

JOSH GREEN, M.D.
GOVERNOR

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LIEUTENANT GOVERNOR



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DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

BENNETTE MISALUCHA
EXECUTIVE DIRECTOR

**STATE OF HAWAII
KA MOKU'ĀINA O HAWAI'I
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA**

830 PUNCHBOWL STREET, ROOM 317
HONOLULU, HAWAII 96813
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**HAWAII WORKFORCE DEVELOPMENT COUNCIL
TECHNOLOGY & PERFORMANCE MANAGEMENT COMMITTEE**

AGENDA

Date: October 22, 2025
Time: 10:00 a.m.
In-Person Meeting Location: Princess Ruth Ke'elikolani Building
830 Punchbowl Street, Room 317
Honolulu, Hawaii 96813
Virtual Participation: Virtual Videoconference Meeting – Zoom Meeting (Link below)

<https://us06web.zoom.us/j/81549654037?pwd=VsM9aawzqZVjNumGzx0kaXleg8Rthe.1>

Meeting ID: 815 4965 4037

Passcode: 905567

Dial-in: 1 (719) 359-4580

Agenda: The agenda was posted to the State electronic calendars as required by §92-7(b), Hawai'i Revised Statutes ("HRS")

Board Meeting Materials: Meeting materials are available for review at <https://labor.hawaii.gov/wdc/meeting-docs/>

Individuals may submit written testimony by hard copy mail or hand delivery to: Attn: Workforce Development Council, 830 Punchbowl Street, Suite 317, Honolulu, HI 96813 or by email at DLIR.Workforce.Council@hawaii.gov. We request submission of testimony at least 24 hours prior to the meeting to ensure that it can be distributed to the Board members. Any written testimony submitted after such time 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.

Internet Access:

To view the meeting and provide live oral testimony, please use the link at the top of the agenda. You will be asked to enter your name. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous. You will also be asked for an email address. You may fill in this field with any entry in an email format, e.g., *****@***mail.com.

Your microphone will be automatically muted, and video will be turned off. When the Chairperson asks for public testimony, you may click the Raise Hand button found on your Zoom screen to indicate that you wish to testify about an agenda item. You will individually be enabled to unmute your microphone, turn on your video if you choose to, and testify. When recognized by the Chairperson, please unmute your microphone and turn on your video if you choose to before speaking and mute your microphone and turn off your video after you finish speaking

Phone Access:

If you do not have internet access, you may get audio-only access by calling the Zoom Phone Number listed at the top on the agenda. Upon dialing the number, you will be prompted to enter the Meeting ID which is also listed at the top of the agenda. After entering the Meeting ID, you will be asked to wait to be admitted into the meeting. When the Chairperson asks for public testimony, you may indicate you want to testify by entering “*” and then “9” on your phone’s keypad. After entering “*” and then “9”, a voice prompt will let you know that the host of the meeting has been notified. When recognized by the Chairperson, you may unmute yourself by pressing “*” and then “6” on your phone. A voice prompt will let you know that you are unmuted. Once you are finished speaking, please enter “*” and then “6” again to mute yourself.

For both internet and phone access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to five minutes of testimony per agenda item. Pursuant to section 92-3.7(e), HRS, the Board may remove or block any person who willfully disrupts or compromises the conduct of the meeting.

If connection to the meeting is lost for more than 30 minutes, the meeting will be continued on a specified date and time. This information will be provided on the Council’s website [at https://labor.hawaii.gov/wdc/meeting-docs/](https://labor.hawaii.gov/wdc/meeting-docs/).

Instructions to attend State of Hawaii virtual board meetings may be found online at <https://labor.hawaii.gov/wp-content/uploads/2025/01/State-of-Hawaii-Virtual-Board-Attendee-Instructions.pdf>.

Vision Statement

The Workforce Development Council’s vision is that all employers have competitively skilled employees and all residents seeking work or advancement have sustainable employment and self-sufficiency.

Mission Statement

It is the intent of the Workforce Development Council to support and guide the implementation of the Unified State Plan through active collaboration and regional sensitivity for the purpose of aligning, coordinating, and integrating workforce services to meet the needs of employers and residents in order to foster a robust economy.

I. Call to Order

II. Reports

A. Workforce Innovation and Opportunity Act (WIOA) Grants

Administrative Services Office Accountant Julie Radke will provide an overview of WIOA grant expenditures, budget status, and financial performance. The report will highlight current allocations, spending trends, and forecasts.

