



Quarterly Board Meeting

Board Packet

November 19, 2025

9:30 am to 12 noon

Over Zoom or 830 Punchbowl Street
Room 317, Honolulu, Hawaii 96813

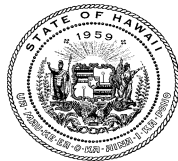


Meeting Agenda

November 19, 2025

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 HAWAI'I
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
Email: dlir.workforce.council@hawaii.gov**

**HAWAII WORKFORCE DEVELOPMENT COUNCIL
BOARD MEETING- 2025 FOURTH QUARTER**

AGENDA

Date: Wednesday, November 19, 2025
Time: 9:30 a.m. to 12 noon
In-Person Princess Ruth Ke'elikolani Building
Meeting Location: 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/87248946229?pwd=KujZmHKw6bqBEI571hKxp98KGO48HI.1>

Meeting ID: 872 4894 6229

Passcode: 458733

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 OrderKeith DeMello, Workforce Development Council Chair

II. Approval of Minutes : August 20, 2025

***Requires Board Action**

III. **Welcome New Board Member** Representing Labor Sector: Rose Agas-Yuu, President of the Hawai'i Nurses' Association, Office and Professional Employees International Union (OPEIU), Local 50
Welcome to New Staff: Margaret Miura

IV. **Presentation: Federal Funding Matters**Tim Carlton, National Governor's Association, Director of Legislative Affairs

The National Governor's Association has been closely monitoring the budget appropriations situation and will share the latest update on the impact of the federal shutdown, the proposed 2026 Budget bill, along with the implications for the State's Workforce Innovation and Opportunity Act (WIOA) funding.

V. **By-Laws Changes**Special Projects Committee Chair Keith DeMello and Vice Chair Dion Dizon

Both the Special Projects Committee and the Executive Committee had vetted these proposed amendments, and the full board will now consider the changes. 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 of the Workforce Development Council 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 notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of such notification.

**Amended language from Executive Committee meeting on October 29, 2025*

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 Workforce Innovation and Opportunity (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.

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

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 5.4.~~ **(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 Code of Federal Regulations (CFR) 200.318, and 20 Code of Federal Regulations (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 Board Vote**

E. EFFECTIVE DATE OF AMENDMENTS

The board minutes should reflect the approval of the effective date of these amendments. These notes will be a part of the Summary Sheet which would be the first page of the updated Workforce Development Council's By-laws:

Section 3.1 of the bylaws is hereby amended as follows:

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.

Effective Date: *The amendment shall be effective on November 19, 2025, upon approval by the Council.*

Section 3.3 of the bylaws is hereby amended as follows:

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 in Hawai'i.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 3.6 of the bylaws is hereby amended as follows:

Section 3.6 Upon notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of such notification.

Effective Date: The amendment shall be effective on November 19, 2025 upon approval by the Council.

Section 3.7 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 5.3 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 6.3 of the bylaws is hereby amended as follows:

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

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 7.1 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 7.3 of the bylaws is hereby amended as follows:

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.

Effective Date: This amendment shall take effect on November 19, 2025. However, the annual evaluation of the Executive Director shall commence in the first quarter of 2027, as a full evaluation was recently completed at the August 2025 Council meeting.

***Requires Board Vote**

VI. Council Leadership ChangesKeith DeMello, Chair, Workforce Development Council

The Workforce Development Council is reorganizing its leadership to strengthen the Council's effectiveness and ensure stability during transitions.

This change is intended to maximize the skills and talents of members, promote shared leadership across committees, and provide opportunities for Council members to develop leadership experience in their respective areas. The goal is to build a stronger, more flexible organization that can continue to meet its responsibilities under Workforce Innovation and Opportunity Act and advance Hawai'i's workforce development priorities.

Proposed Workforce Development Council Officers:

Chair: Keith DeMello (appointed Chair by Gov. Green on 10/22/2025)

Vice Chair: Trang Malone*

Assistant Vice Chair: Sen Donovan Dela Cruz (current)

Proposed Committee Leadership:

- A) Employer Engagement Committee
Chair: Gina Anunuevo
Vice Chairs: Derek Kanehira, Cheryl Cross
- B) Performance Management and Finance Committee
Chair: Sean Nakamura
Vice Chairs: Sean Knox, Lea Dias
- C) Sector Partnership and Career Pathways Committee
Chair: Cary Miyashiro
Vice Chair: Lorna Woo, Rona Fukumoto
- D) Special Projects Committee
Chair: Dion Dizon
Vice Chairs: Pane Meatoga III, Thomas Chock
- E) Youth Services Committee
Chair: Tui Scanlan
Vice Chair: Carla Kurokawa, Amber Akana

***Requires Board Vote**

VII. Creation of a Working Group: Military Spouses Project/ Create a Permitted Interaction Group (PIG)

Amongst the various activities of the Military and Veteran Affairs Committee, one of the more successful initiatives was the Military Spouses Project (the Project). Even though the Military and Veteran Affairs Committee will no longer be constituted, the Project will continue to exist as a working group. The Council will create a Permitted Interaction Group (PIG) for this purpose and will propose former Military and Veteran Affairs Chair Trang Malone and former Military and Veteran Affairs Vice Chair Cheryl Cross.

