

JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

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DEPARTMENT OF LABOR AND  
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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.