B. General Appropriations (GA) Funds

Workforce Development Council (WDC) Executive Director Bennette Misalucha will provide an overview of the status of the WDC’s GA funds.

C. Local Area Performance

WDC Executive Director Bennette Misalucha will provide an overview of performance outcomes, including WIOA benchmarks, key performance indicators, and areas for

improvement for all local areas: County of Maui, County of Kauai, County of Hawai'i, City & County of Honolulu.

III. Fiscal Protocols

With new Committee leadership in place, the Committee will establish new fiscal protocols, outlining key procedures and safeguards to ensure compliance, accountability, and transparency in overseeing fiscal matters.

IV. Executive Director's Report

- A. Update on the 2024-2028 State Unified Plan Implementation
- B. A report on the Future Work Conference held September 24, 2025 and the Generational Commitment or State Unified Plan North Star
- C. Focus for the fourth quarter

V. Next Meeting

Tentatively scheduled for January 13, 2026 at 1:30 p.m.

Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street, Room 317, Honolulu, HI 96813

VI. Adjournment

Reasonable accommodations for people with disabilities are available upon request. Requests for accommodations should be submitted via email to Bennette.E.Misalucha@hawaii.gov or by calling Bennette Misalucha at (808) 586- 3018 (voice) as soon as possible. Such requests should include a detailed description of the accommodation needed. In addition, please include a way for Bennette Misalucha to contact the requester if more information is needed to fulfill the request. Last minute requests will be accepted but may not be possible to accommodate. Upon request, this notice is available in alternate formats.

WORKFORCE INNOVATION AND OPPORTUNITY ACT
Grants Summary As of 08/30/2025

| PY22 | | | | | |
|------------------------------------|----------------------|---------------------|----------------------------|----------------------|---|
| County | Allocated | Expenditures | Balance As of 6/30/24 | Lapsed 6/30/25 | |
| 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 | | |
| Total by County | 10,300,340 | 6,317,590 | 3,982,750 | - | |
| | | | | | |
| Statewide from Unexpended Funds | Unexpended Funds | Expenditures | Encumbrances | Planned Encumbrances | Funds to Lapse 6/30/25 Balance As of 08/30/2025 |
| WIOA Adult | 1,303,411.00 | 1,303,411.00 | 0.00 | 0.00 | 0.00 |
| WIOA Youth | 1,421,928.00 | 1,421,928.00 | 0.00 | 0.00 | 0.00 |
| WIOA DW | 817,411.00 | 798,333.00 | 19,079.00 | 0.00 | 0.00 |
| WIOA RR | 304,247.00 | 304,247.00 | 0.00 | 0.00 | 0.00 |
| WIOA State Level | 135,755.00 | 135,755.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 3,982,752.00 | 3,963,674.00 | 19,079.00 | 0.00 | 0.00 |
| | | | | | |
| PY23: 04/01/2024-06/30/2026 | | | | | |
| County | Allocated | Expenditures | Balance As of 6/30/2025 | Lapsed 6/30/26 | |
| Honolulu | 4,816,645.00 | 3,465,879.00 | 1,350,766.00 | | |
| Hawaii | 1,697,603.00 | 1,124,907.00 | 572,696.00 | | |
| Maui | 1,039,013.00 | 719,455.00 | 319,558.00 | | |
| WDD-Kauai | 537,493.00 | 182,751.00 | 354,742.00 | | |
| Subtotal By County | 8,090,754.00 | 5,492,992.00 | 2,597,762.00 | | |
| Rapid Response | 511,366.00 | 138,166.00 | 373,200.00 | | |
| WIOA State Level | 1,401,652.00 | 1,430,040.00 | (28,388.00) | | |
| Total by County | 10,003,772.00 | 7,061,198.00 | 2,942,574.00 | - | |