VIII. Labor Director's Update.....David Rodriguez, Designee for Department of Labor Director Jade Butay

- *Status of legislative Budget Process*
- *Current Challenges*
 - *Federal funds instability*
- *Department Priorities: A discussion of the Department's priorities this year including initiative on the Hele Imua program.*

IX. Hawaii Department of Education Presentation

Presenters: Teri Ushijima, Assistant Superintendent of the Office of Curriculum and Instructional Design, and Abey Qureshi, Director of the Office of Curriculum and Instructional Design Curriculum Innovation Branch

Title: Hawai'i Public High School Graduation Requirements & General Learner Outcomes (GLOs) - Community Input

Description: *The Hawai'i State Department of Education (HIDOE) is reviewing the public high school graduation requirements and General Learner Outcomes (GLOs) to ensure all students are prepared for success in college, career, and community life. As part of this process, HIDOE is seeking community feedback on the existing graduation requirements and the General Learner Outcomes.*

X. Fiscal Reports

Workforce Innovation and Opportunity Act (WIOA) GrantsHong "Julie" Radke, Administrative Services Office

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

XI. General Appropriations (GA) FundsBennette Misalucha, Executive Director

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

***Requires a Board vote**

XII. Fiscal Protocols.....Committee Chair Sean Nakamura, Performance Management Committee

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

***Requires a Board Vote**

XIII. 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.

***Requires a Board Vote**

XIV. Executive Director's Report

1. Activities during the last quarter.

The Executive Director will report on the accomplishments of the past quarter. They include the following:

- *webinar in collaboration with Strada Foundation on the topic: 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*
- *the holding of the Workforce Synergy Summit on July 9, 2025*
- *A Collaboration with First Hawaiian Bank and Society for Human Resource Management (SHRM) Hawai'i on training sessions with current Hele Imua interns*
- *a Review and Proposed Re-org of Committees*
- *the Proposed Amendments to the By-Laws (process will be completed by November 2025)*
- *holding of the Future of Work Conference on September 24, 2025*
- *Recognition of the 2025 Workforce Heroes*

2. CHALLENGES AND EMERGING OPPORTUNITIES

The Executive Director will discuss the continuing challenges faced by the Council –

- *Resource Limitations*
- *Expanding staff capacity;*
- *anxiety about federal funding-*
- *statewide 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. (example: Eligible Training Provider List.*
- *Board Engagement and Development: Enhancing the knowledge and capacity of our Board members to make informed policy and program decisions.*

3. FOCUS FOR 2025 Quarter 4 AND 2026 Quarter 1

The Executive Director will report on the focus for the next two quarters:

- *Strategic Planning Retreat – December 2025 (Plans are underway to conduct a Council planning retreat to establish priorities and strategic direction for the coming year).*
- *Building Staff Capacity(The Council will continue to strengthen its team and align staffing for optimum efficiency.)*
- *Modified State Plan – Work Beginning (Due March 2026) (We will initiate development of the WIOA Modified State Plan with stakeholder input and clear milestones*
- *Establishing Parameters for WDC Grants and Procurement of these services. (Efforts are underway to create a consistent, transparent framework for state workforce grants administered by the Council)*
- *Establishing Parameters for WDC Research studies and Procurement of these services. (Efforts are underway to create a consistent, transparent framework for state workforce grants administered by the Council)*
- *Continuing to maximize the relevance of existing committees and adjust as needed.*
- *Operational Transition with Workforce Development– Ongoing (We continue to clarify roles and responsibilities between the Workforce Development Division and the Workforce Development Council to ensure efficiency and compliance.*
- *Eligible Training Provider List (ETPL) Task Force (A specialized task force will be convened to streamline and strengthen the process for approving and monitoring eligible training providers.*
- *State Board Acting as the Local Board on Kaua'i (Training will be conducted to ensure the State Board can fully meet its responsibilities when acting as the Local*

Workforce Board for Kauaʻi.)

- *Board Member Training – State and Local Boards (We are planning an in-person statewide joint training session in January, focusing on roles, governance, and compliance under Workforce Development.*
- *Implementation of Hawaiʻi's Unified State Plan & Four Pillars Catalyst Teams (The Council will continue driving progress on Unified Plan initiatives and supporting cross-sector Catalyst Teams aligned with the four pillars.)*
- *Commitment to Continuous Improvement and Best Practices (The Council will commit to identifying opportunities for growth and effectiveness.*

XV. Discussion of Written Reports from Core Partners of Workforce Innovation and Opportunity Act

*To ensure efficient use of time, oral reports will not be presented during the board meeting, instead, **written reports** will be accepted into the record, with full details available in the Board Packet which can be made available on the Workforce Development Council website prior to the board meeting. The full reports may be found in the meeting packets.

