolulu	1,735,425		1,735,425	0%
Rapid Response	Honolulu	258,482		258,482	0%
<b>Honolulu Total</b>		<b>4,744,109</b>	<b>0.00</b>	<b>4,744,109</b>	<b>0</b>
Adult Program:	Kauai	157,198		157,198	0%
DW Program:	Kauai	177,897		177,897	0%
Local Admin:	Kauai	51,620		51,620	0%
Youth Program:	Kauai	129,509		129,509	0%
Rapid Response	Kauai	60,819		60,819	0%
<b>Kauai Total</b>		<b>577,043</b>	<b>0.00</b>	<b>577,043</b>	<b>0</b>
Adult Program:	Maui	366,747		366,747	0%
DW Program:	Maui	296,494		296,494	0%
Local Admin:	Maui	102,474		102,474	0%
Youth Program:	Maui	259,019		259,019	0%
Rapid Response	Maui	101,366	5,748.30	95,618	6%
<b>Maui Total</b>		<b>1,126,100</b>	<b>5,748.30</b>	<b>1,120,352</b>	<b>0</b>
<b>Grand Total</b>		<b>7,942,718</b>	<b>5,748.30</b>	<b>7,936,970</b>	<b>0</b>

**WORKFORCE DEVELOPMENT COUNCIL**  
**2024 General Appropriations for LBR 135**

\$455,026.00

\$38,684.00 Gov restriction (20%)  
as forced savings

\$416,342.00 TOTAL AVAILABLE

**Expenses as of May 31**

Computers	\$15,449.21	for four personnel
Planning Services	\$9,984.00	
Travel	\$5,749.00	
Registration Fees	\$3,920.00	
Printing	\$3,214.66	
	\$38,316.87	

\$416,342.00

\$38,316.87

**\$378,025.13** remainder

375,700 Adult Ed

\$2,325.13



---

## **Proposal to Fully Encumber Remaining Funds and Justification for Allocation to Adult Education**

We propose to support the expansion of the **Career Foundations initiative**, in partnership with the Department of Education's **Adult Education Program**.

This initiative represents a timely, impactful, and administratively feasible use of funds that aligns with both legislative priorities and workforce development goals. The proposed allocation meets immediate implementation criteria, provides continuity for an existing and results-driven program, and strengthens services to populations with significant educational and economic barriers.

The following section outlines both the rationale for selecting this initiative and the detailed plan to ensure full encumbrance and execution of funds by the required deadline.

The proposal to allocate funds to Adult Education is grounded in the following considerations:

### **A. Readiness for Immediate Implementation**

Given the limited time available before funds lapse on June 30, 2025, a "shovel-ready" project was essential. The Career Foundations initiative, administered in partnership with the Department of Education's Adult Education division, is already in operation and ready for immediate expansion using the general fund allocation.

### **B. Interagency Collaboration Exemption**

This initiative qualifies as an agency-to-agency collaboration, and therefore does not require a competitive procurement process (RFP). This legal and procedural allowance supports timely expenditure of funds without delay.

### **C. Legislative Alignment and February WAM Meeting**

During a meeting convened by the Senate Ways and Means Committee in February 2025, all workforce agencies were urged to identify opportunities to expand Adult Education as a critical pathway to workforce recovery and advancement. This project directly responds to that call.

### **D. Augmenting At-Risk Federal Support**

Federal funding for Adult Education is facing uncertainty. This general fund allocation will serve to stabilize and continue successful services that are otherwise at risk, ensuring program continuity and expansion of reach.

### **E. Demonstrated Impact**

The Career Foundations program has already shown early success in equipping adult learners with foundational career skills, digital literacy, and access to training and jobs. It serves vulnerable

populations who are otherwise disconnected from traditional employment pathways. Please visit <https://www.career-foundations.com> for detailed program design, success stories, and delivery models.

### **A line-item breakdown of projected expenditures**

(Please see attached for Scope of Deliverables with proposed amounts)

### **Plan to Fully Encumber Remaining Funds by June 30, 2025**

The Workforce Development Council, in coordination with the Department of Education, has outlined the following plan to ensure the full utilization of general funds:

- Execute a Memorandum of Understanding/Contract with the Hawaii Department of Education to formalize the funds transfer by mid-June, with services rendered by this deadline (TBD).
- Encumber remaining funds with an invoice from the Department of Education.
- Present Funding allocation at the Workforce Development Council's Quarterly Board Meeting on June 19, 2025.
- Allocate internal administrative and reporting support for program documentation and data reporting.

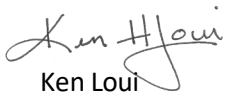
### **Conclusion**

This proposed funding allocation meets both the urgency and intent of the Legislature.

The partnership with Adult Education maximizes impact, ensures compliance with state law, and delivers measurable results for Hawaii's most vulnerable adult learners. The Workforce Development Council is committed to full transparency and timely reporting.

Please contact us with any further questions or if additional information is needed.