PY23-Unexpended Funds-07/01/25-06/30/2026

| Unexpended Funds | Unexpended Funds | Expenditures | Encumbrances | Planned Encumbrances | Balance As of 08/30/2025 |
|---------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------------|
| WIOA Adult | 790,906.00 | 29,348.00 | 738,192.00 | 52,714.00 | 761,558.00 |
| WIOA Youth | 1,020,678.00 | 29,020.00 | 729,941.00 | 290,737.00 | 991,658.00 |
| WIOA DW | 786,178.00 | 19,727.00 | 496,187.00 | 289,991.00 | 766,451.00 |
| Subtotal By County | 2,597,762.00 | 78,095.00 | 1,964,320.00 | 633,442.00 | 2,519,667.00 |
| WIOA RR | 511,366.00 | 138,166.00 | | | 373,200.00 |
| WIOA State Level | 1,401,652.00 | 1,430,040.00 | | | -28,388.00 |
| TOTAL | 4,510,780.00 | 1,646,301.00 | 1,964,320.00 | 633,442.00 | 2,864,479.00 |

Encumbrances (07/01/25-06/30/2026)

| | Budgeted | Expenditures | Balance |
|----------------------------|---------------------|------------------|---------------------|
| Ready to Work Program | | | |
| Castle HS - PO 00104985 | 285,230.00 | | 285,230.00 |
| Konawaena HS - PO 00104991 | 157,260.00 | | 157,260.00 |
| Kapolei HS - PO 00104986 | 318,570.00 | 78,095.00 | 240,475.00 |
| Leilehua HS - PO 00104987 | 311,550.00 | | 311,550.00 |
| Maui HS - PO 00104988 | 284,930.00 | | 284,930.00 |
| Waiakea HS - PO 00104990 | 295,230.00 | | 295,230.00 |
| Roosevelt HS - PO 00104989 | 311,550.00 | | 311,550.00 |
| | 1,964,320.00 | 78,095.00 | 1,886,225.00 |

PY24-LAPSE 06/30/2027

| County | Allocated | Expenditures | Balance As of 8/30/2025 | Lapsed 6/30/27 |
|---------------------------|---------------------|-------------------|----------------------------|----------------|
| Honolulu | 4,485,627.00 | 386,591.00 | 4,099,036.00 | |
| Hawaii | 1,409,305.00 | 55,556.00 | 1,353,749.00 | |
| Maui | 1,024,734.00 | 127,420.00 | 897,314.00 | |
| WDD-Kauai | 516,204.00 | 30,293.00 | 485,911.00 | |
| Subtotal By County | 7,435,870.00 | 599,860.00 | 6,836,010.00 | |
| Rapid Response | 506,828.00 | 0.00 | 506,828.00 | |
| WIOA State Level | 1,401,653.00 | 45,818.38 | 1,355,834.62 | |
| Total by County | 9,344,351.00 | 645,678.38 | 8,698,672.62 | |