- A. WIOA Title I and Title III - Workforce Development Division..... *Maricar Pilotin-Freitas, Administrator, Workforce Development Division*
- *Wagner-Peyser Performance Reports for first quarter ending in September 2025*
 - *Rapid Response Efforts*
 - *Hiring Events/Upcoming Hiring Events*
 - *Serving the Youth*
 - *Success Stories*
- B. WIOA Title II – Adult Education Family Literacy Act (AEFLA)..... *Wanelle Kaneshiro, Hawaii Department of Education, Workforce Division*
1. The U.S. Department of Education is currently not operating due to the federal government shutdown.
 - The AEFLA grant administration has transferred from the U.S. Department of Education to the U.S. Department of Labor
 2. AEFLA funding for Fiscal Year (FY) 2026 is questionable.
 - The President and the House of Representatives eliminate funding in their budget proposal.
 - The Senate's proposed budget includes funding at the same level as FY 2025.
 3. HIDOE has hired a program manager for AEFLA and adult education.
- C. WIOA Title IV – Vocational Rehabilitation *Lea Dias, Administrator, Division of Vocational Rehabilitation, Department of Human Services*
1. *Performance Measures matrix and graphs*
 2. *Key Metrics and Outcomes*
 3. *Employment Outcomes*
 4. *Staff Vacancies*
 5. *Staff development initiatives*

6. Budget Issues

XVI. Discussion of Written Reports from the Local Workforce Development Board.*

To ensure efficient use of time, oral reports will not be presented during the board meeting, instead, **written reports** will be accepted into the record, with full details available in the Board Packet which can be made available on the Workforce Development Council website prior to the board meeting.

3. Oahu Workforce Development Board..... *Harrison Kuranishi, Executive Director*

I. Oahu Workforce Development Board Meetings

- *Full Board meeting held on September 11, 2025*
- *Full Board meeting held on October 23, 2025*

II. Budget Modification

- *Oahu Workforce Development Board (OWDB) proposed a budget modification as the current expenditures were below target.*

III. Bylaw Amendments

- *Amendment to align verbiage with the City and County biennial-based Boards and Commission City Ordinance mandated trainings.*

IV. Local Plan

- *OWDB approval of the Local Plan.*

V. Program Year 2025 Performance Measures

The Program year 2025 performance measures were discussed and strategies for better outcomes was agreed upon.

4. Maui Workforce Development Board..... *Chentelle Rowland, Executive Director*

Here is the written report from the Maui Local Workforce Development Board and their Sub-Committee Meetings:

1. Maui County Workforce Development Board (MCWDB)

Board meeting held on Thursday, 09/04/25 at 9:30am.

- *Workforce Innovation and Opportunity Act (WIOA) Bulletin No. 04-15, Change 2, recently issued by the State Workforce Development Council (WDC)*

was reviewed. The bulletin was issued with an immediate effective date and no transition period, which directly affects our ability to convene and conduct official business until our membership alignment is addressed. This interruption prevents the Board from fulfilling its statutory duties under WIOA, including the approval of local plans, oversight of workforce programs, and coordination of services with key community and employer partners.

- This pause not only impacts Maui County’s ability to carry out workforce development initiatives, but also affects the State’s overall performance under WIOA, as local board operations are integral to meeting statewide performance goals, expenditure timelines, and service delivery continuity. Without a defined transition period, local and state workforce systems risk delays in participant services, funding utilization, and compliance reporting to the United States Department of Labor.*
- Over the past month, the County of Maui has been working to ensure that our MCWDB remains in compliance with federal and state requirements under the WIOA. The County of Maui is in the process of submitting a formal memo to the State of Hawai’i Attorney General requesting clarification on how this directive impacts our Board’s current certification status and compliance requirements. In the meantime, please know that we are working diligently to ensure the MCWDB remains in full compliance while minimizing disruptions to our local workforce development efforts*

2. Program Expenditures for Program Year (PY) 24

Percentages of Program Year 24 expenditures spent are as follows:

- Adult Program – 26.04%*
- Dislocated Workers Program – 21.94%*
- Youth Program – 41.57%*

3. Performance Measures Negotiations

Staff Technical Assistance_ – On-going

Following the most recent data validation report, Hawaii and Maui County Staff are in the process of requesting Technical Assistance on data validation.

4. Forthcoming Events/Announcements

- Veterans & Federal Workers Job Fair - Thursday, 11/6/25, 3:00pm-5:00pm at University of Hawaii Maui College. This job fair is to support our Veterans and Federal workers with other employment options.*
- Maui’s High School’s Graduating Seniors Hiring Event – Friday, April 24, 2026*

5. Success Story – WIOA Youth

5. Hawaii County Workforce Development Board..... Clinton Mercado, Executive Director

WIOA September 2025 Report: Comprehensive Overview

This report summarizes the key aspects of the Workforce Innovation and Opportunity Act (WIOA) Title I programs for Hawaii County in September 2025, including budget updates, projections, challenges, and success stories.

- i. Budget Updates and Remaining Balances for August*
- ii. Total Funds Allocated: \$1,409,305*
 - a. Projected Remaining Balance: (\$1,285,853.11) Adult: \$513,947.33*
 - b. Dislocated Worker: \$230,920.74*
 - c. In School Youth: \$74,049.26*
 - d. Out of School Youth: \$332,138.43*
 - e. Local Administrative Cost: \$134,797.35*
 - f. Expenditure: \$123,451.89 Adult: \$36,173.67*
 - g. Dislocated Worker: \$21,099.26*
 - h. In-School Youth: \$19,197.35*
 - i. Out of School Youth: \$40,847.96*
 - j. Local Administrative Cost: \$6,133.65*
- iii. Challenges*
- iv. Participants enrolled in Commercial Driver License (CDL) training continue to be unable to complete their credentials due to the lack of Commercial Driver's License examiners.*
- v. WIOA Youth focused on Program Element #11 Financial Literacy*
- vi. Education Program and Outcomes*
- vii. WIOA Youth Programs Results*
- viii. WIOA Adult/Dislocated Workers Outcomes*
- ix. Success Stories*

XVII. Discussion of Written Reports from WDC Standing Committees

* To ensure efficient use of time, oral reports will not be presented during the board meeting. Instead, written reports will be accepted into the record, with full details available in the Board Packet. The full reports may be found in the meeting packets.