Respectfully submitted,



Ken Loui

Chair, Workforce Development Council  
State of Hawaii

CC: Director Jade Butay, DLIR  
Bennette Misalucha, WDC  
Lyn Araki Regan (ASO)  
Maricar Pilotin-Freitas (WDD)



Scope of Deliverables					
Item	Description	# of units	Cost Per Unit	Total Cost	
Build Your Farm - Student workbook	This core curriculum workbook equips students with essential knowledge in farming fundamentals, agricultural entrepreneurship , and the principles of planning and managing a farm-based business	500	80	40,000	
Build Your Farm - Teacher Facilitation	Instructor's manual with guidance, lesson pacing, and discussion prompts to support delivery of the Build Your Farm curriculum.	100	60	6,000	
Build Your Farm - Field Book	Companion workbook for on-site activities and practical farm tasks. Includes logs, checklists, and planning tools.	500	24	12,000	
Build Your Skills Participant (Gen Ed) Student workbook	Student-facing workbook teaching	700	58	40,600	

	professional skills like communication,				
	time management, workplace etiquette, and goal setting.				
Build Your Skills Project (Gen Ed) Student workbook	Hands-on companion to the Build Your Skills participant workbook, featuring a community based PBL.	500	55	27,500	
Build Your Skills (Gen Ed) Teacher Facilitation	Facilitator guide with scripted lessons, instructional strategies, and classroom support tools.	100	42	4,200	
Job Toolbox (Gen Ed) Student Workbook	Focused resource on job search skills, resume writing, interview prep, and job readiness for diverse industries.	700	19	13,300	
Build Your Biz (Gen Ed) Student workbook	A hands-on entrepreneurship guide teaching students how to ideate, plan, and launch a small business.	500	65	32,500	
Build Your Biz (Gen Ed) Teacher Facilitation	Educator resource for guiding students through the Build Your Biz program with structured lesson plans and project coaching.	100	42	4,200	

Build Your Bank (Gen Ed) Student workbook	Personal finance curriculum helping students understand budgeting, banking, credit, and saving.	500	60	30,000	
Build Your Bank (Gen Ed) Teacher Facilitation	Teacher companion for Build Your Bank with lesson breakdowns, pacing, and financial literacy instructional aids.	100	42	4,200	
Build Your Bank (Special Ed) Student workbook	Adapted financial literacy workbook tailored for special education learners with simplified concepts and accessible formatting.	500	58	29,000	
Build Your Bank (Special Ed) Teacher Facilitation	Inclusive teaching resource designed to help educators support special education students in mastering core financial topics.	100	42	4,200	
Build Your Life - Journal	Reflective journaling tool for students to track personal growth, goals, and learning from the entire program journey.	1,000	29	29,000	
Build Your Skills - Supplemental Instructional Slides for Teachers	Slide decks aligned with each lesson in the Build Your Skills curriculum to enhance visual	1	24,000	24,000	

	learning and teacher-led instruction.				
Build Your Biz - Supplemental Instructional Slides for Teachers	Professionally designed presentation decks that align with each Build Your Biz lesson, supporting teacher facilitation and student understanding.	1	24,000	24,000	
Build Your Bank - Supplemental Instructional Slides for Teachers	Slide presentations for teachers delivering the Build Your Bank curriculum, supporting engagement and clarity on financial concepts.	1	24,000	24,000	
Build Your Farm - Supplemental Instructional Slides for Teachers	Visual aids that accompany each lesson in the Build Your Farm program, designed to support teacher delivery and student engagement.	1	24,000	24,000	
<b>Total</b>				<b>\$ 372,700</b>	

**REPORT ON THE  
DISPOSITION OF  
PROGRAM  
YEAR 2022  
UNEXPENDED  
FUNDS**



## **Presentation on the Status of Program Year 2022 WIOA Unexpended Funds**

### **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.

## PROJECT 1

### **Title: Research to Improve Hawai'i's WIOA Workforce Systems**

Status: The contractor, Axios Consulting has visited Hawaii in May and conducted more than 40 interviews with various workforce development stakeholders. WDC has met with them every two weeks to ascertain the development of their report. A meeting will be held sometime in June for Axios to present their findings to the internal stakeholders for feedback. The final report, which will incorporate the feedback, will be submitted to WDC by end of July.

---

### **Purpose:**

The Workforce Development Council (WDC) of the State of Hawaii seeks experts from Hawaii and the mainland, to conduct research aimed at addressing critical challenges in Hawai'i's Workforce Innovation and Opportunity Act (WIOA) system. This research will guide collective efforts to optimize the use of WIOA funds, improve the visibility and reputation of American Job Centers (AJCs), and ultimately increase participation and performance outcomes across the system.