GRANT SUMMARY DETAILS
AS OF AUGUST 30, 2025

| | | PY22/FY23 EXPENDITURES | | | | | | | | | | | | | | | PY23/FY24 EXPENDITURES | | | | | PY24/FY25 EXPENDITURES | | | | |
|----------------|----------|------------------------|--------------|--------------|------------|--------------|--------------|--------------|--------------|------------|--------------|--------------|------------|--------------|------------|--------------|------------------------|--|--|--|--|------------------------|------|--|--|--|
| | | Expenditures | | | | | PY22 | | Expenditures | | | | | PY23 | PY23 | | Expenditures | | | | | PY24 | PY24 | | | |
| | | PY22 | PY22 | Funds Avail. | % Expended | PY22 | PY23 | PY23 Exp | Funds Avail. | % Expended | PY23 | PY24 | PY24 Exp | Funds Avail. | % Expended | PY24 | | | | | | | | | | |
| | | Budget | 06/30/24 | 06/30/24 | 06/30/24 | Participants | Budget | 6/30/2025 | 6/30/2025 | 6/30/2025 | Participants | Budget | 8/30/2025 | 8/30/2025 | 8/30/2025 | Participants | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adult Program: | Hawaii | 615,398.00 | 456,194.35 | 159,203.65 | 74% | 235 | 698,272.00 | 482,270.84 | 216,001.16 | 69% | 141 | 550,121.00 | 16,723.25 | 533,397.75 | 3% | | | | | | | | | | | |
| DW Program: | Hawaii | 277,263.00 | 217,556.05 | 59,706.95 | 78% | 43 | 254,277.00 | 220,853.07 | 33,423.93 | 87% | 27 | 252,020.00 | 8,202.71 | 243,817.29 | 3% | | | | | | | | | | | |
| Local Admin: | Hawaii | 164,734.00 | 130,996.43 | 33,737.57 | 80% | | 169,760.00 | 60,440.11 | 109,319.89 | 36% | | 140,931.00 | 2,629.47 | 138,301.53 | 2% | | | | | | | | | | | |
| Youth Program: | Hawaii | 589,942.00 | 307,149.68 | 282,792.32 | 52% | 50 | 575,294.00 | 361,342.39 | 213,951.61 | 63% | 37 | 466,233.00 | 27,999.89 | 438,233.11 | 6% | | | | | | | | | | | |
| Rapid Response | Hawaii | 94,791.00 | 59,936.10 | 34,854.90 | 63% | | 86,932.00 | 27,267.28 | 59,664.72 | 31% | | 86,161.00 | | 86,161.00 | 0% | | | | | | | | | | | |
| Hawaii Total | | 1,742,128.00 | 1,171,832.61 | 570,295.39 | | 328 | 1,784,535.00 | 1,152,173.69 | 632,361.31 | | 205 | 1,495,466.00 | 55,555.32 | 1,439,910.68 | | 0 | | | | | | | | | | |
| Adult Program: | Honolulu | 1,566,467.00 | 977,778.19 | 588,688.81 | 62% | 827 | 1,687,490.00 | 1,413,112.46 | 274,377.54 | 84% | 762 | 1,545,579.00 | 132,735.06 | 1,412,843.94 | 9% | | | | | | | | | | | |
| DW Program: | Honolulu | 815,479.00 | 426,181.85 | 389,297.15 | 52% | 159 | 777,787.00 | 412,256.35 | 365,530.65 | 53% | 148 | 756,060.00 | 52,461.91 | 703,598.09 | 7% | | | | | | | | | | | |
| Local Admin: | Honolulu | 471,141.00 | 347,678.25 | 123,462.75 | 74% | | 481,665.00 | 258,988.46 | 222,676.54 | 54% | | 448,563.00 | 64,032.48 | 384,530.52 | 14% | | | | | | | | | | | |
| Youth Program: | Honolulu | 1,858,316.00 | 941,069.13 | 917,246.87 | 51% | 182 | 1,869,703.00 | 1,381,521.40 | 488,181.60 | 74% | 168 | 1,735,425.00 | 137,361.40 | 1,598,063.60 | 8% | | | | | | | | | | | |
| Rapid Response | Honolulu | 278,796.00 | 41,612.27 | 237,183.73 | 15% | | 265,910.00 | 68,566.46 | 197,343.54 | 26% | | 258,482.00 | | 258,482.00 | 0% | | | | | | | | | | | |
| Honolulu Total | | 4,990,199.00 | 2,734,319.69 | 2,255,879.31 | | 1,168 | 5,082,555.00 | 3,534,445.13 | 1,548,109.87 | | 1078 | 4,744,109.00 | 386,590.85 | 4,357,518.15 | | 0 | | | | | | | | | | |
| Adult Program: | Kauai | 217,564.00 | 88,477.17 | 129,086.83 | 41% | 22 | 145,473.00 | 85,554.53 | 59,918.47 | 59% | 17 | 154,648.76 | 13,272.62 | 141,376.14 | 9% | | | | | | | | | | | |
| DW Program: | Kauai | 235,583.00 | 70,614.03 | 164,968.97 | 30% | 10 | 194,447.00 | 72,881.19 | 121,565.81 | 37% | 8 | 181,395.84 | 12,858.54 | 168,537.30 | 7% | | | | | | | | | | | |
| Local Admin: | Kauai | - | - | - | | | 53,749.00 | 1,258.65 | 52,490.35 | 2% | | 40,204.93 | 1,258.65 | 38,946.28 | 3% | | | | | | | | | | | |
| Youth Program: | Kauai | 163,872.00 | 48,315.66 | 115,556.34 | 29% | 4 | 143,824.00 | 23,055.87 | 120,768.13 | 16% | 2 | 139,954.47 | 2,902.88 | 137,051.59 | 2% | | | | | | | | | | | |
| Rapid Response | Kauai | 72,487.00 | 40,278.88 | 32,208.12 | 56% | | 66,478.00 | 10,098.35 | 56,379.65 | 15% | | 60,819.00 | | 60,819.00 | 0% | | | | | | | | | | | |
| Kauai Total | | 689,506.00 | 247,685.74 | 441,820.26 | | 36 | 603,971.00 | 192,848.59 | 411,122.41 | | 27 | 577,023.00 | 30,292.69 | 546,730.31 | | 0 | | | | | | | | | | |
| Adult Program: | Maui | 419,589.00 | 184,231.78 | 235,357.22 | 44% | 128 | 378,230.00 | 276,682.44 | 101,547.56 | 73% | 113 | 366,747.00 | 40,197.86 | 326,549.14 | 11% | | | | | | | | | | | |
| DW Program: | Maui | 326,191.00 | 128,634.70 | 197,556.30 | 39% | 36 | 269,234.00 | 142,637.97 | 126,596.03 | 53% | 30 | 296,494.00 | 29,341.01 | 267,152.99 | 10% | | | | | | | | | | | |
| Local Admin: | Maui | 122,193.00 | 65,140.85 | 57,052.15 | 53% | | 103,902.00 | 71,201.86 | 32,700.14 | 69% | | 102,474.00 | 12,765.73 | 89,708.27 | 12% | | | | | | | | | | | |
| Youth Program: | Maui | 353,965.00 | 264,930.75 | 89,034.25 | 75% | 43 | 287,647.00 | 228,932.30 | 58,714.70 | 80% | 30 | 259,019.00 | 45,115.00 | 213,904.00 | 17% | | | | | | | | | | | |
| Rapid Response | Maui | 111,518.00 | 111,518.00 | - | 100% | | 92,046.00 | 32,233.77 | 59,812.23 | 35% | | 101,366.00 | 0.00 | 101,366.00 | 0% | | | | | | | | | | | |
| Maui Total | | 1,333,456.00 | 754,456.08 | 578,999.92 | | 207 | 1,131,059.00 | 751,688.34 | 379,370.66 | | 173 | 1,126,100.00 | 127,419.60 | 998,680.40 | | 0 | | | | | | | | | | |
| Grand Total | | 8,755,289.00 | 4,908,294.12 | 3,846,994.88 | | 1,739 | 8,602,120.00 | 5,631,155.75 | 2,970,964.25 | | 1483 | 7,942,698.00 | 599,858.46 | 7,342,839.54 | | 0 | | | | | | | | | | |