- A. Sector Strategies and Career Pathways Committee.....Chair Cary Miyashiro/Vice Chair Lorna Woo

Sector Strategies & Career Pathways Committee Meeting, Tuesday, October 7, 2025
Presentations:

- Build Your Farm.....Sang Lippert, Shelby Hamamoto, Stacie Maeda
Expansion Mckinley Community School for Adults Career Foundation Curriculum.
Holistic Initiatives to equip students with essential career skills.
 - a. Hawaii agriculture landscape*
 - b. Agribusiness funding & regulations.*
 - c. Community impact*

- Hawaii Wave.....Keith Matsumoto, Program Director, Pacific Center for High Technology Research
Dual use incubation program that helps Hawaii-based companies pivot civilian technologies toward federal & defense markets through online mentorship, networking, and strategic support.
 - a. *Inspiring Innovation*
 - b. *Applications in military and private sector.*
- Center for Labor Education and Research (CLEAR)..... Dion Dizon, Director
Established in 1976 by State Law and University of Hawaii, West Oahu
Clear provides education, research and labor-related programs to workers, their organizations, students and public through classes, seminars, workshops, publications and media. By statute, the Center is guided by a Labor Education and Advisory Council appointed by the University of Hawaii President.
 - a. *Desired outcomes and vision of CLEAR.*
 - b. *Connections to workforce development*
 - c. *Target market*
 - d. *A resource for students, businesses and the community.*
 - e. *Economic impact for the state.*
- *Speakers next meeting in November*
 - *Hawaii Pacific Health (HPH) partnerships with education (Waipahu HS's Medical Clinic and other programs)*
 - *Olelo Community Media educational partnerships*
 - *Hawaii Pacific University's (HPU) Re-entry program (Incarceration to workforce)*

Next Sector Strategies and Career Pathways Committee meeting
Thursday, November 6, 2025.
1:00pm to 2:30pm.

B. Special Projects Committee.....Chair Keith DeMello/Vice Chair Dion Dizon

The Special Projects Committee (SPC) met on October 21, 2025.

The agenda included:

1. Legislative Plans for 2026 Legislative Session
 - Members DeMello and Scanlan plan to continue as deputized representatives authorized to submit testimony on behalf of WDC during the 2026 legislative session
 - Process will remain collaborative with the Department of Labor and Industrial Relations (DLIR), with Deputy Director Kunstman copied on all final testimony for coordination
 - Testimony, if any, will be strategic, out of recognition of finite time and resources, with focus on legislation aligned with the four pillars of the State Unified Plan
2. Timeline for 2026 session:
 - Session begins mid-January, runs through early May
 - Bill introduction cutoff typically in late January

- Two Special Projects Committee meetings anticipated during session, at which legislative updates will be made for transparency
- One full Workforce Development Council (WDC) meeting anticipated during session, which can be used for further updates and transparency
- Committee discussion clarified that permitted interaction within Sunshine Law allows up to two authorized WDC members to work together to ensure timely testimony submission while maintaining transparency through periodic public meeting updates

3. Proposed Bylaws Amendments

- Executive Director Misalucha presented comprehensive bylaws amendments designed to align WDC with federal Workforce Innovation & Opportunity Act requirements and Hawai'i Revised Statutes
- Amendments developed through year-long collaboration between WDC staff, DLIR leadership and Deputy Attorney General Kelly Ha
 - Deputy Attorney General Ha emphasized importance of broad guidelines for flexibility rather than overly restrictive rules that might interfere with the governor's appointment authority.

Committee Actions:

- Approved recommendation to forward proposed bylaws amendments to Executive Committee and full WDC board (Motion: Dion Dizon; Second: Tui Scanlan; passed unanimously)
- Noted legislative engagement process for 2026 session with Members DeMello and Scanlan continuing as permitted interaction group
- Noted elimination of Military and Veterans Affairs Committee with appreciation for committee's accomplishments under co-chairs Cheryl Cross and Trang Nguyen
- Executive Director's Report
 - Future of Work Conference held September 24, 2025, drew more than 330 attendees
 - State Unified Plan modification due March 2026; planning process beginning with core partners (DLIR, Workforce Development Division)
 - Current staffing: Two vacancies being recruited

Forthcoming Events:

- Board retreat being scheduled for December 2025
- Strategic plan modification aligned with State Unified Plan update (due March 2026, as noted above)

Next Special Projects Committee Meeting: January 21, 2026, at 1:30 p.m. (Zoom

and in-person at DLIR, Room 317)

C. Youth Services CommitteeChair Tui Scanlan/Vice Chair Carla Kurokawa

COMMITTEE MEETING was held on FRIDAY, October 17th, 2025 @ 1:30 – 3:00

1. Scheduled Presentations:

❖ HawaiiKidsCan – Executive Director David Sun-Miyashiro

➤ Director Sun-Miyashiro was joined by HawaiiKidsCan Advocacy Director Erica Nakanishi-Stanis