---

### **Background:**

\*Hawai'i faces significant challenges in maximizing the impact of WIOA funds. The underutilization of funds and the limited visibility of AJCs contribute to a low number of participants. This research will provide actionable insights and recommendations to empower policymakers and workforce system partners to achieve the following objectives:

1. Ensure local areas appropriately utilize their allocated funds within prescribed timelines.
  2. Exceed WIOA performance measures.
  3. Enhance the reputation of AJCs, attracting more job seekers.
  4. Increase the number of NEW WIOA enrollees.
-

## Scope of Work:

The selected researcher will:

1. **Analyze Current Challenges:** Examine barriers contributing to the underutilization of WIOA funds and limited visibility of AJCs.
  2. **Evaluate Best Practices:** Research successful strategies from other states or regions to improve fund utilization, performance outcomes, and participant engagement.
  3. **Provide Actionable Recommendations:** Develop a comprehensive set of recommendations for policy improvements and strategic actions, tailored to Hawai'i's unique needs, including an increase in the number of NEW WIOA enrollees by 125% per year.
  4. **Stakeholder Engagement:** Engage with local workforce boards, AJCs, and other stakeholders to gather insights and validate findings.
  5. **Deliver a Final Report:** Provide a detailed report with findings, actionable recommendations, and a roadmap for implementation.
- 

## PROJECT II

**Title:** Professional Public Relations Services to Increase Awareness of the American Job Centers (AJCs) in Hawai'i

**STATUS:** The contractor, Becker Communications, presented the results of the survey on the awareness level of the American Job Center. The results were also presented to internal leadership. The contractor is on track with the production of the materials. A meeting will be conducted shortly for Becker to present the various materials for engagement. WDC has met with Becker consistently to ensure that the project remains on track.

### **Purpose:**

The State of Hawai'i Workforce Development Council (WDC) seeks proposals from qualified public relations (PR) firms to design and execute a comprehensive awareness campaign for the American Job Centers (AJCs). The campaign aims to increase public awareness of AJCs and their services, addressing the current lack of visibility and ensuring that more individuals utilize these valuable resources.



**Background:**

AJCs provide critical services to job seekers, including career counseling, job placement, training programs, and employer connections. Despite their significance, AJCs are underutilized, and public awareness of their offerings remains low. This initiative seeks to:

1. Assess public awareness and perceptions of AJCs.
2. Develop and implement a strategic media campaign to increase visibility and usage of AJCs.
3. Measure the effectiveness of the campaign through follow-up surveys.

**Scope of Work:**

The selected contractor will:

**1. Conduct Initial Survey:**

- Design and administer a survey to determine public awareness of AJCs, what people know about the centers, and whether they utilize their services.
- Analyze data to establish baseline metrics for campaign planning.

**2. Develop a Strategic Media Campaign:**

- Create a comprehensive PR and media plan that leverages traditional media, social media, and community outreach to effectively reach diverse audiences.
- Recommend channels and methods to reach target populations, ensuring culturally appropriate and inclusive messaging.
- Produce and disseminate media content, including advertisements, videos, social media posts, and informational materials.

**3. Execute the Media Campaign:**

- Implement the approved PR and media plan across identified channels.
- Monitor engagement and public feedback throughout the campaign.

**4. Conduct Follow-Up Survey:**

- Administer a follow-up survey post-campaign to measure changes in public awareness and usage of AJC services.
- Compare results to baseline metrics to assess campaign effectiveness.

**5. Progress Reporting:**

- Provide regular updates on the progress of the campaign, including milestones achieved and adjustments made to strategies.
- Submit a final report summarizing campaign results, survey findings, and recommendations for sustained awareness efforts.

**Deliverables:**

1. Initial survey design and results analysis.
  2. Comprehensive PR and media campaign plan.
  3. Campaign materials (e.g., ads, videos, social media posts).
  4. Follow-up survey design and results analysis.
  5. Final report including insights and recommendations.
- 

**Project III.**

**Title: Increasing Work-Based Learning Opportunities for Students (Grades 7-12 through Work-Based Learning Intermediary Support**

**STATUS:** The contractor, Hawaii P-20 is on target to expend the allotted funds to benefit schools throughout the State. Monthly meetings have been held to ensure that Hawaii P-20 remains on track with their deliverables.

**Purpose:** To expand Work-Based Learning (WBL) opportunities throughout the State through intermediaries.

**Background:** Over the past three years, P-20 has successfully supported WBL intermediary organizations that have increased student participation in WBL opportunities. These WBL intermediary organizations connect schools

with employers to provide knowledge and expertise to support the development, delivery, and growth of career pathways across the State. They take the lead role in bringing together education, workforce, and youth-serving partners to establish aligned WBL opportunities that ultimately provide students with professional skills while expanding economic opportunity. In the 2023-2024 school year alone, WBL intermediaries on O'ahu and Kaua'i facilitated nearly 200 WBL opportunities across 59 schools, engaging over 1,000 professionals and impacting approximately 15,000 students. To date, funding for the WBL intermediaries have primarily depended on philanthropic contributions. P-20, as the State Career and Technical Education office has been working to find solutions to continue supporting and expanding these services across the State.

**Expected Outcomes:** Increased number of students who have acquired workplace experience and work readiness skills, particularly vulnerable populations within various Hawaii's State Department of Education complex areas on Hawaii Island, Kaua'i, Maui, and Oahu.

