



WORKFORCEDEVELOPMENT
COUNCIL

Executive Committee Meeting Packet

October 29, 2025



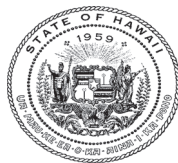
WORKFORCEDEVELOPMENT

COUNCIL

AGENDA

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

BENNETTE MISALUCHA
EXECUTIVE DIRECTOR

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

830 PUNCHBOWL STREET, ROOM 317
HONOLULU, HAWAII 96813
<https://labor.hawaii.gov/wdc/>
Phone: (808) 586-8815 / Fax: (808) 586-8822
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**HAWAII WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE MEETING**

AGENDA

Date: October 29, 2025

Time: 1:30 pm to 3 pm

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)

Join Zoom Meeting

<https://us06web.zoom.us/j/85478952015?pwd=Hsv2b4reS4ajw2SE8iQuNooTJG1jz3.1>

Meeting ID: 854 7895 2015

Passcode: 729142

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. Approval of Minutes of July 30, 2025
- III. By-laws Changes *

The Special Projects Committee had vetted these proposed amendments at its last Committee meeting and the Executive Committee will now consider the changes. The

Executive Committee will then make recommendations to the full board at its next meeting in November. These revisions are designed to align the Council’s nomination and appointment processes with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and relevant provisions of the Hawai‘i Revised Statutes. The goal is to ensure consistency, transparency, and compliance.

A. PROPOSED AMENDMENTS ON ARTICLE III – “MEMBERSHIP”

Section 3.1. Except for ex-officio members or their designees, Council members are appointed by the Governor for up to four-year staggered terms, with a limit of two consecutive terms (eight consecutive years), pursuant to HRS § 202-1 and HRS § 26-34.

ADD: [The Council encourages allowing new voices and a broad range of perspectives to be represented.]

Rationale: While the WIOA requires that by-laws outline the procedures for nominations, the intent here is to ensure the language remains broad and flexible, rather than overly restrictive. Currently, the law and practice limit members to two consecutive four-year terms, but there is ambiguity about whether an individual who has completed eight consecutive years may return to serve again after a break in service. To address this, we propose adding a final sentence emphasizing that one of the Council’s goals is to encourage healthy membership turnover and bring in new voices and perspectives. Members are asked to keep this goal in mind if they are nominated for an additional term.

Section 3.2. A member of each house of the legislature appointed by the appropriate presiding officer of each house shall be appointed to two-year terms beginning in January of odd-numbered years pursuant to HRS § 202-1.

(INSERT NEW SECTION)

Section 3.3 Council members shall actively engage in convening workforce system stakeholders, brokering relationships with a diverse range of employers, and leveraging public and private resources to support workforce development activities in Hawai‘i.

Rationale: The current by-laws only address attendance and do not clearly define broader participation responsibilities beyond meeting presence. Adding this provision establishes clear expectations for member engagement and aligns Hawai‘i’s Workforce Development Council with federal regulations and national best practice.

~~Section 3.3.~~ **(NOW Section 3.4)** Any member of the Council may resign at any time by giving written notice to the Governor and Chairperson.

~~Section 3.4~~ **(NOW Section 3.5)** If it comes to the Chairperson’s attention, either by written notification from the Council member or otherwise, that a Council member may no longer be eligible for Council membership, the Chairperson may convene an Executive Committee meeting to review that Council member’s eligibility and determine the course of action.

(INSERT NEW SECTION)

Section 3.6 Upon a vacancy due to resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of the vacancy.

Rationale: The current by-laws did not specify a formal requirement for the Chair to notify the Governor of vacancies or establish a timeline for filling those vacancies, creating risks of prolonged gaps in representation and noncompliance with WIOA.

(INSERT NEW SECTION)

Section 3.7 The Board shall request that any vacancies are filled by the Governor, with the advice and consent of the senate, in a prompt manner and consistent with federal and/or state requirements.

Rationale: This verbiage is lifted from the Rhode Island State Board By-laws, and addresses the nomination process in a broad manner, while acknowledging that the Governor has the sole authority to appoint Council members.

~~Section 3.5.~~ **(NOW Section 3.8).** The Executive Director of the Council and Workforce Development Division Administrator are not members of the Council.

B. PROPOSED AMENDMENTS ON ARTICLE V: “MEETINGS, ATTENDANCE, VOTING AND QUORUM”

Section 5.1. HRS Chapter 92 and 29 USC § 3111(g) of WIOA govern the Council’s meetings. The Council shall endeavor to meet quarterly. The Chairperson may convene the Council as necessary.

Section 5.2. Under HRS § 92-15.5, except for ex-officio members or their designees, the term of a Council member shall expire upon the failure of the Council member, without valid excuse, to attend three consecutive meetings duly noticed to all Council members and where the Council failed to constitute quorum necessary to transact Council business. The Chairperson shall determine if the absence of the Council member is excusable. The expiration of the Council member’s term shall be effective immediately after the third consecutive unattended meeting and unexcused absence.

(INSERT NEW SECTION)

Section 5.3. The Council shall provide teleconferencing, videoconferencing, and web-based platforms to promote participation, consistent with the State Sunshine Law. Participation by such means constitutes official attendance.

Rationale: Explicitly allows tele- and web-based participation. While Hawai‘i’s Sunshine Law governs meetings, this clarifies that remote participation counts as official attendance.

~~Section 5.3.~~ **(NOW SECTION 5.4)** Other than designees of ex-officio members, proxy and/or absentee voting is not permitted.

~~Section 5.4.~~ **(NOW SECTION 5.5)** Other than designees of ex-officio members, proxy and/or absentee voting is not permitted. Section 5.4. The following ex-officio members or their designees may each cast one vote:

- Governor, State of Hawaii
- Mayor, City & County of Honolulu
- Mayor, County of Hawaii
- Mayor, County of Kauai
- Mayor, County of Maui
- Director, Department of Business, Economic Development and Tourism
- Administrator, Division of Vocational Rehabilitation, Department of Human Services
- Director, Department of Labor & Industrial Relations
- Superintendent, Department of Education
- President, University of Hawaii
- Chair, County of Hawaii Workforce Development Board
- Chair, County of Kauai Workforce Development Board
- Chair, County of Maui Workforce Development Board
- Chair, Oahu Workforce Development Board
- Member, House of Representatives – State Legislature
- Member, Senate – State Legislature

~~Section 5.5.~~ **(NOW SECTION 5.6)** The following Council members appointed by the Governor may each cast one vote:

- The representatives from the private sector, including nonprofit organizations and businesses in the State, appointed from individuals nominated by state business organizations and business trade associations.
- The representatives from labor organizations and workforce training organizations.

~~Section 5.6.~~ **(NOW SECTION 5.7)** Ex-officio members wishing to designate a designee for purposes of attending a Council meeting and voting at such meeting should submit written notice to Council staff no later than one week before the Council meeting that the designee wishes to attend.

~~Section 5.7.~~ **(NOW SECTION 5.8)** Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

C. PROPOSED AMENDMENTS ON ARTICLE VI: “COMMITTEES”

Section 6.2 For each standing committee, the Chairperson shall appoint from the standing committee membership a Chairperson and ~~a~~ **[no more than two]** Vice-Chairperson[s]. The Chairperson of the standing committee and the Vice-Chairperson[(s)] of the standing committee must also be Council members. Standing committees may include Council members and individuals who are not Council members. The standing committees may convene as necessary.

Rationale: The proposed change provides flexibility to appoint up to two Vice-Chairpersons per standing committee, allowing leadership responsibilities to be shared among Council members. This is particularly valuable for committees with broader scopes or heavier workloads. It promotes greater member engagement, leadership development, and continuity in the Council’s work as priorities and activities evolve over time.