➤ Topics presented:

- Financial Literacy and Education Initiatives
 - Highlighted the need to educate students about available funds for higher education Pyramid of Student Financial needs
 - Free Application for Student Aid (FAFSA) Engagement
 - Also expressed the need to teach foundational financial literacy to students, potentially as a high school requirement
- High-Dosage Tutoring Model Discussion
 - Interest around and access to high quality, high dosage virtual tutoring for rural communities
 - Partners: Hawai'i Tutoring Plus, the Boys and Girls Club, State Library System
 - Even with a small number of families, great impact can be achieved
- State Data Sharing Legislative Framework
 - Youth Advocacy – Delegation to Ireland, Hawai'i Executive Collaborative/Rediscovering Hawai'i's Soul network, and more
 - Senate Bill 742 – promotes concept of cross-agency data sharing
 - Gap in wage data e.g. a graduating Hawaii Department Of Education student that doesn't go on to University of Hawaii – virtually no data insights
 - Honolulu Tech Week Presentation on Artificial Intelligence
- WiFi Solutions and Infrastructure challenges
 - Highlighted the need for digital equity – “WiFi on Wheels project” (created during COVID) helped to provide WiFi service to communities

➤ For more information, visit <https://hawaiikidscan.org>

2. Maui WIOA Youth Program Update –

- Presentation: Trends Among Youth Enrolled in WIOA Programs in Maui County and Hawaii Island
- Highlighted a current disinterest in post-secondary education. Reasons included:
 1. High tuition
 2. Desire to avoid debt
 3. Perception that degrees aren't a necessity
 4. Mental health issues and stress associated with higher education

5. Family obligations play a role in decision making process
- Greater interest in alternative paths to employment and On the Job (OTJ) Training
 1. Opting for vocational training and certification programs
 2. Cost saving, shorter duration
 3. Accelerated entry into workforce
 4. Lower debt burden
 5. Focus on practical skills for the workplace
 6. Hands on training
- Trades with highest interest
 6. Carpentry
 7. Plumbing
 8. Beauty/estheticians
 9. Health and medical fields
 10. Construction and Commercial Driver's License (CDL) training
 11. Tech-related fields

D. Performance Management and Finance Committee

1. Presentation: Grant administrative Services Office Accountant Julie Radke provided an overview of WIOA grant expenditures, budget status, and financial performance. The report highlighted current allocations, spending trends, and forecasts.
2. Presentation: Executive Director provided an overview of the general Appropriation funds. The Committee approved the changes in the allocation and will endorse the recommendation to the Executive Committee for approval.
3. Executive Director Bennette Misalucha provided an overview of performance outcomes, including WIOA benchmarks, key performance indicators, and areas for improvement for all local areas: County of Maui, County of Kauai, County of Hawai'i, City & County of Honolulu.
4. The new financial protocols were approved. These protocols outlined key procedures and safeguards to ensure compliance, accountability, and transparency in overseeing fiscal matters. . The Committee approved the proposed fiscal protocols and will endorse the recommendation to the Executive Committee for approval.
5. The Executive Director gave a report on the Future of Work Conference as well as the next steps on the implementation of the Unified Plan.

XVIII. Workforce Development Council's Next Meeting

Tentatively scheduled for Wednesday, February 18, 2026

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

2026 Board Meeting Dates (subject to Change)

Wednesday, February 18, 2026 9:30 am
Wednesday, May 20, 2026 9:30 am
Wednesday, August 19, 2026 9:30 am
Wednesday, November 18, 2026 9:30 am

XIX. Adjournment

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

Minutes of August 20, 2025

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

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

**KA 'OIHANA PONO LIMAHANA
WORKFORCE DEVELOPMENT COUNCIL**

830 PUNCHBOWL STREET, ROOM 317
HONOLULU, HAWAII 96813

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Phone : (808) 586-8815

dlir.workforce.council@hawaii.gov

**WORKFORCE DEVELOPMENT COUNCIL'S
QUARTERLY BOARD MEETING MINUTES
Wednesday, August 20, 2025
9:30 a.m. – 11:30 a.m.**

ATTENDANCE:

Council Members in Person

Ken Loui, Council Chair, CEO, Pacific Marine

Cary Miyashiro, Council Vice Chair and President, Quad D Solution

Cheryl Cross, Executive Search Consultant, Inkinen and Associates

Shelli Ihori, Associate Director, Workforce Development, Hawaii Pacific Health

Trang Malone, Manager, Workforce Initiative, CVS Health

Sean Nakamura, Corporate Controller and Treasure, Tradewinds Group

David Rodriguez, Designee of DLIR Director Jade Butay

Pane Meatoga III, Deputy Political Director, Operating Engineers Local 3

Sean Knox, President, Hawaii Employment Services, Inc.