WBL intermediaries can benefit youth in the following ways:

- Connecting students with WBL opportunities: Intermediaries coordinate opportunities for students and facilitate relationships between schools and employers.
  - Expanding WBL opportunities and increasing access to professionals: Intermediaries can help expand WBL opportunities and recruit industry partners to support WBL.
  - WBL opportunities facilitated by intermediaries can help students in many ways, including:
    - o Applying academic learning to real-world situations
    - o Generating income
    - o Establishing future earning potential
    - o Connecting with professionals in the labor market
    - o Finding job fields they are passionate about
    - o Learning job skills
    - o Understanding work-world expectations
    - o Navigating the workforce
    - o Increasing self-confidence
-

**Title:** Building Community College Workforce Capacity

**STATUS:** The contractor, the UH Community Colleges is on track to deliver on the scope of work. They have been making the rounds of the local areas to explore areas of collaboration especially in areas where the community colleges may be the primary vendor for the Eligible Training Provider List. (ETPL). WDC has been meeting with the UHCC stakeholders to assess performance.

**Purpose:** Through the consortium of Hawai'i's seven community college campuses, the UHCC seeks to support the four 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.

**Background:** UHCC recognizes there are current and limited capacity within the consortium of community colleges to utilize WIOA funds for allowable workforce training activities and to identify, and verify, WIOA eligible individuals. In coordination with key project partners and stakeholders, UHCC will undertake two priority strategies to address these identified gaps.

### **Expected Outcomes**

1. Develop a common practice amongst the community college consortium

to identify and enroll statewide WIOA eligible participants and guide them to WIOA supported career pathways embedded within the state's community colleges.

2. Develop a co-designed, simplified application system solution from a contracted WIOA program operator to UHCC training provider, or from UHCC training provider to a WIOA program contractor.

3. Hold meetings at each of the seven UHCC campuses, engaging educators, and counselors to make them more knowledgeable about WIOA and its offerings.

4. Meet with the local area Workforce Development Boards (Maui, Big Island and Oahu) at least once during the period of Agreement.

5. Permit WDC or Department of Labor and Industrial Relations (DLIR) staff to attend and observe meetings, informational briefings with UHCC's community stakeholders.

6. Develop a Playbook to be distributed to all interested parties, outlining, and documenting the details of the newly developed systems.

7. Conduct training classes exclusively for WIOA recipients to achieve measurable outcomes in obtaining Commercial Driver's Licenses. 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.

---

## **PROJECT V.**

### **Title: Expanding Sector Partnerships into new High Growth Industries**

**STATUS:** The Transportation Sector met on May 29, 2025 with about 35 stakeholders present. The Hawaii Department of Transportation Tammy Lee has stepped up to be the convenor for this important sector partnership. During the meeting, the Chamber presented the research on transportation sector which will guide future strategic decisions. The Chamber of Commerce has been very judicious in taking the necessary steps to make this sector possible.

#### **A. Statement of Need**

This project seeks to continue braiding federal grant funding to support this important workforce development tool. If approved, WIOA funding would join the U.S. Economic Development funded Good Jobs Challenge and the U.S. Department of Labor Q.U.E.S.T. Dislocated Worker Grant as crucial federal supporters of Hawai'i's Sector Partnerships.

Hawai'i's Sector Partnerships are industry-driven collaboratives that address workforce development issues statewide by bringing together employers, education partners from K-12 and post-secondary, and community partners to co-create workforce solutions for their sectors. The University of Hawai'i partners with the Chamber of Commerce Hawai'i on this statewide public/private partnership. The Chamber serves as a convener of five sector partnerships statewide with technical assistance from AE Consulting as a co-convenor, and subject-matter expertise and leadership from partner organizations: Engineering (Chamber), Healthcare (Healthcare Association of Hawaii), IT (Chamber), Clean Energy (Hawaii State Energy Office, DBEDT) and Creative Industries (Creative Industries Division, DBEDT). These sector partnerships have led to successful outcomes in education and workforce for local students and job seekers, including WIOA-eligible youth and adult participants.

Education and workforce development efforts facilitated by sector partnerships foster career awareness, exploration, training, preparation, and hands-on

experience in secondary and postsecondary educational pathways. HIDOE and UH students are connected with local employers, creating workforce talent pipelines that lead directly to employment outcomes with livable wages. With this funding, we seek to expand this proven, highly effective work-based learning model by targeting WIOA eligible kama'aina through outreach to AJCs serving foster care, justice involved, and displaced workers, to support their transitions to good jobs in both existing and new economic sectors. The UH System is well positioned to be a nimble and flexible partner for the public and private sectors with its wide range of non-credit and credit programs and new initiatives to develop both micro-credentials and Industry-Recognized Credentials. Both natural resources, mining and construction, and transportation, warehousing and utilities saw notably strong sector growth across the state in the past decade, especially in Kauai and Honolulu counties. Marine transportation, for example, is projected to have a high growth rate of 4.3% . Economic forecasts underscore the need for better understanding of the specific jobs and skills needed to fill jobs within the broad Transportation and Climate Resiliency sectors, as well as close coordination of educational and training programs with employers to produce the workers needed. The workforce research and analyses will define which key stakeholders should shape those partnerships from the start. The Chamber of Commerce Hawai'i is the most experienced facilitator of sector partnerships in our state, and a critical partner with UH and the State of Hawai'i in the workforce development landscape.