| RAPID RESPONSE | | | | Unexpended | Moved From | Remaining funds after adjustment | | | | | | | Unexpended | Moved From | Remaining funds after adjustment | |
|----------------|--|---------|--------------|------------|------------|----------------------------------|------------|--------------|------------|--------------|----------------|------------|--------------|------------|----------------------------------|------------|
| | | Budget | Expenditures | Funds | PY23 | | Budget | Expenditures | Funds | Move to PY22 | Move From PY24 | Budget | Expenditures | Funds | Move to PY23 | |
| Hawaii | | 94,791 | 59,936.10 | 34,854.90 | 65,941.69 | (31,086.79) | 86,932.00 | 86,932.00 | - | (65,941.69) | | 86,161.00 | - | 86,161.00 | - | 86,161.00 |
| Honolulu | | 278,796 | 41,612.27 | 237,183.73 | 114,050.94 | 123,132.79 | 265,910.00 | 114,050.94 | 151,859.06 | (114,050.94) | | 258,482.00 | - | 258,482.00 | - | 258,482.00 |
| Kauai | | 72,487 | 40,278.88 | 32,208.12 | 32,208.12 | - | 66,478.00 | 34,893.34 | 31,584.66 | (32,208.12) | | 60,819.00 | - | 60,819.00 | - | 60,819.00 |
| Maui | | 111,518 | 111,518.00 | - | 92,046.00 | (92,046.00) | 92,046.00 | 92,046.00 | - | (92,046.00) | 17,197.44 | 101,366.00 | 17,197.44 | 84,168.56 | (17,197.44) | 101,366.00 |
| | | 557,592 | 253,345.25 | 304,246.75 | 304,246.75 | - | 511,366.00 | 327,922.28 | 183,443.72 | (304,246.75) | 17,197.44 | 506,828 | 17,197.44 | 489,630.56 | (17,197.44) | 506,828.00 |