Council Members on Zoom:

Tui Scanlan, President, International Association of Stage and Theater Employees (IASTE) Mixed Local 665

Rep. Andrew Takuya Garrett, Hawaii State House of Representative

Dan Kouchi, Policy Advisor to Governor Green

Nalani Brun, Director, Office of Economic Development. County of Kauai

Jade Rojas-Letisi, Designee of Richard Bissen, County of Maui Office of the Mayor and Executive Assistant Office of Economic Development

Kehele Dukelow, Designee for Wendy Hensel, President, University of Hawaii System (Vice Chancellor for Academic Affairs Maui College)

Manu Bermudes, Vice President of Human Resources, Hawaii Gas

Rosella Guardascione, Chair, Hawaii County Workforce Development Board
Kehaulani Kukahiko, Manager, Kau'i Economic Development Board
Chentelle Rowland, Designee for Leslie Wilkins, Vice President, Maui Economic Development Board
Lea Dias, Administrator, Department of Vocational Rehabilitation
Amber Akana, Safety Director, Seafarers International Union of North America
Scott Collins, Field Services Officer, Hawaii Government Employees Association (HGEA)
Andy Kawano, Designee for Mayor Rick Blangiardi, Honolulu City & County and Director of Finance
Lorna Woo, Director, Government Affairs, International Union of Painters and Allied Trades, District Council 50
Keith DeMello, Senior Vice President of Communications & External Affairs, Ulupono Initiative

Excused Members

Sen Donovan Dela Cruz, Senate designee, Hawaii State Senate and WDC Assistant Vice Chair
Wanelle Kaneshiro, designee of Keith Hayashi and Director, Workforce Development Branch
Gina Woo Anonuevo, Vice Chair and Chief Administrative Officer/Chief Human Resources Officer, First Hawaiian Bank
Rona Fukumoto, President & CEO, Lanakila Pacific
Derek Kanehira, Senior Vice President, Human Resources, Alexander and Baldwin
Robert Lietzke, Vice President, Indo-Pacific Western Region, Booz Allen Hamilton
Thomas Chock, designee of Department of Business Economics and Tourism Director James Tokioka
Carla Kurokawa, Manager, Employment and Training, Alu Like, Inc.
Dion Dizon, Executive Director, Center for Labor Education and Research (CLEAR)
Jared Higashi, Vice President, Hawaii Lodging and Tourism Association
Benson Medina, Designee of Kimo Alameda and Director of Department of Research & Development, County of Hawaii

Guests:

Jun Yun Ha, Deputy Attorney General (In person)
Caroline Witherspoon, Becker Communications
Jocelyn Collado, Vice President, Becker Communications, Inc.
Valynn Kwon, Work Hawaii Youth Program
Andrea Gaines, City and County of Honolulu, Work Hawaii Division
Rep. Jackson Sayama, Chair of House Committee on Labor
Leinaala Nakamura, City Department of Community Services Work Hawaii Division
Lee Williams-Naeole, Amer. Job Center Hawaii/Work Hawaii: Manager - Youth and Adult Programs
Rose Templeton, HARIETT Program Manager
Erick Pascua, DLIR, Workforce Development Division, Oahu Branch Manager
Denise Pacheco, DLIR Workforce Development Division, Hawaii County Branch Manager
Kevin Kimizuka, DLIR, Workforce Development Division, Maui County Branch Manager

Staff:

Bennette Misalucha, Executive Director, WDC
Kelly Quitevis, Program Specialist IV, WDC
Rachel Wong, Quest Intern, WDC
Sahara Sauni-Medina, Hele Imua Intern WDC
Julie Radke, Fiscal Office-ASO

WRITTEN MINUTES

I. Call to Order *Workforce Development Council Chair
Ken Loui*

Chair Ken Loui called the meeting to order at 09:38 a.m.

II. Administrative Matters: Chair Loui welcomed two new interns affiliated with WDC members. He introduced Rachel Wong and Sahara Sauni-Medina, both of whom recently began their internships, and provided a brief overview of their backgrounds.

Due to technical issues, the session was briefly reconvened. The meeting was officially called to order a second time at 09:40a.m.

Kelly Quitevis, Program Specialist WDC, conducted the roll call. A total of 22 members were present as of 9:42 a.m. Quorum was established.

Guests attending via Zoom were asked to type their names and offices into the chat for inclusion in the official record. Chair Ken Loui recognized Deputy Attorney General Kelly Ha, who was present and acknowledged by the board.

In accordance with Workforce Development Council Bylaws (Article 5, Section 7) and pursuant to HRS 92-15 and HRS 202-1, quorum for Council business requires 16 members. With 22 Council members present, Chair Loui confirmed that quorum was met and that any Council action taken would be valid.

Approval of the minutes from the June 24, 2025, meeting, as documented on pages 20 through 31 of the Board Packet.

Chair Loui requested a motion to approve the minutes of the August 20, 2025, meeting.

Board Action: Minutes approved as submitted. The motion was carried unanimously.

III. Presentation: Federal Funding Matters*Tim Carlton, National Governors Association, Director of Legislative Affairs*

Tim Carlton provided the Council with a comprehensive briefing on several key federal workforce developments. His update covered the status of Fiscal Year (FY) 2025 funding, the White House's proposed FY 2026 budget, the potential reauthorization of the Workforce Innovation and Opportunity Act (WIOA), and the introduction of the Workforce Pell Grant.

Tim explained that the current administration has advanced a workforce initiative titled "*Make America Skilled Again (MASA)*," which would significantly alter the funding structure for WIOA. Under MASA, the separate funding streams for Youth, Adult, and Dislocated Worker programs would be eliminated and consolidated into a single block grant. He cautioned that this restructuring could result in a nationwide reduction of approximately \$1.6 billion in workforce funding. To illustrate the impact, Tim presented a comparative chart showing the administration's budget proposal alongside the Senate's version, which retains the existing funding streams. He noted that while the House will not mark up its budget until after the Labor Day recess, there is speculation that it may align itself with the administration's proposal.