Section 6.3. The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- ~~Military and Veterans Affairs Committee~~
- ~~Performance Management and Technology Committee~~ **Performance Management and Finance Committee**
 - Sector Strategies & Career Pathways Committee
 - Youth Services Committee
 - Special Projects Committee

Rationale: This amendment is being added as part of the Council’s restructuring of committees.

The Technology and Performance Management Committee will be refocused to emphasize performance management and fiscal oversight of WIOA programs, and thus, will be renamed Performance Management and Finance Committee. The technology function is envisioned to operate as a working group. In the same vein, the Military and Veteran Affairs Committee is being eliminated. There are duplicative efforts in the community, particularly with the Chamber of Commerce and the Department of Business, Economic Development and Tourism. While there are worthwhile initiatives to pursue, these can be more effectively addressed through task forces or working groups.

D. PROPOSED AMENDMENTS: ARTICLE VIII: “MISCELLANEOUS”

~~Section 7.1. 20 CFR § 683.200 governs conflicts of interest and codes of conduct under Federal law for Council members. Article XIV of the Hawaii State Constitution and HRS Chapter 84 governs conflicts of interest and ethics under State law for Council members.~~

(Revised provision)

Section 7.1 All members of the Council shall comply with applicable state and federal ethics and conflict of interest laws, including, but not limited to, Article XIV of the Hawai‘i State Constitution, Hawai‘i Revised Statutes Chapter 84, 2 CFR 200.318, and 20 CFR § 683.200. Compliance with these provisions is a condition of appointment and continued service on the Council.

Rationale: To ensure full compliance and accountability, the by-laws should clearly and affirmatively state the ethical obligations applicable to each member.

Section 7.2. Council members shall serve without compensation but shall be reimbursed for necessary travel expenses for the performance of their duties to the extent permitted by law.

(INSERT NEW SECTION)

Section 7.3 In alignment with Hawai'i Revised Statutes (HRS) Chapter 202 and best practices for nonprofit and public boards, the Council shall conduct an annual performance review of the Executive Director. The review shall be coordinated by the Executive Committee and completed within the first quarter of each fiscal year. The review process shall include input from Council members and, where appropriate, relevant partners, stakeholders, and the public. A written summary of the evaluation shall be presented to the full Council and maintained as part of the Council's records.

Rationale: While HRS Chapter 202 provides for the role and authority of the Executive Director, it does not stipulate an explicit requirement for annual performance evaluations. Codifying this practice in the bylaws strengthens accountability, transparency, and governance. A consistent review process ensures that the Executive Director's performance is measured against statutory obligations and the Council's priorities, while also providing constructive feedback to support professional growth. This practice is recognized as a governance best practice, aligning the Council's oversight responsibilities with its mission and ensuring the effectiveness of leadership.

~~Section 7.3.~~ **(NOW SECTION 7.4)** To the extent permitted by law, Robert's Rules of Order, newly revised, or applicable statutes shall apply in situations not covered by these bylaws.

~~Section 7.4.~~ **(NOW SECTION 7.5)** The bylaws may be amended at any Council meeting with the concurrence of at least a quorum of Council members.

~~Section 7.5.~~ **(NOW SECTION 7.6)** To the extent that any section in the bylaws is held invalid, the invalidity does not affect the other sections in the bylaws which can be given effect without the invalid section, and to this end the invalid section of the bylaws is severable.

~~Section 7.6.~~ **(NOW SECTION 7.7)** The bylaws are effective upon Council concurrence of at least a quorum of Council members.

~~Section 7.7.~~ **(NOW SECTION 7.8)** The bylaws were duly approved by the Council on February 15, 2024, **November 19, 2025.**

Rationale: November 19, 2025 is the next board meeting, where we anticipate that these By-laws will be considered and voted upon.

*Requires Executive Committee Action

IV. Legislative Plans for 2026 Legislative Session

For the 2026 Legislative Session, the Special Projects Committee will review and refine its legislative engagement protocols based on lessons learned from the past two years. The goal is to ensure timely coordination, consistent communication, and clear roles in advancing workforce priorities aligned with the State Unified Plan. This includes strengthening collaboration with legislative partners and improving internal tracking of proposed measures and testimony processes.

V. Proposed WDC Financial Protocols for General Appropriation Funds

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

VI. Status of General Appropriation Funds

Workforce Development Council (WDC) Executive Director Bennette Misalucha will provide an overview of the status of the WDC's GA funds and the changes as approved by the Finance Committee.

VII. Certification of the Kauai American Job Center

Certification of an American Job Center normally falls within the purview of their local board. However, because Kauai does not have a board, the responsibility, by default, goes to the State Board. The Workforce Development Council conducted the certification process early this year. It granted provisional certification to the Center but with some conditions. This is an update on the responses to the findings.

VIII. Executive Director's Report

- a. *Update on the 2024-2028 State Unified Plan Implementation Plans for Pillar Teams and Next Steps for Pillar Initiatives*
- 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*
 1. *Operational transition*
 2. *Personnel Recruitment*
 3. *Board Retreat*
 4. *Strategic Plan Modification*
 5. *Local Board Plans*
 6. *Kauai Transition*

IX. Next Meeting

Tentatively scheduled for January 22, 2026, at 1:30 p.m.
Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street,
Room 317, Honolulu, HI 96813

X. Adjournment

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.



WORKFORCEDEVELOPMENT

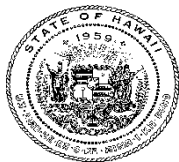
COUNCIL

Minutes: July 30, 2025

*requires committee action

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

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WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE MEETING
WRITTEN MINUTES
Wednesday, July 30, 2025
1:30 p.m. – 3:00 p.m.

Attendance:

Ken Loui, Council Chair, CEO, Pacific Marine
Cary Miyashiro, Council Vice Chair and President, Quad D Solution
Keith DeMello, SVP of Communications & External Affairs, Ulupono Initiative
Dion Dizon, Business Representative, IBEW Local Union 1186
Carla Kurokawa, Manager, Employment and Training, Alu Like
Lorna Woo, Assistant Business Manager, International Union of Painters and Allied Trades, District Council 50
Derek Kanehira, SVP, Human Resources, Alexander and Baldwin
Cheryl Cross, Executive Search Consultant, Inkinen Executive Search (not present at roll call)

Excused:

Donovan Dela Cruz, Senate designee, Hawaii State Senate
Tui Scanlan, President, IASTE Local 665
Sean Knox, President, Hawaii Employment Services, Inc.
Trang Malone, Workforce Initiatives Manager, CVS Health

WDC Staff:

Bennette Misalucha, Executive Director, WDC
Kelly Quitevis, Program Specialist, WDC
Evan Palmer, Program Specialist, WDC
Angela Chock, Hele Imua Intern, WDC

I. Call to Order

Chair Ken Loui called the meeting to order at 1:30 p.m. Quorum was established with 7 members present.

II. Approval of June 4, 2025 Executive Committee meeting minutes

Chair Ken Loui introduced the first agenda item, the approval of the June 4, 2025 Executive Committee meeting minutes. A motion to approve the minutes was made by Dion Dizon with a second by Cary Miyashiro. Chair Loui opened the floor for any objections or abstentions. Hearing none, he called for a verbal vote. Motion carried unanimously. The June 4, 2025 Executive Committee minutes were approved.

III. Financial Reports

Executive Director Bennette Misalucha presented a financial report, directing members to pages 19–24 of the meeting packet.

Program Year (PY) 2022: The State of Hawai'i received \$10.3 million in WIOA funds. Approximately \$6.3 million was expended; \$3.9 million was unspent by local areas. The \$3.9 million was re-obligated and used at the state level, resulting in no funds returned to the federal government as of May 31, 2025.

Program Year (PY) 2023: Allocation totaled \$10.1 million. As of May 31, 2025, local areas had spent approximately 50%, with roughly \$4.3 million remaining. It is projected that \$2.3 million will be returned to the state.