## **B. Goals and Objectives**

### **Priority 1**

Conduct workforce analyses in an emerging and vital sector: (1) Transportation Workforce analyses utilize state labor market data and input from industry stakeholders to identify each sector's top workforce needs, opportunities, and challenges, as well as propose recommendations for workforce development statewide.

### **Priority 2**

Begin to convene transportation sector leaders in a new Transportation Sector Partnership, identifying sector stakeholders, forming a steering committee, and leveraging the workforce analysis to adopt priorities for action. The Chamber of Commerce Hawai'i will partner with a transportation subject matter expert leader to begin the convening of the transportation sector, including employers, educators, community partners and philanthropists statewide.



### Priority 3

Provide six months of critical technical support for Hawai'i's sector partnerships, including strategic planning, data tracking and analysis, project management and administration, and meeting facilitation.

---

## **PROJECT VI.**

### **TITLE: FISCAL MANAGEMENT AND BUDGET PROCESSES FOR PERTINENT EMPLOYEE**

STATUS: The contractor, TheGATeam, will be conducting a fiscal training scheduled for June 27-28 2025. Several meetings have been conducted to formulate the agenda and scope of training. Services rendered for this contract is anticipated to be before June 30, 2025. As part of the scope, a final report is anticipated by end of July.

### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA), enacted in 2014, was designed to modernize and improve workforce systems across the United States, with a central focus on fostering collaboration among federal, state, and local partners.

### **PROJECT OVERVIEW**

The proposal is expected to be comprehensive and cover pertinent areas to navigating the financial management and budgeting process for WIOA. The expectation is that at a minimum, the training shall include best practices, policy clarifications, and CFRs.

Define WIOA funding streams, explain the allocations and timing of disbursements, funding parameters, allowable vs. disallowable costs, and relevant fiscal CFRs.

Outline a simplistic guide to WIOA financials for all staff levels, to include navigating the CFR and basic accounting principles. Identify and share best practices for obligating funds, budgeting, forecasting, and tracking expenditures.

Explain reporting requirements.

Offer insight into the external fiscal monitoring process and best practice options for internal use.

### **PROJECT DELIVERABLES**

Deliverables will include: (1) preparatory training including the training outline and any pre-work; (2) an advance meeting with the State of Hawaii Workforce Development Council (WDC) Executive Director, State of Hawaii Department of Labor and Industrial Relations Administrative Services Officer and Workforce Development Division Administrator to review training plans and the training outline; (3) training outline and proposed schedule; (4) execution of the training on-site; and (4) updated fiscal operations manual.

### **LOGISTICS**

The training will be an in-person training session. Each training session will be recorded for future use.

# **SPECIAL PROJECTS REPORT**

Workforce Development Council (WDC)  
Executive Committee  
Wednesday, June 4, 2025  
1:30 p.m.

REPORT  
Special Projects Committee

Highlights for the Quarter

I. COMMITTEE MEETING: The Special Projects Committee met on April 7, 2025. The agenda included:

- a. Update on the 2025 Legislative Session  
*(Reminder: In fourth quarter 2024, WDC members Keith DeMello and Tui Scanlan were delegated with the authority to represent the WDC's legislative policy positions.)*
  - i. Chair DeMello reported on several bills of interest, including the following measures for which WDC had provided supportive testimony this session. *(All of these measures have since passed.)*

Measure	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.
GM690	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, JARED HIGASHI, for a term to expire 06-30-2029.
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.
GM717	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, SCOTT COLLINS, for a term to expire 06-30-2028.
GM728	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, PANE MEATOOGA III, for a term to expire 06-30-2029.
GM744	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, AMBER AKANA, for a term to expire 06-30-2029.
SB742 SD2	Establishes a Data Sharing and Governance Working Group within the Office of Enterprise Technology Services.
HD1	Requires a report to the Legislature. Appropriates funds. Effective 7/1/3000. (HD1)

**NOTES:**

- SB 742 establishes a Data Sharing and Governance Working Group within the Office of Enterprise Technology Services and requires the Working Group to submit annual reports to the Legislature. The bill has been enrolled to the governor for consideration for signature.
- DeMello and Scanlan submitted testimony in support of SB742 because integrated data systems are key to addressing Hawai'i's workforce challenges, as emphasized at the WDC's Workforce Synergy Summit in December 2024. This bill would help to achieve the following outcomes under the [Hawai'i State Workforce Unified Plan's](#) Four Pillars.