PY23/FY24 RAPID RESPONSE

| County | RR Budget | RR Up to May | June Estimate RR | RR Funds Available |
|--------------|-------------------|------------------|------------------|--------------------|
| Hawaii | 86,932.00 | 65,941.69 | 5,709.35 | 15,280.96 |
| Honolulu | 265,910.00 | - | 9,070.00 | 256,840.00 |
| Kauai | 66,478.00 | 2,685.22 | 2,678.00 | 61,114.78 |
| Maui | 92,046.00 | 17,197.44 | 6,461.00 | 68,387.56 |
| TOTAL | 511,366.00 | 85,824.35 | 23,918.35 | 401,623.30 |

*** DATA REFLECT THE \$304,246.75 RR TRANSFER FROM PY23 TO PY22

| PY22/FY23 UP TO MAY | | | | | PY23/FY24 UP TO MAY | | | | | PY24/FY25 UP TO MAY | | | | | | | |
|---------------------------|----------|--------------|------------------|-----------------|----------------------------------|-------------|--------------|------------------|--------------|---------------------|----------------------------------|------------|--------------|------------------|--------------|----------------------------------|------------|
| RAPID RESPONSE | Budget | Expenditures | Unexpended Funds | Moved From PY23 | Remaining funds after adjustment | Budget | Expenditures | Unexpended Funds | Move to PY22 | Move From PY24 | Remaining funds after adjustment | Budget | Expenditures | Unexpended Funds | Move to PY23 | Remaining funds after adjustment | |
| | Hawaii | 94,791 | 59,936.10 | 34,854.90 | 65,941.69 | (31,086.79) | 86,932.00 | 86,932.00 | - | (65,941.69) | 20,990.31 | 86,161.00 | - | 86,161.00 | - | 86,161.00 | |
| | Honolulu | 278,796 | 41,612.27 | 237,183.73 | 114,050.94 | 123,132.79 | 265,910.00 | 114,050.94 | 151,859.06 | (114,050.94) | 265,910.00 | 258,482.00 | - | 258,482.00 | - | 258,482.00 | |
| | Kauai | 72,487 | 40,278.88 | 32,208.12 | 32,208.12 | - | 66,478.00 | 34,893.34 | 31,584.66 | (32,208.12) | 63,792.78 | 60,819.00 | - | 60,819.00 | - | 60,819.00 | |
| | Maui | 111,518 | 111,518.00 | - | 92,046.00 | (92,046.00) | 92,046.00 | 92,046.00 | - | (92,046.00) | 17,197.44 | 74,848.56 | 101,366.00 | 17,197.44 | 84,168.56 | (17,197.44) | 101,366.00 |
| | | 557,592 | 253,345.25 | 304,246.75 | 304,246.75 | - | 511,366.00 | 327,922.28 | 183,443.72 | (304,246.75) | 17,197.44 | 425,541.65 | 506,828 | 17,197.44 | 489,630.56 | (17,197.44) | 506,828.00 |
| Budget to be reallocated: | | | | | | | | | | | | | | | | | |
| | Hawaii | | | | 31,086.79 | | | | | | | | | | | | |
| | Honolulu | | | | (123,132.79) | | | | | | | | | | | | |
| | Kauai | | | | | | | | | | | | | | | | |
| | Maui | | | | 92,046.00 | | | | | | | | | | | | |
| | | | | | - | | | | | | | | | | | | |

UPDATED WORKFORCE DEVELOPMENT COUNCIL**LBR 135***As of October 22, 2025*

General Funds Appropriation FY 2026 (July 1, 2025 to June 30, 2026)

\$455,000

| DISBURSEMENT | Approved Amt | Proposed Updates | NOTES |
|------------------------------|---------------------|-------------------------|--|
| Governor's Automatic Savings | \$45,500 | \$45,500 | represents 10% of total |
| Personnel* | \$90,000 | \$0 | Salaries not covered by WIOA admin funds |
| Workforce Analysis/Studies | \$100,000 | \$100,000 | Studies on WD relevant issues that confront Hawaii |
| Grants | \$125,000 | \$200,000 | Parameters TBD |
| Future of Work Conference | \$20,000 | \$25,000 | Conference fees, neighbor island travel, etc, Workforce Heroes |
| Conferences | \$17,000 | \$20,000 | conference fees, travel, etc |
| WDC Organized conferences | \$0 | \$20,000 | Parameters TBD |
| Board Members Conference | \$10,000 | \$10,000 | travel for neighbor island, room rental, etc |
| Miscellaneous Expenses | \$25,000 | \$25,000 | |
| TOTAL | \$432,500 | \$445,500 | |