Program Year (PY) 2024: Funds became available on July 1, 2025. No expenditures have been recorded at the time of the meeting due to the program year just beginning.

General Appropriations (GA) Funds – Program ID LBR135: The Council received \$455,000 in state general funds for both FY 2026 and FY 2027. Budget includes a 10% reserve, as required by the Governor's Office. The proposed budget will be reviewed by the Executive Committee before it moves to the full Council for approval.

The FY26 spending plan includes the 10% reserve, personnel support not covered by WIOA administrative funds, funding for workforce research studies, micro-grants to be developed through a working group, and conferences and convenings including the Future of Work Conference and an Employers Boot Camp.

FY27 Proposed Budget: The proposed FY27 budget mirrors FY26 in structure but includes an additional FTE to support administrative functions.

A motion was made by Cary Miyashiro with a second by Derek Kanehira to approve both the FY 2026 and FY 2027 proposed budgets, and to advance them to the full Council for final approval. The motion carried unanimously.

IV. Report on the Disposition of Program Year 2022 Unexpended Funds

Executive Director Bennette Misalucha provided highlights on projects funded through PY22 unexpended funds. The American Job Center (AJC) Awareness Campaign launched on June 30, 2025 and will run through September. The contractor, Becker Communications, will present the campaign to the Board at the upcoming August meeting. A fiscal training was conducted by the GATeam. Approximately 40 attendees from all counties participated. The effort focused on alignment and modernization of fiscal management practices.

V. Executive Director's Report

Executive Director Bennette Misalucha provided an update on the Council's major accomplishments and ongoing initiatives for the year. She noted that these milestones were achieved during a period of transition, during which she served as the sole staff member for nine months. Over the past year, the Council established itself as a convener, assisting in launching sector partnerships in transportation and long-term care. Key events organized included the Future of Work Conference, the Workforce Heroes Program, and the State of the Economy Seminar featuring economists Dr. Paul Brubaker and Dr. Seth Colby. The Council is increasingly being recognized as a voice for workforce development, with invitations to present at gatherings such as the Hawaii Employers Council Talent Summit.

Funding remains a primary challenge due to reductions in federal and state allocations. The Executive Director noted that recommendations have been made to diversify funding sources. The National Governors Association will present additional insights at the August Board meeting. Funding for 2025 youth programs has been released, and allocations for adult and dislocated worker programs are anticipated to follow.

The Council's priorities for the coming year include promoting operational excellence, strengthening board governance, and advancing the implementation of the State Unified Plan. The Synergy Summit held on July 9 featured an introduction to Hawai'i's Generational Commitment, developed in partnership with the Workforce Funders Collaborative, the Chamber of Commerce, and the University of Hawai'i. The public launch is planned for September to coincide with Workforce Development Month. A team has also begun reviewing potential policy changes for future legislative consideration.

The Council continues to serve as the local workforce board for Kaua'i due to the absence of a local board and limited resources, with plans to establish local operational capacity when feasible. The task force addressing Workforce Development Council and Workforce Development Division roles and responsibilities under the Workforce Innovation and Opportunity Act continues to meet. The group plans to develop a memorandum of agreement to formalize these distinctions.

VI. Plans for Executive Director's Performance Review

Chair Ken Loui reviewed the Executive Director's performance evaluation for the period of July 1,

2024, to June 30, 2025. Of the 14 performance categories, 80% of responses rated her performance as “exceeds expectations,” with 12% rated as “meets expectations.” Categories related to supervision and safety had some responses marked “not applicable” due to limited visibility. The Executive Committee approved advancing the evaluation summary to the full Board and recommended a 2% lump-sum bonus for exceptional performance. Additionally, the Board approved updates to the Executive Director’s position description to reflect supervisory responsibilities over three positions and a corresponding 4% salary increase.

VII. Next Meetings

A full Council meeting will be held on August 20, 2025 at 9:30 a.m. An Executive Council meeting is planned for October 22, 2025 at 1:30 p.m.

VIII. Announcements and Constituent Comments

There were no announcements or comments.

IX. Next Meeting

The next meeting is tentatively scheduled for October 22, 2025 at 1:30 p.m.

X. Adjournment

The Chair adjourned the meeting at approximately 2:34 p.m.



WORKFORCEDEVELOPMENT

COUNCIL

Proposed Amendments to the By-Laws

*requires committee action

WORKFORCE DEVELOPMENT COUNCIL
2025 PROPOSED BY-LAWS CHANGE

As part of our governance responsibilities, the Workforce Development Council (WDC) is proposing amendments to its by-laws to ensure that the State of Hawai'i remains fully aligned with the federal Workforce Innovation and Opportunity Act (WIOA) while strengthening organizational clarity and consistency. These updates also aim to modernize the by-laws, resolve administrative inconsistencies, and better reflect the Council's current direction and strategic priorities.

WIOA requires that the Governor establish by-laws that, at a minimum, address specific provisions such as the nomination process, vacancies, use of technology, and active member participation.

Attached for your review are the draft amendments, which include proposed new language to be inserted under Article III to clarify Council composition, establish a nomination pool and process, set timelines, and address participation and other membership conditions. We are also proposing several amendments to align the by-laws with the Council's current direction—for example, eliminating one committee and reconstituting another. We believe these changes will strengthen the Council's effectiveness, enhance relevance, and ensure that its structure continues to reflect evolving priorities and responsibilities.

The intent of these changes is to:

- Align the WDC's by-laws with WIOA §101(b) and 20 CFR §679.110;
- Provide greater clarity and transparency in membership and appointment processes; and
- Incorporate best practices used in other states, while preserving the Governor's authority for final appointments.

We are grateful to the Hawaii Attorney general's office for their legal review of the proposed verbiage to ensure consistency with Hawai'i statutes, including HRS Chapter 202 and Chapter 92, as well as to confirm compliance with WIOA.

Respectfully Yours,

Keith DeMello
Chair, Special Projects Committee

Dion Dizon
Vice-Chair, Special Projects Committee

BACKGROUND:

Code of Federal Regulations (CFR)

A. § 679.110 What is the [State](#) Workforce Development Board?

The Governor must establish by-laws that at a minimum address:

- (1) The nomination process used by the Governor to select the State WDB chair and members;
- (2) The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
- (3) The process to notify the Governor of a WDB member vacancy to ensure a prompt nominee;
- (4) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the following requirements:
 - (i) If the alternative designee is a business representative, he or she must have optimum policymaking hiring authority.
 - (ii) Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.
- (5) The use of technology, such as phone and Web-based meetings, that must be used to promote WDB member participation;
- (6) The process to ensure members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and
- (7) Other conditions governing appointment or membership on the State WDB as deemed appropriate by the Governor.

B. GAP ANALYSIS

Please refer to the above WIOA provisions in the CFR for the gap analysis grid provided below.

Hawai'i Workforce Development Council By-Laws Alignment with WIOA

WIOA Requirement	Current By-Laws (Feb 2024)	Gap / Issue	Proposed Amendments
1. Nomination process for Chair and members	Art. IV, Sec. 4.1: Governor appoints Chairperson Art. III, Sec. 3.1: Governor appoints members for staggered terms.	Appointment authority covered, but no process for receiving nominations from business orgs, labor orgs, etc..	Governor (through WDC) solicits nominations from business, labor, education sectors. Provides for instances when business sector organizations may be non-existent. Nominations must be written with qualifications documented. A pool of potential board members must be maintained.
2. Term limitations & staggering	Art. III, Sec. 3.1: Four-year staggered terms; limit of two consecutive terms	Fully addressed.	No change needed.
3. Process to notify Governor of vacancies	Art. III, Sec. 3.3: Member may resign by written notice to Governor & Chair Art. III, Sec. 3.4: in cases where member is no longer eligible, Chair/Executive	Does not specify formal notification to Governor by Chair.	Proposed Art III. Sec 3.8 Chair must notify Governor in writing within 10 business days.