- b. Update on the Protocols for Nominating a Member of the State Board
  - i. This item was **deferred** (likely to August) to provide sufficient time for vetting the proposed nomination process
  - ii. Vetting involves the following key steps:
    1. Work with the Attorney General's office to finalize a draft
    2. Then, the draft will be vetted by the Special Projects Committee
    3. Next, the finalized bylaws will go to the Executive Committee
    4. Finally, the draft will be presented to the full WDC board for consideration and action
- c. Update on the Public Awareness Campaign as Part of the Unexpended Funds for Program Year 2022
  - i. ED Misalucha reported that the Becker Communications awarded contract to:
    1. Conduct preliminary survey on American Job Center awareness
    2. Develop and launch PR campaign across multiple platforms
    3. Conduct post-campaign survey to measure awareness increase
  - ii. Campaign funded by PY 2022 unexpended funds

II. COMMITTEE ACTIONS: (none)

III. FORTHCOMING EVENTS:

- a. Workforce Synergy Summit in July
- b. Future of Workforce Conference in September

IV. ANNOUNCEMENTS: None

V. NEXT COMMITTEE MEETING: July 7 at 1:30 p.m. (Zoom and in-person)

Submitted by:

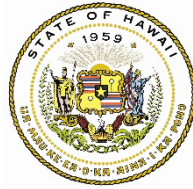
---

Keith DeMello  
Chair  
Special Projects Committee

# **CERTIFICATION OF THE KAUAI AMERICAN JOB CENTER**

**DR. JOSH GREEN**  
GOVERNOR

**SYLVIA LUKE**  
LIEUTENANT GOVERNOR



**JADE BUTAY**  
DLIR DIRECTOR

**WILLIAM KUNSTMAN**  
DEPUTY DIRECTOR

**KEN LOUI**  
CHAIRPERSON

**BENNETTE E. MISALUCHA**  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
**WORKFORCE DEVELOPMENT COUNCIL**  
**Department of Labor and Industrial Relations**  
830 Punchbowl Street, Suite 317, Honolulu, Hawaii 96813  
Phone: (808) 586-8815 Web: <http://labor.hawaii.gov/wdc/>

April 16, 2025

**TO:** Maricar Pilotin-Freitas, Administrator  
Workforce Development Division

**FROM:** Bennette Misalucha, Executive Director  
Workforce Development Council

**RE:** **Kauai American Job Center Certification Executive Summary**

**Date of Site Visit/Review:** April 9, 2025

**Certifying Body:** Workforce Development Council

---

## Background

The Workforce Innovation and Opportunity Act (WIOA) requires the certification of an American Job Center (AJC) at least once every three years to ensure the delivery of high-quality services. The certification process evaluates the AJC across a set of federal and state-defined criteria, including customer service, integration of services, responsiveness to employer needs, and continuous improvement. The local board usually undertakes the role of certification, but because Kauai does not have a local board, the Workforce Development Council (as the State Board) was tasked with this assignment.

This narrative provides the certification status for the Kauai AJC based on the most recent site review and self-assessment conducted in accordance with WIOA Bulletin No. 13-16 Change 2 issued in October 2023.

## Methodology

The methodology for this certification relied on a self-assessment process. The Kauai AJC



Branch Manager was asked to complete the official assessment tool to the best of her ability. Most of the responses provided were within reasonable bounds and appeared to reflect genuine understanding of local operations. In a few instances, responses may have leaned toward an optimistic characterization of service delivery. This is not unusual in self-assessments, especially when staff must balance reporting duties with ongoing service delivery.

Due to time constraints, the certification team was unable to fully validate every response.

However, the self-assessment was accepted for the purpose of certification. Self-assessment is a commonly used approach; for instance, the Maui AJC used it successfully for its 2020 certification. That said, when comparing Kauai's scoring to Maui's, some differences—particularly around coordination of services—suggested that further exploration and clarification of the assessment scores, might be warranted.

To complement the self-assessment, we conducted interviews with AJC staff, one core partner agency, the Kauai County office of economic development, the Department of Labor and Industrial relations Equal Employment Opportunity Officer and several AJC past clients. A summary of the client interviews is attached to this report.

These conversations with Kauai stakeholders confirmed that staff are often deeply engaged in operational and administrative duties, leaving limited bandwidth for broader outreach or routine coordination with other WIOA partners. While these conditions reflect systemic resource limitations, they also point to opportunities for strategic investment and support.

---

## **Evaluation Summary**

The Kauai AJC meets several baseline WIOA requirements and reflects a dedicated effort by a small but hardworking team to serve the community. The center, currently staffed by three individuals under the Workforce Development Division, provides essential services in a responsive and client-centered manner.

However, several opportunities exist to strengthen the AJC's service model. Staffing limitations continue to constrain the center's capacity to conduct proactive outreach, engage with employers, and fully integrate local partnerships. These are not reflections of individual shortcomings, but rather indicators of a system stretched to deliver on a broad mandate with limited resources.