Subject to approval by Department of Budget and Finance*PROPOSED: To Be Submitted to DLIR/ Governor's package/2026 Legislative Session**

General Funds Appropriation FY 2027 (July 1, 2026 to June 30, 2027)

\$455,000

| DISBURSEMENT | AMOUNT | Proposed Amt | NOTES |
|---------------------------------|------------------|---------------------|--|
| Governor's Auto Savings | \$45,500 | \$45,500 | represents 10% of total |
| Personnel* | \$155,000 | \$0 | Salaries not covered by WIOA admin funds/ |
| Workforce Analysis/Grants | \$75,000 | \$100,000 | Studies on WD relevant issues that confront Hawaii |
| Grants | \$100,000 | \$200,000 | Parameters TBD |
| Future of Work Conference | \$20,000 | \$25,000 | Conference fees, neighbor island travel, etc, Workforce Heroes |
| Conferences | \$17,000 | \$20,000 | conference fees, travel, etc |
| WDC Organized Conferences | \$20,000 | \$20,000 | Parameters TBD |
| Board Members Annual Conference | \$10,000 | \$10,000 | travel for neighbor island, room rental, etc |
| Miscellaneous Expenses | \$10,000 | \$25,000 | |
| TOTAL | \$452,500 | \$445,500 | |

**Subject to approval by Department of Budget and Finance*



PROPOSED Financial Protocol Policy: As of October 22, 2025

This Financial Protocol Policy establishes a framework for sound financial governance, transparency, and efficiency within the organization. It delineates the responsibilities and approval authorities of the Finance Committee, Executive Committee, and the Full Board, ensuring accountability while maintaining operational flexibility.

I. Governance Structure and Roles

A. Performance Management and Finance Committee

- Reviews and recommends the annual General Appropriations budget to the Executive Committee.
- Oversees quarterly financial reports, budget-to-actual comparisons, and fund balance updates.
- Recommends budget amendments exceeding 10% per major category.

B. Executive Committee

- Acts on behalf of the full board between meetings.
- Approves mid-year adjustments, contracts, and budget reallocations up to \$25,000 or 10% of a budget line.
- Reviews Finance Committee recommendations for board action.

C. Full Board

- Approves the annual operating budget for WDC's General Appropriation Funds
- Approves major financial policies, capital expenditures, and long-term commitments.
- Reviews quarterly financial reports.

II. Budget Development and Approval Process

| Stage | Responsible Party | Description / Timeline |
|--------------------|--------------------|---|
| Budget Preparation | Executive Director | Draft preliminary budget based on prior year actuals and projected revenue. |

| | | |
|--------------------|---------------------|---|
| Review | Finance Committee | Reviews budget assumptions and alignment with strategic plan. |
| Approval (Phase 1) | Executive Committee | Reviews and endorses the budget recommendation. |
| Approval (Phase 2) | Full Board | Adopts the final annual budget. |

III. Expenditure Authority and Approvals

The following approval levels apply to General Appropriation (State) Funds to balance efficiency and oversight:

| Funding Source | Threshold / Type | Approval Required | Documentation |
|------------------------|----------------------------------|------------------------------------|-------------------------------------|
| General Appropriations | Up to \$50,000 | Executive Director | Purchase order & invoice |
| General Appropriations | \$51,000–\$100,000 | Executive Director + Finance Chair | Committee memo or email concurrence |
| General Appropriations | Over \$100,000 | Executive Committee | Meeting minutes or resolution |
| General Appropriations | Over \$50,000 or unbudgeted item | Full Board | Formal board resolution |

IV. Federal Funds

Federal funds shall follow 2 CFR 200 – Uniform Guidance. Federal thresholds (e.g., \$10,000 micro-purchase, \$250,000 simplified acquisition) take precedence over state thresholds. Separate chart of accounts and reporting are required.

V. Reporting and Transparency

- Monthly: Financial reports shared with Finance Chair and WDC Chair.
- Quarterly: Budget-to-actual report to Finance and Executive Committees.
- Annually: presented to the Board and posted publicly on website as part of board packet.

VI. Internal Controls

- Segregation of duties between Fiscal Officer (prepares), Executive Director (approves), Finance Chair (reviews).