WIOA Requirement	Current By-Laws (Feb 2024)	Gap / Issue	Proposed Amendments
	Committee may review eligibility.		
4. Proxy & designee process	<p>Article V, Sec. 5.3: Other than ex-officio, Proxy/absentee voting prohibited.</p> <p>Art. V, Sec. 5.6: Ex-officio members may designate designees with 1-week notice.</p>	Fully addressed	No change needed.
5. Use of technology to promote participation	Art. V, Sec. 5.1: Meetings governed by Sunshine Law & WIOA.	<p>Missing: a mandate to use technology</p> <p>Silent on requiring tech to promote participation.</p>	<p>Proposed Art V, Sec 5.2</p> <p>Council must provide teleconference, videoconference, or web-based platforms. Attendance via technology = official attendance.</p>
6. Ensure members actively participate in convening stakeholders, brokering employer relationships, leveraging support	Art. V, Sec. 5.2: Members lose seat if absent from 3 consecutive meetings without valid excuse and where the board failed to constitute quorum necessary to transact board business	Addresses attendance, but not broader participation duties as provided in 20 CFR § 679.110.	<p>Proposed Art III, Sec. 3.5</p> <p>Council members shall actively engage in convening workforce system stakeholders, brokering relationships with a diverse range of employers, and leveraging public and private resources to support workforce development activities in Hawai'i.</p>

WIOA Requirement	Current By-Laws (Feb 2024)	Gap / Issue	Proposed Amendments
7. Other conditions governing membership	Art. VII, Sec. 7.1–7.2: Ethics, conflicts of interest, no compensation, reimbursements.	This section reference ethics and conflicts of interest but it does not explicitly state that Council members must comply with these requirements.	Proposed Art. VII, Section 7.1 All Council members shall comply with applicable state and federal ethics and conflict of interest laws, including Article XIV of the Hawai'i State Constitution, Hawai'i Revised Statutes Chapter 84, 2 CFR 200.318, and 20 CFR § 683.200. Compliance with these provisions is a condition of membership on the Council.

C. PROPOSED AMENDMENTS ON ARTICLE III: “MEMBERSHIP”

Section 3.1. Except for ex-officio members or their designees, Council members are appointed by the Governor for up to four-year staggered terms, with a limit of two consecutive terms (eight consecutive years), pursuant to HRS § 202-1 and HRS § 26-34. **The Council encourages allowing new voices and a broad range of perspectives to be represented.**

Rationale: The current law and practice limit members to two consecutive four-year terms, but it is unclear whether an individual who has completed eight consecutive years may return to serve additional terms after a period of absence. However, we can add the last sentence to emphasize that one of the goals of the Council is to promote the healthy turnover of membership, allow new voices and perspectives to be represented by asking members to consider this goal if they are nominated for an additional term.

Section 3.2. A member of each house of the legislature appointed by the appropriate presiding officer of each house shall be appointed to two-year terms beginning in January of odd-numbered years pursuant to HRS § 202-1.

(INSERT NEW SECTION)

~~Section 3.3. The Council shall assist the Governor by maintaining a standing pool of potential nominees for Council membership. Business representatives shall be selected from~~

~~individuals nominated by statewide or regional business organizations and trade associations. Labor representatives shall be selected from individuals nominated by recognized state labor organizations.~~

~~(INSERT NEW SECTION)~~

~~Section 3.4 Nominations by must be submitted in writing, with documentation of the nominee's qualifications under WIOA. The WDC Executive Committee shall review nominations for completeness, verify compliance with WIOA and State requirements, and forward recommendations to the Governor. The Governor retains sole appointment authority.~~

Rationale: Here are the reasons:

a. Federal Compliance: WIOA (§101(b)) and 20 CFR §679.110 require that the Governor's by-laws address the nomination process; current by-laws do not.

b. Transparency & Continuity: A standing pool of vetted nominees ensures timely appointments, prevents vacancies, and provides clarity on how candidates are identified.

c. Best Practice: States like Delaware, Alaska, and Oregon specify that the Governor shall appoint from a standing list of potential members nominated by state business organizations, or trade or labor organizations, with boards helping review for compliance before names go to the Governor.

~~(INSERT NEW SECTION)~~

~~Section 3.5 In cases where an individual applies directly to the Governor or the Council for membership, staff shall acknowledge receipt and advise the applicant that, under WIOA, nominations must come through recognized organizations such as business associations, trade groups, labor federations, educational institutions, or community-based organizations. Individuals may only be considered for appointment upon formal nomination through the proper channel, and all appointments remain at the sole discretion of the Governor.~~

Rationale: This provision is necessary to clarify how applications for Council membership are handled. WIOA requires that nominations come through recognized business, labor, education, or community organizations, not directly from individuals.

~~(INSERT NEW SECTION)~~

~~Section 3.3 Council members shall actively engage in convening workforce system stakeholders, brokering relationships with a diverse range of employers, and leveraging public and private resources to support workforce development activities of the Workforce Development Council.~~

Rationale: The current by-laws only address attendance and do not clearly define broader participation responsibilities beyond meeting presence. Adding this provision establishes clear expectations for member engagement and aligns Hawai'i's Workforce Development Council with federal regulations and national best practice.

~~Section 3.3.~~ **(NOW Section 3.4)** Any member of the Council may resign at any time by giving written notice to the Governor and Chairperson.

~~Section 3.4~~ **(NOW Section 3.5)** . If it comes to the Chairperson's attention, either by written notification from the Council member or otherwise, that a Council member may no longer be eligible for Council membership, the Chairperson may convene an Executive Committee meeting to review that Council member's eligibility and determine the course of action.

(INSERT NEW SECTION)

Section 3.6 Upon a vacancy due to resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of the vacancy.

Rationale: The current by-laws did not specify a formal requirement for the Chair to notify the Governor of vacancies or establish a timeline for filling those vacancies, creating risks of prolonged gaps in representation and noncompliance with WIOA.

Section 3. 7 Vacancies: The Board shall request that any vacancies are filled by the Governor, with the advice and consent of the senate, in a prompt manner and in conformity with federal and/or state requirements.

Rationale: This language was adapted from the Rhode Island State Board By-laws and reflects the Council's intention to ensure clear governance, consistency with best practices, and alignment with federal and state requirements.

~~Section 3.5.~~ **(NOW Section 3.8)**. The Executive Director of the Council and Workforce Development Division Administrator are not members of the Council.

D. PROPOSED AMENDMENTS ON ARTICLE V: "MEETINGS, ATTENDANCE, VOTING, AND QUORUM

Section 5.1. HRS Chapter 92 and 29 USC § 3111(g) of WIOA govern the Council's meetings. The Council shall endeavor to meet quarterly. The Chairperson may convene the Council as necessary.

Section 5.2. Under HRS § 92-15.5, except for ex-officio members or their designees, the term of a Council member shall expire upon the failure of the Council member, without valid excuse, to attend three consecutive meetings duly noticed to all Council members and where the Council

failed to constitute quorum necessary to transact Council business. The Chairperson shall determine if the absence of the Council member is excusable. The expiration of the Council member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence.

(INSERT NEW SECTION)

Section 5.3. The Council shall provide teleconferencing, videoconferencing, and web-based platforms to promote participation, consistent with the State Sunshine Law. Participation by such means constitutes official attendance.

Rationale: Explicitly allows tele- and web-based participation. While Hawai'i's Sunshine Law governs meetings, this clarifies that remote participation counts as official attendance.

~~Section 5.3.~~ **(NOW SECTION 5.4)** Other than designees of ex-officio members, proxy and/or absentee voting is not permitted.