Despite these developments, Tim emphasized that any final budget must secure 60 votes in the Senate. Encouragingly, there is bipartisan support to maintain the current WIOA structure, even if modest reductions in funding are enacted. He reminded the Council that in 2024, the National Governors Association supported WIOA reauthorization through a proposal titled "*A Stronger Workforce for America*." Given that WIOA funding operates through a formula mechanism, it is widely expected that federal appropriations will continue under a Continuing Resolution (CR) starting October 1. However, he identified a major potential obstacle: the administration's proposal to transfer Adult Education programs from the U.S. Department of Education to the Department of Labor, a move that could complicate reauthorization.

Finally, Tim highlighted the Workforce Pell initiative as a positive step forward. This program, slated for implementation on July 1, 2026, will allow Pell Grants to be used for short-term training programs. Under this framework, state workforce boards and governors will be required to:

- a) certify programs aligned with state economic priorities, and
- b) identify training pathways that can lead to recognized postsecondary credentials.

In conclusion, he noted that it remains uncertain how the "*Stronger Workforce for America*" framework, (which re-authorizes WIOA), which fare out with the administration's proposed MASA.

Executive Director Bennette Misalucha acknowledged Representative Jackson Sayama, Chair of the House Labor Committee, and Representative Andrew Garrett, the designated House appointee to the Workforce Development Board. Their presence was recognized in support of the Council’s ongoing legislative and workforce development initiatives.

IV. Presentation: Awareness Outreach Campaign for the American Job Centers
..... *Caroline Witherspoon, President, and Jocelyn Collado, Vice President, Becker Communications*

Ms. Witherspoon and Ms. Collado provided an overview of the statewide public awareness campaign for the American Job Centers, launched in June and scheduled to continue through September. The campaign utilizes a multi-channel strategy, including video content, social media platforms, and traditional public relations outreach, to enhance public recognition of American Job Center services across Hawaii.

The presentation included preliminary findings from a statewide survey assessing current awareness levels of the centers. Becker Communications also shared the planned messaging framework and rollout schedule for upcoming outreach efforts.

No formal board action was taken on this item. The presentation was informational and followed by brief discussion among Council members.

V. Governor’s Report *Dan Kouchi, Policy Advisor, Office of the Governor*

Mr. Kouchi provided a brief update on behalf of Governor Josh Green, highlighting recent national leadership appointments and key legislative accomplishments:

- A. National Leadership Roles: Governor Green was appointed to the Executive Committee of the National Governors Association (NGA), a bipartisan body composed of eight members, including at-large governors and leadership positions. He also currently serves as Vice Chair of the Western Governors Association (WGA), with plans to assume the role of Chair in July 2027. As Chair, Governor Green will host the WGA Winter Meeting in Hawaii in 2026 and lead a national initiative, the details of which are under development.

- b. Legislative Session Highlights: Mr. Kouchi reported that the Governor signed 313 of the 321 bills passed during the 2025 legislative session, with eight vetoes. He expressed appreciation to the Legislature, including Representative Andrew Garrett, for their support.

Key legislation included:

Green Fee Bill: Implements a 0.75% increase to the Transient Accommodations Tax (TAT), projected to generate approximately \$100 million annually. Revenue will be allocated to environmental stewardship, climate and hazard mitigation, and sustainable tourism.

Senate Bill 1044: Reactivates the Hawaii Hurricane Relief Fund, strengthens the Hawai'i Property Insurance Association (HPIA), and establishes a condominium loan program to support insurability. It also mandates a comprehensive study by the Insurance Commissioner to stabilize the property insurance market.

Fireworks Enforcement Legislation: In response to the New Year's Eve incident in Aliamanu, new legislation updates criminal statutes to enhance enforcement capabilities and extends the sunset date of the Illegal Fireworks Task Force.

Mr. Kouchi concluded by reaffirming his commitment to attending future quarterly meetings and offered to respond to follow-up questions or provide additional information after the meeting.

VI. Labor Director's Update..... *David Rodriguez, Designee for Department of Labor and Industrial Relations Director Jade Butay*

Mr. Rodriguez provided an update on DLIR's priorities, focusing on federal budget uncertainty and its impact on workforce funding. He noted delays and reductions in federal awards, including WIOA allocations, and emphasized that planning for Program Years 2025 and 2026 remains premature due to shifting federal policies and limited fiscal clarity. He also referenced recent notices of award and regulatory provisions that allow for partial or full termination of federal grants.

VII. Fiscal Reports *Bennette Misalucha, Workforce Development Council Executive Director and Hong van Radke, from the Administrative Services Office.*

Ms. Radke presented the WIOA grant summary as of June 30, 2025, covering Program Years (PY) 2022 and 2023: (Note that the financial statements can be found on the August 20, 2025 board packet)

PY2022: Total allocation was \$10.3 million. As of June 30, 2025, \$9.4 million has been expended or obligated, with the remaining \$830,000 expected to be fully utilized by September 30, 2025. No funds are anticipated to be returned to the federal government.

