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

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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](mailto: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](mailto:*****@***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.