~~Section 5.4.~~ **(NOW SECTION 5.5)** Other than designees of ex-officio members, proxy and/or absentee voting is not permitted. Section 5.4. The following ex-officio members or their designees may each cast one vote:

- Governor, State of Hawaii
- Mayor, City & County of Honolulu
- Mayor, County of Hawaii
- Mayor, County of Kauai
- Mayor, County of Maui
- Director, Department of Business, Economic Development and Tourism
- Administrator, Division of Vocational Rehabilitation, Department of Human Services
- Director, Department of Labor & Industrial Relations
- Superintendent, Department of Education
- President, University of Hawaii
- Chair, County of Hawaii Workforce Development Board
- Chair, County of Kauai Workforce Development Board
- Chair, County of Maui Workforce Development Board
- Chair, Oahu Workforce Development Board
- Member, House of Representatives – State Legislature
- Member, Senate – State Legislature

~~Section 5.5.~~ **(NOW SECTION 5.6)** The following Council members appointed by the Governor may each cast one vote:

- The representatives from the private sector, including nonprofit organizations and businesses in the State, appointed from individuals nominated by state business organizations and business trade associations.
- The representatives from labor organizations and workforce training organizations.

~~Section 5.6.~~ **(NOW SECTION 5.7)** Ex-officio members wishing to designate a designee for purposes of attending a Council meeting and voting at such meeting should submit written notice to Council staff no later than one week before the Council meeting that the designee wishes to attend.

~~Section 5.7.~~ **(NOW SECTION 5.8)** Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

E. PROPOSED AMENDMENTS ON ARTICLE VI: “COMMITTEES”

Section 6.2 For each standing committee, the Chairperson shall appoint from the standing committee membership a Chairperson and ~~a~~**[no more than two]** Vice-Chairperson[s]. The Chairperson of the standing committee and the Vice-Chairperson[(s)] of the standing committee must also be Council members. Standing committees may include Council members and individuals who are not Council members. The standing committees may convene as necessary.

Rationale: The proposed change provides flexibility to appoint up to two Vice-Chairpersons per standing committee, allowing leadership responsibilities to be shared among Council members. This is particularly valuable for committees with broader scopes or heavier workloads. It promotes greater member engagement, leadership development, and continuity in the Council’s work as priorities and activities evolve over time.

Section 6.3. The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- ~~• Military and Veterans Affairs Committee~~
- ~~• Performance Management and Technology Committee~~ **Performance Management and Finance Committee**
- Sector Strategies & Career Pathways Committee
- Youth Services Committee
- Special Projects Committee

Rationale: This amendment is being added as part of the Council’s restructuring of committees. The Technology and Performance Management Committee will be refocused to emphasize performance management and fiscal oversight of WIOA programs, and thus, will be renamed Performance Management and Finance Committee. The technology function is envisioned to operate as a working group. In the same vein, the Military and Veteran Affairs Committee is being eliminated. There are duplicative efforts in the community, particularly with the Chamber of Commerce and the Department of Business, Economic Development and Tourism. While there are worthwhile initiatives to pursue, these can be more effectively addressed through task forces or working groups.

F. PROPOSED AMENDMENTS ON ARTICLE VIII: “MISCELLANEOUS”

~~Section 7.1. 20 CFR § 683.200 governs conflicts of interest and codes of conduct under Federal law for Council members. Article XIV of the Hawaii State Constitution and HRS Chapter 84 governs conflicts of interest and ethics under State law for Council members.~~

Section 7.1. All members of the Council shall comply with applicable state and federal ethics and conflict of interest laws, including, but not limited to, Article XIV of the Hawai’i State Constitution, Hawai’i Revised Statutes Chapter 84, 2 CFR 200.318, and 20 CFR § 683.200. Compliance with these provisions is a condition of appointment and continued service on the Council.

Rationale: To ensure full compliance and accountability, the by-laws should clearly and affirmatively state the ethical obligations applicable to each member.

Section 7.2. Council members shall serve without compensation but shall be reimbursed for necessary travel expenses for the performance of their duties to the extent permitted by law.

(INSERT NEW SECTION)

Section 7.3 In alignment with Hawai’i Revised Statutes (HRS) Chapter 202 and best practices for nonprofit and public boards, the Council shall conduct an annual performance review of the Executive Director. The review shall be coordinated by the Executive Committee and completed within the first quarter of each fiscal year. The review process shall include input from Council members and, where appropriate, relevant partners, stakeholders, and the public. A written summary of the evaluation shall be presented to the full Council and maintained as part of the Council’s records.

Rationale: While HRS Chapter 202 provides for the role and authority of the Executive Director, it does not stipulate an explicit requirement for annual performance evaluations. Codifying this practice in the bylaws strengthens accountability, transparency, and governance. A consistent review process ensures that the Executive Director’s performance is measured against statutory

obligations and the Council's priorities, while also providing constructive feedback to support professional growth. This practice is recognized as a governance best practice, aligning the Council's oversight responsibilities with its mission and ensuring the effectiveness of leadership.

~~Section 7.3.~~ **(NOW SECTION 7.4)** To the extent permitted by law, Robert's Rules of Order, newly revised, or applicable statutes shall apply in situations not covered by these bylaws.

~~Section 7.4.~~ **(NOW SECTION 7.5)** The bylaws may be amended at any Council meeting with the concurrence of at least a quorum of Council members.

~~Section 7.5.~~ **(NOW SECTION 7.6)** To the extent that any section in the bylaws is held invalid, the invalidity does not affect the other sections in the bylaws which can be given effect without the invalid section, and to this end the invalid section of the bylaws is severable.

~~Section 7.6.~~ **(NOW SECTION 7.7)** The bylaws are effective upon Council concurrence of at least a quorum of Council members.

~~Section 7.7.~~ **(NOW SECTION 7.8)** The bylaws were duly approved by the Council on ~~February 15, 2024,~~ **November 19, 2025.**

Rationale: November 19 is the next board meeting, where we anticipate that these By-laws will be considered and voted upon.



WORKFORCEDEVELOPMENT

COUNCIL

Clean Copy of WDC
By-Laws
with proposed
amendments as Approved
by Special Projects
Committee

**BYLAWS OF THE
STATE OF HAWAII WORKFORCE DEVELOPMENT
COUNCIL**

Approved ~~[February 15, 2024]~~ November 19, 2025

ARTICLE I – DEFINITIONS

Section 1.1. As used in these bylaws:

“Chairperson” means the Chairperson of the Council.

“CFR” means Code of Federal Regulations.

“Council” means the State of Hawaii Workforce Development Council.

“HRS” means Hawaii Revised Statutes.

“USC” means United States Code.

“Vice-Chairperson” means the Vice-Chairperson of the Council.

“Assistant Vice-Chairperson” means the Assistant Vice-Chairperson of the Council.

“WIOA” means the federal Workforce Innovation and Opportunity Act of 2014.

ARTICLE II – PURPOSE

Section 2.1. The purpose of the bylaws is to provide general guidance in Council governance to the extent permitted by State and Federal law.

Section 2.2. The functions, duties, and powers of the Council are outlined in HRS Chapter 202 and WIOA. The bylaws shall be interpreted and applied in a manner consistent with HRS Chapter 202, WIOA, and any other statutes or regulations applicable to State boards generally. To the extent that any section in the bylaws conflict with State or Federal law, the State or Federal law concerning the conflicting section shall control.

ARTICLE III – MEMBERSHIP

Section 3.1. Except for ex-officio members or their designees, Council members are appointed by the Governor for up to four-year staggered terms with a limit of two consecutive terms (eight consecutive years) pursuant to HRS § 202-1 and HRS § 26-34. **The Council encourages allowing new voices and a broad range of perspectives to be represented.**

Section 3.2. A member of each house of the legislature appointed by the appropriate presiding officer of each house shall be appointed to two-year terms beginning in January of odd-numbered years pursuant to HRS § 202-1.