Deeper collaboration with the very pro-active Kauai County Department of Economic Development could offer significant benefits. At present, engagement between the two entities is minimal, albeit the county office is considered the AJC's landlord. Exploring ways to align efforts could help elevate the AJC's visibility and strengthen its impact. The use of WIOA funds

to support a dedicated outreach or community engagement position is one practical strategy that merits consideration.

### **Key Observations:**

- **Customer Service and Feedback:** The AJC has systems in place to collect feedback, and formalizing the way that data is analyzed and applied would enhance continuous improvement efforts.
- **Continuous Improvement:** While training does occur on a limited basis, a more intentional approach to staff development aligned with service priorities would be beneficial.
- **Participant Services:** Basic services are being delivered consistently, though some enhancements could be made to support individualized career planning and soft skills development.
- **Employer Engagement:** There is potential to expand relationships with the local business community, particularly the Kauai Chamber of Commerce, through more consistent outreach and customized services.
- **Integration of Services:** Increasing the visibility of the “American Job Center Hawaii” brand and strengthening coordination with partners would support a more seamless customer experience.
- **Facility and Accessibility:** The center is clean and welcoming, with opportunities for improvement in signage and ADA-related resources.

---

### **Certification Determination**

**Certification Status:** *Provisionally Certified – With Conditions*

The Kauai AJC satisfies baseline certification criteria but would benefit from targeted improvements in several key areas. As part of the next phase, the center is encouraged to develop a Corrective Action Plan (CAP) within 60 days that outlines steps to:

- Evaluate staffing needs and explore options to fund an outreach/community engagement position using WIOA resources.
- Enhance engagement with the Kauai Department of Economic Development and other key partners
- Strengthen processes for capturing and utilizing customer feedback.
- Expand employees’ professional development opportunities based on identified service gaps.
- Re-establish routine coordination meetings among core partners.
- Develop and implement written policies specific to this AJC to ensure compliance with the Americans with Disabilities Act (ADA). While the State has overarching policies in

place, the EEOC has indicated that each AJC must establish its own localized written ADA policy. According to the designated EEOC Officer, monitoring visits will soon be conducted to assess compliance at the local area level.

WDC and the Workforce Development Division will continue to work in partnership to provide guidance and technical assistance as the CAP is developed and implemented.

This certification determination will be presented to the Workforce Development Council for formal action at its next quarterly meeting on **June 19, 2025** where it will appear as an agenda item for board consideration.

### Next Steps

1. **Corrective Action Plan Due:** June 16, 2025
2. **Technical Assistance Support to Staff:** To be coordinated by WDC in collaboration with WDD
3. **Follow-Up Review:** A check-in will be conducted within six months to assess progress and provide further support as needed
4. **Board Review and Certification:** WDC will review and certify the results at its June 19 board meeting

### Conclusion

This certification exercise has served as a valuable opportunity for the Workforce Development Council to gain foundational insight into the current landscape on Kauai, in preparation for assuming the responsibilities of the local board as mandated by WIOA. A US Department of Labor technical assistance training, to be facilitated by Safal Partners, on this very topic is scheduled to be conducted during the Quarterly Board meeting on June 19<sup>th</sup>.

It should be made clear that WDC does not seek to manage the day-to-day operations of the AJC, as it does not have the staffing or resources to do so. Instead, its focus will be on providing stronger policy and governance support for the local Kauai workforce system.

The Kauai American Job Center continues to provide essential workforce services under challenging conditions, thanks to the dedication of its staff and leadership. This certification process has surfaced opportunities not only for improvement but also for greater alignment, collaboration, and support at the state and local levels. With thoughtful investment and shared commitment, the Kauai AJC is well-positioned to enhance its role as a central workforce hub in the county of Kauai.

# **EXECUTIVE DIRECTOR'S REPORT**

Workforce Development Council (WDC)  
Executive Committee  
Wednesday, June 4, 2025  
1:30 p.m.

REPORT  
Special Projects Committee

Highlights for the Quarter

I. COMMITTEE MEETING: The Special Projects Committee met on April 7, 2025.  
The agenda included:

- a. Update on the 2025 Legislative Session  
*(Reminder: In fourth quarter 2024, WDC members Keith DeMello and Tui Scanlan were delegated with the authority to represent the WDC's legislative policy positions.)*
  - i. Chair DeMello reported on several bills of interest, including the following measures for which WDC had provided supportive testimony this session. *(All of these measures have since passed.)*

Measure	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.
GM690	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, JARED HIGASHI, for a term to expire 06-30-2029.
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.
GM717	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, SCOTT COLLINS, for a term to expire 06-30-2028.
GM728	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, PANE MEATOGA III, for a term to expire 06-30-2029.
GM744	Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, AMBER AKANA, for a term to expire 06-30-2029.
SB742 SD2	Establishes a Data Sharing and Governance Working Group within the Office of Enterprise Technology Services.
HD1	Requires a report to the Legislature. Appropriates funds. Effective 7/1/3000. (HD1)

**NOTES:**

- SB 742 establishes a Data Sharing and Governance Working Group within the Office of Enterprise Technology Services and requires the Working Group to submit annual reports to the Legislature. The bill has been enrolled to the governor for consideration for signature.
- DeMello and Scanlan submitted testimony in support of SB742 because integrated data systems are key to addressing Hawai'i's workforce challenges, as emphasized at the WDC's Workforce Synergy Summit in December 2024. This bill would help to achieve the following outcomes under the [Hawai'i State Workforce Unified Plan's](#) Four Pillars.