-

VII. Amendments and Contingencies

The Executive Director may reallocate up to 10% between budget lines with notice to the Finance Committee. Any adjustment beyond 10% or new budget line requires Finance Committee and Executive Committee approval. Emergency expenditures may be jointly authorized by the Board Chair and Executive Director, subject to later ratification.

VIII. Summary of Approval Flow

| Decision / Action | Responsible | Final Approver |
|---|---------------------|---------------------|
| Budget preparation | Executive Director | Finance Committee |
| Budget recommendation | Finance Committee | Executive Committee |
| Budget adoption | Executive Committee | Full Board |
| Expenditure under \$50,000 | Fiscal Officer | Executive Director |
| Expenditure \$51,000– \$100,000 | Executive Director | Finance Chair |
| Expenditure over \$100,000 | Executive Director | Executive Committee |
| Expenditure over \$50,000 that is unbudgeted | Executive Director | Full Board |

**Performance Management
Committee**

October 22, 2025



WORKFORCEDEVELOPMENT

COUNCIL

WDC EXECUTIVE DIRECTOR'S REPORT

- Continuing the Implementation of the Workforce Development Unified Plan/Pillar Catalyst teams
- Modification of the Plan Due March 2026
- Update on the operational transition of Workforce Development Council
- Committee Work/ Making Them Relevant
- Convening on Important Workforce Issues of the Day

FUTURE OF WORK CONFERENCE

September 24, 2025

- more than 330 attendees
- Focus on workforce development in the counties
- Two keynote speakers: Dr Patrick Sullivan and Dr. Seth Colby
- Workforce Heroes awards

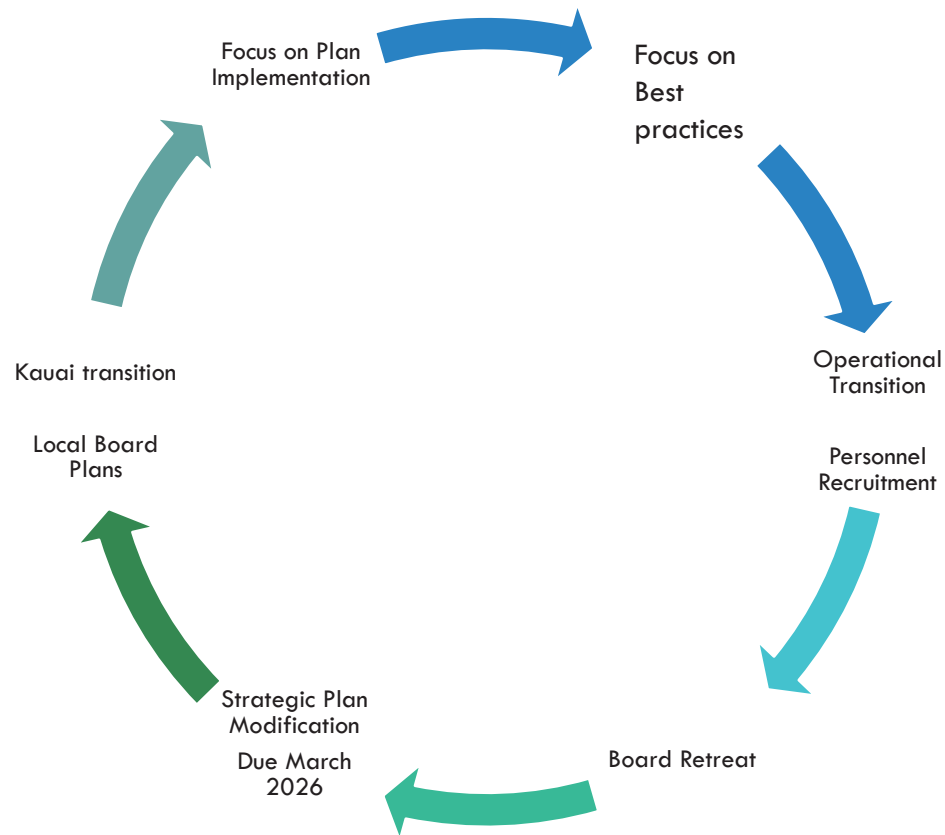


Staffing
2 vacancies



Transition
Plan-
Ongoing work

UPDATE ON ORGANIZATIONAL TRANSITION



FOCUS FOR

4TH Q -2025

1ST Q- 2026

MAHALO!