Section 3.3 Council members shall actively engage in convening workforce system stakeholders, brokering relationships with a diverse range of employers, and leveraging public and private resources to support workforce development efforts of the Workforce Development Council.

Section 3.4. Any member of the Council may resign at any time by giving written notice to the Governor and Chairperson.

Section 3.5. If it comes to the Chairperson's attention, either by written notification from the Council member or otherwise, that a Council member may no longer be eligible for Council membership, the Chairperson may convene an Executive Committee meeting to review that Council member's eligibility and determine the course of action.

Section 3.6 Upon a vacancy due to resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of the vacancy.

Section 3. 7 Vacancies: The Board shall request that any vacancies are filled by the Governor, with the advice and consent of the senate, in a prompt manner and in conformity with federal and/or state requirements.

Section 3.8 The Executive Director of the Council and Workforce Development Division Administrator are not members of the Council.

ARTICLE IV – CHAIRPERSON, VICE-CHAIRPERSON, AND ASSISTANT VICE-CHAIRPERSON

Section 4.1. The Chairperson shall be appointed by the Governor pursuant to HRS § 202-1. The Chairperson shall serve until or thereafter until his or her successor is appointed.

Section 4.2. The Chairperson, or his or her designee, shall preside over Council meetings, serve as the spokesperson for the Council, and assist the Council in carrying out its duties under Chapter 202 and WIOA. The Chairperson shall perform such other duties as directed by the Council.

Section 4.3. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson and will undertake such other duties as may be assigned by the Chairperson. Any member of the Council may nominate a Vice-Chairperson. The nominated Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

Section 4.4. The Assistant Vice-Chairperson shall assume the duties of the Vice-Chairperson in the absence of the Vice-Chairperson and will undertake such other duties as may be assigned by the Vice-Chairperson. Any member of the Council may nominate an Assistant Vice-Chairperson. The nominated Assistant Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Assistant Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

ARTICLE V – MEETINGS, ATTENDANCE, VOTING, AND QUORUM

Section 5.1. HRS Chapter 92 and 29 USC § 3111(g) of WIOA govern the Council’s meetings. The Council shall endeavor to meet quarterly. The Chairperson may convene the Council as necessary.

Section 5.2. Under HRS § 92-15.5, except for ex-officio members or their designees, the term of a Council member shall expire upon the failure of the Council member, without valid excuse, to attend three consecutive meetings duly noticed to all Council members and where the Council failed to constitute quorum necessary to transact Council business. The Chairperson shall determine if the absence of the Council member is excusable. The expiration of the Council member’s term shall be effective immediately after the third consecutive unattended meeting and unexcused absence.

Section 5.3. The Council shall provide teleconferencing, videoconferencing, and web-based platforms to promote participation, consistent with the State Sunshine Law. Participation by such means constitutes official attendance.

Section 5.4. Other than designees of ex-officio members, proxy and/or absentee voting is not permitted.

Section 5.5. The following ex-officio members or their designees may each cast one vote:

- Governor, State of Hawaii
- Mayor, City & County of Honolulu
- Mayor, County of Hawaii
- Mayor, County of Kauai
- Mayor, County of Maui
- Director, Department of Business, Economic Development and Tourism
- Administrator, Division of Vocational Rehabilitation, Department of Human Services
- Director, Department of Labor & Industrial Relations
- Superintendent, Department of Education
- President, University of Hawaii
- Chair, County of Hawaii Workforce Development Board

- Chair, County of Kauai Workforce Development Board
- Chair, County of Maui Workforce Development Board
- Chair, Oahu Workforce Development Board
- Member, House of Representatives – State Legislature
- Member, Senate – State Legislature

Section 5.6. The following Council members appointed by the Governor may each cast one vote:

- The representatives from the private sector, including nonprofit organizations and businesses in the State, appointed from individuals nominated by state business organizations and business trade associations.
- The representatives from labor organizations and workforce training organizations

Section 5.7. Ex-officio members wishing to designate a designee for purposes of attending a Council meeting and voting at such meeting should submit written notice to Council staff no later than one week before the Council meeting that the designee wishes to attend.

Section 5.8. Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

ARTICLE VI – COMMITTEES

Section 6.1. The Council may establish, upon the concurrence of at least a quorum of Council members, standing committees to assist the Council in carrying out its duties under HRS Chapter 202 and WIOA.

Section 6.2. For each standing committee, the Chairperson shall appoint from the standing committee membership a Chairperson and **no more than two** Vice-Chairpersons. The Chairperson of the standing committee and the Vice-Chairperson/s of the standing committee must also be Council members. Standing committees may include Council members and individuals who are not Council members. The standing committees may convene as necessary.

Section 6.3. The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- **Performance Management and Finance** Committee
- Sector Strategies & Career Pathways Committee
- Youth Services Committee
- Special Projects Committee

Section 6.4. 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. The Executive Committee shall be composed of the Chairperson, the Vice-Chairperson, Assistant Vice-Chairperson, and the Chairpersons or Vice-Chairpersons of the standing committees.

ARTICLE VII – MISCELLANEOUS

Section 7.1. All members of the Council shall comply with applicable state and federal ethics and conflict of interest laws, including, but not limited to, Article XIV of the Hawai‘i State Constitution, Hawai‘i Revised Statutes Chapter 84, 2 CFR 200.318, and 20 CFR § 683.200. Compliance with these provisions is a condition of appointment and continued service on the Council.

Section 7.2. Council members shall serve without compensation but shall be reimbursed for necessary travel expenses for the performance of their duties to the extent permitted by law.

Section 7.3 In alignment with Hawai‘i Revised Statutes (HRS) Chapter 202 and best practices for nonprofit and public boards, the Council shall conduct an annual performance review of the Executive Director. The review shall be coordinated by the Executive Committee and completed within the first quarter of each fiscal year. The review process shall include input from Council members and, where appropriate, relevant partners, stakeholders, and the public. A written summary of the evaluation shall be presented to the full Council and maintained as part of the Council’s records.

Section 7.4. To the extent permitted by law, Robert’s Rules of Order, newly revised, or applicable statutes shall apply in situations not covered by these bylaws.

Section 7.5. The bylaws may be amended at any Council meeting with the concurrence of at least a quorum of Council members.

Section 7.6. To the extent that any section in the bylaws is held invalid, the invalidity does not affect the other sections in the bylaws which can be given effect without the invalid section, and to this end the invalid section of the bylaws is severable.

Section 7.7. The bylaws are effective upon Council concurrence of at least a quorum of Council members.

Section 7.8. The bylaws were duly approved by the Council on **November 19, 2025.**



WORKFORCEDEVELOPMENT

COUNCIL

Proposed Financial Protocols

* Requires Committee Action



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	Unbudgeted Items Over \$50,000	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



WORKFORCEDEVELOPMENT

COUNCIL

Status of General Appropriation Funds

★ Requires Committee Action

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*



WORKFORCEDEVELOPMENT

COUNCIL

Certification of Kauai American Job Center

*requires committee action





***PROPOSED BOARD ACTION ON KAUAI AMERICAN JOB CENTER CERTIFICATION**

Status: As of October 29, 2025

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 workforce development board usually undertakes the role of certifier, but because Kauai local area does not have a local board, the Workforce Development Council (as the State Board) was tasked with this assignment.

Action Taken

April 10, 2025: the WDC staff conducted the on-site visit.

April 16, 2025: the WDC staff filed its report. A copy is attached.

The recommendations were as follows:

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.

June 24, 2025: the full Board voted to conditionally certify Kauai AJC pending receipt of the Corrective Action Plan.

September 30, 2025: Response letter was received with the Corrective Action Plan.