- b. Update on the Protocols for Nominating a Member of the State Board
    - i. This item was **deferred** (likely to August) to provide sufficient time for vetting the proposed nomination process
    - ii. Vetting involves the following key steps:
      1. Work with the Attorney General's office to finalize a draft
      2. Then, the draft will be vetted by the Special Projects Committee
      3. Next, the finalized bylaws will go to the Executive Committee
      4. Finally, the draft will be presented to the full WDC board for consideration and action
  - c. Update on the Public Awareness Campaign as Part of the Unexpended Funds for Program Year 2022
    - i. ED Misalucha reported that the Becker Communications awarded contract to:
      1. Conduct preliminary survey on American Job Center awareness
      2. Develop and launch PR campaign across multiple platforms
      3. Conduct post-campaign survey to measure awareness increase
    - ii. Campaign funded by PY 2022 unexpended funds
- II. COMMITTEE ACTIONS: (none)
  - III. FORTHCOMING EVENTS:
    - a. Workforce Synergy Summit in July
    - b. Future of Workforce Conference in September
  - IV. ANNOUNCEMENTS: None
  - V. NEXT COMMITTEE MEETING: July 7 at 1:30 p.m. (Zoom and in-person)

Submitted by:

---

Keith DeMello  
Chair  
Special Projects Committee



# Executive Director's Report

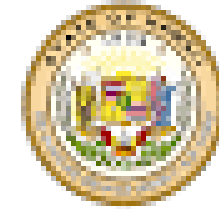
EXECUTIVE COMMITTEE  
Wednesday, June 4, 2025

Bennette E. Misalucha



# STATUS OF BOARD RECRUITMENT

- There are several vacancies on the Council
- Recruitment efforts to fill the vacancies



# Update on Unified Plan Implementation

- Creation of Four Pillar Catalyst Teams
- All pillar teams have conducted second meetings
- Synergy Summit II: July 9, 2025
- National Governor's Association Technical Assistance Grant
- Formulating the State's North Star - 3 convenings
- Timeline for Implementation



# Scope of Work

Each Pillar Catalyst Team will:

## DONE

- \*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.

## TO BE ACCOMPLISHED

- 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.

# 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 by June 30, 2025
Board and Staff Training	Started	Ongoing	completed	New Modules

# FOCUS IN 2025

## First Quarter

- Staff Training and Transition
- Operational Transition from Workforce Development Division
- Implementation of State Unified Plan
- Building Strategic Partnerships with Community Organizations

## Second Quarter

- Administration of Projects under the PY 2022 Unexpended Funds
- Staff Training
- Operational Transition on pertinent WIOA roles
- Implementation of Unified Plan.
- Building Strategic Alliances with community organizations.
- Developing New Website functions
- Building Capacity Amongst Local Boards

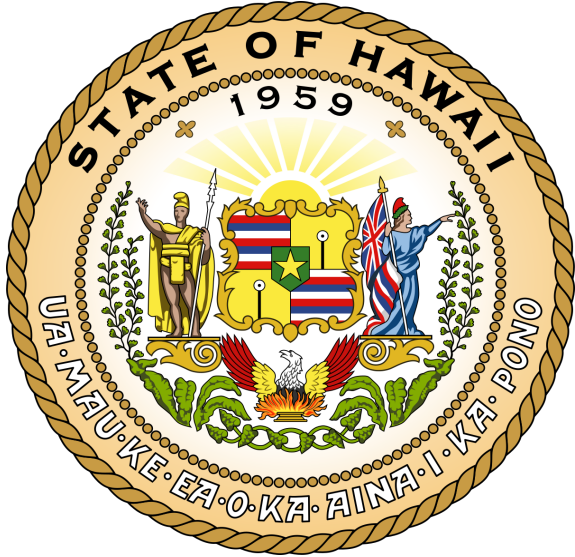
## Third Quarter

- Implementation of State Unified Plan.
- Board Governance
- Building Operational capacity
- Operational transition between WDD and WDC



# UPCOMING EVENTS

- Second Meetings of the Pillar Catalyst Groups – June 2025
- New Board member Orientation: June 5, 2025
- Synergy Summit II: July 9, 2025
- Future of Work Conference: September 2025



**Workforce  
Development Council**

**MAHALO!**



# **ANNOUNCEMENTS AND CONSTITUENT COMMENTS**

# NEXT MEETING

The next meeting is tentatively scheduled on July 23, 2025 from 1:30 p.m. to 3:00 p.m. over zoom and in person at the Department of Labor Office at 830 Punchbowl Street, Room 317, Honolulu, Hawaii 96817.