October 22, 2025: Communication was sent and based on the initial review by WDC staff on the Corrective Action Plan, we noted the following:

1. AJC needs to submit a **detailed timeline** of each planned action so that we can effectively monitor progress and milestones.
2. Please note that since the certification was previously signed off by the full Board at its June 24, 2025 board meeting, this new document will need to be placed on the Executive Committee agenda at its October 29, 2025 meeting and subsequently on the full Board meeting agenda on November 19, 2025.
3. Action plan with timelines will need to be submitted by November 7, 2025, so the **updated** document can be included in the November 19 Board packet.
4. Because the Corrective Action Plan still needs to be fully implemented and concrete results documented, we will recommend extending the provisional certification to **January 30, 2026**, by which time progress assessments can be made.
5. We will also propose to establish a Task Force composed of two Board members who can support and participate in the review process, along with the staff. As the group will consist of only two members, it will qualify as a *Permitted Interaction Group* under the Sunshine Law, and therefore, open meeting requirements will not apply.

October 29, 2025: This item will be presented to the Executive Committee. Proposed Action: Extend the provisional certification until January 30, 2025. Create a Task Force

November 19, 2025: The Full Board will vote to ratify the Executive Committee's recommendation on the certification of the Kauai American Job Center.

***REQUIRES EXECUTIVE COMMITTEE ACTION**

Misalucha, Bennette E

From: Misalucha, Bennette E
Sent: Wednesday, October 22, 2025 2:42 PM
To: pilotin-freitas, maricar r
Cc: Nakamoto, Taylor M; Tabangay, Jaimee N; Shar, Leila N; Quitevis, Kelly C; Sauni-Medina, Sahara T
Subject: FW: Corrective Action Plan in response to Kauai's American Job Center Certification Determination
Attachments: 20250930 MPF Misalucha Corrective Action Plan in response to Kauai American Job Center Certification Determination.PDF; KAUAI 2025 CERTIFICATION FINAL.pdf

Aloha Maricar,

Good afternoon! I hope this email finds you well.

First, we appreciate the dedication of everyone involved at the Kauai AJC which reflects a commitment to improving access, quality, and service delivery.

Mahalo for your response dated **September 30, 2025**, to our **April 16, 2025**, memorandum regarding the Kauai American Job Center (AJC) certification. For your convenience, both documents are attached for easy reference.

We acknowledge receipt and thank you for the Corrective Action Plan you provided.

Based on the initial review by WDC staff and to complete the process, we note the following:

1. Please provide a **detailed timeline** of each planned action so that we can effectively monitor progress and milestones.
2. Please note that since the certification was previously signed off by the full Board at its June 24, 2025 board meeting, this new document will need to be placed on the Executive Committee agenda at its October 29, 2025 meeting and subsequently on the full Board meeting agenda on November 19, 2025.
3. Kindly submit the action plan with timelines by November 7, 2025, so the **updated** document can be included in the November 19 Board packet.
4. Because the Corrective Action Plan still needs to be fully implemented and concrete results documented, we will recommend extending the provisional certification to **January 30, 2026**, by which time progress assessments can be made.
5. We will also propose to establish a Task Force composed of two Board members who can support and participate in the review process, along with the staff. As the group will consist of only two members, it will qualify as a *Permitted Interaction Group* under the Sunshine Law, and therefore, open meeting requirements will not apply.

Mahalo again for your cooperation, teamwork, and partnership in ensuring the continuous improvement of Kauai's American Job Center operations.

Please let us know if a follow-up discussion would be helpful.

With Warmest Aloha,

Bennette E. Misalucha
Executive Director, State Workforce Development Council
Hawaii Department of Labor and Industrial Relations
Bennette.e.misalucha@hawaii.gov (808) 586 8815

Federally mandated, the Hawaii State Workforce Development Council brings together leaders in the business, labor, education and public sectors to advise the Governor on workforce issues. The council has 41 members and is placed within the Department of Labor and Industrial Relations for administrative purposes.

From: Nakamoto, Taylor M <Taylor.M.Nakamoto@hawaii.gov>
Sent: Tuesday, September 30, 2025 3:47 PM
To: Misalucha, Bennette E <Bennette.E.Misalucha@hawaii.gov>
Cc: Tabangay, Jaimee N <Jaimee.N.Tabangay@hawaii.gov>; pilotin-freitas, maricar r <maricar.r.pilotin-freitas@hawaii.gov>; Shar, Leila N <Leila.N.Shar@hawaii.gov>
Subject: Corrective Action Plan in response to Kauai's American Job Center Certification Determination

Good afternoon Ms. Misalucha,

Attached is the transmittal letter dated September 30, 2025, regarding the corrective action plan in response to Kauai's American Job Center certification determination.

We are providing you with an advanced copy. The original is being hand-delivered to your office today, September 30, 2025.

Should you have any questions, please contact Maricar Pilotin-Freitas at Maricar.R.Pilotin-Freitas@hawaii.gov or Jaimee Tabangay at Jaimee.N.Tabangay@hawaii.gov.

Thank you,

Taylor Nakamoto
DLIR | Workforce Development | Office Assistant III
830 Punchbowl Street, Room 329, Honolulu, HI 96813
(808) 586-8827
Pronouns: She/Her

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



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DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS
ADMINISTRATOR

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Phone: (808) 586-8877 / Fax: (808) 586-8822
Email: dilir.workforce.develop@hawaii.gov

September 30, 2025

VIA EMAIL & HAND-DELIVERED: Bennette.E.Misalucha@hawaii.gov

Ms. Bennette Misalucha, Executive Director
Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, Hawaii 96813

Dear Ms. Misalucha:

Subject: Corrective Action Plan in response to Kauai American Job Center Certification Determination

The enclosed Corrective Action Plan (CAP) is the Workforce Development Division's (WDD) response to the Kauai American Job Center Certification Executive Summary received on April 16, 2025.

The Executive Summary indicates that the Kauai American Job Center has been *Provisionally Certified – With Conditions*. In alignment with the Workforce Development Council's determination, this CAP addresses each of the areas outlined in the Certification Determination section of the report.

The WDD acknowledges the areas identified for improvement and appreciates the Council's thoughtful review and recommendations. We remain committed to strengthening service delivery and ensuring that the Kauai American Job Center continues to provide quality client-centered services to the Kauai County community.

Ms. Bennette Misalucha
September 30, 2025
Page 2

If you have any questions, please contact me at Maricar.R.Pilotin-Freitas@hawaii.gov or
Jaimee Tabangay of my staff at Jaimee.N.Tabangay@hawaii.gov.

Sincerely,



Maricar Pilotin-Freitas
Administrator

Enclosure

Corrective Action Plan

September 30, 2025

I. Introduction

This Corrective Action Plan (CAP) is in response to the Kauai American Job Center Certification report received on April 16, 2025. The Workforce Development Division acknowledges the Kauai AJC's certification status as *Provisionally Certified – With Conditions* and is committed to addressing the areas identified for improvement.

This CAP outlines specific actions, responsible parties, and timelines to ensure full compliance with WIOA requirements and to strengthen the delivery of quality, client-centered services in Kauai County.

II. Background

Under the Workforce Innovation and Opportunity Act (WIOA), American Job Centers (AJCs) must be certified at least once every three years to ensure the delivery of high-quality workforce services. In the absence of a local workforce development board for Kauai, the Workforce Development Council (WDC), serving as the State Board, conducted the certification evaluation on April 9, 2025, using a combination of self-assessment, stakeholder interviews, and site observations.

Following the decision by the Mayor of Kauai County not to be the grant recipient of the WIOA Title I funds, the Workforce Development Division (WDD) became the fiscal agent and assumed responsibility for the Kauai AJC. The AJC is currently operated by WDD's Kauai Branch, which provides WIOA Title I services along with other federal and state workforce programs administered by WDD.

WDC's evaluation recognized the dedication of the Kauai AJC team and its consistent delivery of essential services. However, the review also identified several areas where targeted improvements could enhance service integration, outreach, accessibility, and continuous improvement.

III. Summary of Certification Conditions

The following areas were identified as requiring corrective action in WDC's Kauai American Job Center Certification Executive Summary:

1. Evaluate staffing needs and explore options to fund an outreach/community engagement position or agency using WIOA resources.

2. Enhance engagement with the Kauai Department of Economic Development and other key partners.
3. Strengthen processes for capturing and utilizing customer feedback.
4. Expand employees' professional development opportunities based on identified service gaps.
5. Re-establish routine coordination meetings among core partners.
6. Develop and implement written policies specific to this AJC to ensure compliance with the Americans with Disabilities Act (ADA).

IV. **Action Plan**

Area for Improvement	Corrective Action(s)
1. Staffing & Outreach	Continue state recruiting process to fill current vacant position; Conduct analysis of current staff duties and responsibilities; Create staff schedule for outreach.
2. Partner Engagement	Schedule quarterly meetings with Kauai Department of Economic Development; identify joint initiatives; formalize collaboration.
3. Customer Feedback	Develop and implement customer satisfaction survey; establish review process; integrate feedback into service planning.
4. Staff Development	Conduct training needs assessment; create training calendar; partner with WDC and other providers for workshops.

5. Coordination Meetings	Re-establish monthly meetings among core partners; rotate facilitation; document outcomes.
6. ADA Compliance	Draft localized ADA policy; train staff; prepare for EEOC monitoring.

V. Conclusion

WDD and its Kauai Branch staff remain fully committed to the continuous improvement of the Kauai American Job Center and to delivering high-quality, accessible, and client-centered workforce services to the community.

To ensure the successful implementation of this Corrective Action Plan, WDD's Administrative Office and Kauai Branch leadership will collaborate closely to monitor progress, address challenges, and adjust strategies as needed. Regular check-ins, documentation of milestones, and transparent communication with the Workforce Development Council will support accountability and alignment with WIOA goals.

This plan represents not only a response to the certification determination but also an opportunity to strengthen the Kauai AJC's role as a vital hub for workforce development. With shared commitment and strategic investment, the Kauai AJC is well-positioned to expand its impact and better serve jobseekers, employers, and community partners across the island.

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 workforce development board usually undertakes the role of certifier, but because Kauai local area 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 19th.

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.

CLIENT FEEDBACK INTERVIEWS/ CONDUCTED 4/15/2025

Client A:

Enrollment: Client A was referred by Division of Vocational Rehabilitation (DVR) and co-enrolled in WIOA Title I Adult and Wagner-Peyser (WP) programs. The client participated in the Hele Imua and Quest Internship Programs.

Work Experience:

- Successfully completed three 89-day temporary work periods within one department.
- Completed two additional 89-day periods in a second department.
- Reported an overall positive experience, finding the process easy to navigate.
- Noted a delay of about one year between placements in the two departments.

Service Experience:

- Participated in a work environment and interest survey, and felt his placements were well-matched to his preferences.
- Did not receive individualized services such as pre-employment training or skills assessments.
- Found the American Job Center (AJC) accessible, with services that met his needs.
- Valued on-the-job feedback and instruction, reporting positive support at his worksites.

Next Steps:

- Client is scheduled to meet with Kaua'i AJC staff to explore permanent job opportunities.

Client B:

Enrollment: Client B was referred to the AJC by a staff member from EAH Housing. She enrolled in WIOA Title I Adult, WP, and the Senior Community Service Employment Program (SCSEP). She was familiar with the AJC from having used its services when she moved to Kaua'i 15 years ago.

Service Experience:

- Received support completing SCSEP enrollment paperwork and updating her resume, noting her limited digital literacy.
- Reported the enrollment process as easy and well-supported, noting staff were patient and encouraging.
- Currently has a job placement she enjoys, sharing that it brings meaning and enjoyment to her weekly routine and much needed income.
- Maintains regular contact with AJC staff through biweekly paycheck pickups.

Suggestions for Improvement:

- Reported a communication gap during enrollment when follow-up was delayed due to her case worker being on vacation.
- Recommended greater outreach to other low-income senior housing residents, as some may also be interested in working but need help overcoming barriers.

Next Steps:

- Client plans to continue with SCSEP for the full 4-years possible.

Client C:

Enrollment: Client C was referred to the AJC by an Instructor at Kaua'i Community College (KCC) from her Medical Assisting Certificate Program. She was enrolled in WIOA Title I Adult and WP services.

Service Experience:

- Reported that the AJC process was easy to navigate and very helpful.

- Expressed high satisfaction with the support and services received.
- Received financial assistance for tuition, books, and uniforms, which allowed her to reduce work hours and focus more on her studies.
- Shared that services were well-coordinated, and staff responded quickly and effectively when she encountered an issue purchasing her uniform.

Education:

- Enrolled in a one-year Medical Assisting Certificate program, which will be fully covered through WIOA support.
- She is on track to complete the program in May 2025.

Suggestions:

- Suggested that posting WIOA opportunities on school bulletin boards could help more students access support.

Next Steps:

- Upon graduation, she plans to transition to full-time employment at the clinic where she currently works.

Client D:

Enrollment: Client D is an Out-of-School Youth (OSY) who was referred to the Kaua'i AJC by a family member working at a Neighbor Island AJC. She participated in the Hele Imua internship program and is currently enrolled in the Quest internship program.

Service Experience:

- Reported the enrollment process was fairly easy, taking approximately 2–3 weeks.
- Expressed high satisfaction with the support received.
- Received resume-building assistance and access to training videos to prepare for her clerical internship role.
- Enjoyed participating in Hele Imua monthly team check-in meetings and has since transitioned into a QUEST internship.
- Currently receives follow-up support from AJC staff every 2–3 weeks.

Next Steps:

- Client D plans to seek a permanent clerical position within the Department of Education with the assistance of the Kauai AJC staff.



WORKFORCEDEVELOPMENT

COUNCIL

Executive Director's Report

Executive Director's Report

EXECUTIVE COMMITTEE

October 29, 2025



WORKFORCEDEVELOPMENT
COUNCIL

ACTIVITIES DURING THE THIRD QUARTER

- Webinar by Strada Foundation: Hawaii's Scorecard on its Workforce Potential
- Huddles on the subject matter of Eligible Training Provider List; with the States of Delaware and Illinois on their best practice experiences.
- Workforce Synergy Summit – July 9, 2025
- Collaboration with First Hawaiian Bank and SHRM on training sessions with current Hele Imua interns
- Review and Proposed Re-org of Committees
- Proposed Amendments to the By-Laws (will be completed by November 2025)
- Future of Work Conference – September 24, 2025
- Workforce Heroes 2025

CHALLENGES AND EMERGING OPPORTUNITIES

Resource Limitations: Expanding staff capacity; anxiety about federal funding

Regional Coordination: As each local board advances its plans, ensuring statewide consistency will require continued communication and shared accountability.

Technology: modernizing technology infrastructure will be key to sustaining current momentum.

Board Engagement and Development: Enhancing the knowledge and capacity of our Board members to make informed policy and program decisions.

FOCUS FOR 2025 Q 4 AND 2026 Q1

- Strategic Planning Event – **December 2025**
- Building staff capacity
- Start Work on Modified Plan due **March 2026**
- Creating parameters for WDC Grants
- Building Committee Relevance and Accountability (Example: Employer Engagement Committee and Youth Services Committee)
- Operational transition with WDD (ongoing)
- Eligible Training Provider List Task Force
- State Board Acting as Local Board on Kauai
- Board Members' Training (State and Local Boards) Target for First Quarter
- Continued Implementation of State Unified Plan/Four Pillars Catalyst teams
- Continuous Improvement and best practice

MAHALO!