PY2023: Total allocation was \$10.1 million. As of June 30, 2025, \$5.5 million has been expended. Remaining balances include:

Honolulu County: \$1.3 million

Hawaii County: \$572,000

Maui County: \$319,000

Kauai County: \$333,000 Expenditures are ongoing, and no funds are expected to be returned.

PY2024: No expenditures reported to date.

Executive Director Bennette Misalucha noted that the preliminary forecast of PY2023 unexpended funds would be addressed later in the agenda following discussion of PY2022-funded projects.

Ms. Misalucha presented two budget proposals for the WDC General Appropriation funds:

FY2026 Spending Plan (July 1, 2025 – June 30, 2026): Total allocation: \$455,000

Includes a 10% savings requirement per Governor's directive

Funds earmarked for personnel support, workforce studies, a new grants program, and two major events: a Future of Work Conference and an Employer Bootcamp

Total proposed spending: \$452,000

FY2027 Proposed Budget (July 1, 2026 – June 30, 2027): Mirrors FY2026 plan with one adjustment: addition of one FTE for administrative support

Total proposed budget: \$450,500

Proposal to be submitted to DLIR Administrative Services Office by September for inclusion in the Governor’s legislative package.

ED Misalucha further noted that the budget proposals were first vetted by the WDC Executive Committee, which is in line with the Workforce Development Council’s By-laws which stipulates that “The Executive Committee reviews and makes recommendations on all personnel matters, Council governance and compliance matters, standing committee matters, and other matters as directed by the Council”. The Executive Committee unanimously approved both proposals at its July 30, 2025 meeting.

Board Action

Roll Call for Fiscal Action: Chair Loui called for a second roll call to confirm quorum for fiscal decision-making. A total of 22 members were present. Quorum was established.

Board Action: The motion was presented and approved. The action passed unanimously.

VIII. Status Report of Program Year 2022 WIOA Unexpended Funds
Executive Director’s Report..... *Bennette Misalucha, Executive Director, Workforce Development Council*

The report can also be viewed on pages 71 through 74 of the agenda packets.

ED Misalucha provided a status update on the use of Program Year (PY) 2022 WIOA unexpended funds. These funds, originally allocated to local areas and not spent within two years, were reallocated to the state for statewide activities as approved by the Board at its November 2024 meeting.

Six projects are currently supported by PY2022 unexpended funds. Highlights included: American Job Center Awareness Campaign: Launched on June 30, 2025, and scheduled to continue through September, the campaign aims to increase public awareness of services statewide.

Fiscal Training Initiative: Conducted on June 29–30, 2025, by a team of former U.S. Department of Labor administrators, the training focused on improving alignment between fiscal and program operations and updating WIOA policies.

ED. Misalucha also presented an analysis of WIOA spending trends from PY2021 to

PY2024, noting that while total spending by local areas has increased, utilization rates appear lower due to increase in federal allocations and the availability of alternative funding sources such as the Good Jobs Hawaii grant. She emphasized that WIOA program rules require full expenditure of prior-year funds before accessing new allocations, creating structural challenges for local areas.

For information purposes only. No Board action is needed.

IX. Success Stories

Materials found on pages 77 of the board packet

Presenters:

Mr. Harrison Kuranishi, Executive Director, Oahu Workforce Development Board

Ms. Chentelle Rowland, Executive Director, Maui Workforce Development Board

Mr. Kuranishi introduced Ms. Valynn Kwan, who joined via Zoom to share her career journey. Ms. Kwan transitioned from massage therapy to her current role as an Office Assistant with the Work Hawai'i Youth Program through the QUEST Internship Program at the American Job Center. She credited staff support and training for her success.

Ms. Rowland highlighted a Maui youth participant who entered the Olaikahana Program as an in-school youth facing barriers such as low income, limited work experience, and basic skills deficiency. With support from Goodwill's Community Work Experience Program and staff-provided resources, the individual successfully completed a semester at UH Maui College and is on track to graduate with a Liberal Arts degree. He plans to transfer to UH West Oahu to pursue a bachelor's in creative media.

The Board acknowledged the significance of these stories in demonstrating the impact of workforce development services and the value of personalized support.

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

The Materials for the Report can be found on Page 92-94

The Executive Director presented the Program Year 2024–2025 Annual Report, which

was previously reviewed by the Executive Committee on July 30, 2025. The report highlighted key accomplishments including implementation of the State Workforce Development Unified Plan, improvements in board governance, fiscal management, and local board coordination, as well as expanded roles in convening, analysis, and community collaboration. Challenges such as uncertainty in federal WIOA funding, limited resources, and the need to prioritize initiatives were noted, along with opportunities for statewide alignment and advancement of Hawai'i's Generational Commitment. Updates were provided on the Unified Plan's approval in June 2024 and the Synergy Summit II held on July 9, 2025, with over 100 stakeholders. The Council continues to refine its role as an attached agency to DLIR, with a memorandum of agreement in progress. Third quarter priorities include operational transition, Kauai expansion, and strengthening strategic partnerships. Members were reminded that nominations for the Workforce Heroes Awards are due August 22, and the Future of Work Conference is scheduled for September 24, featuring Mayor Rick Blangiardi and Managing Director Mike Formby. The Executive Director concluded by expressing appreciation to Chair Ken Louis and board members, reaffirming a commitment to continued collaboration and progress.

XI. Review of Written Reports from Standing Committees.

Chair Loui presented the written reports from the standing Committees, namely Youth Services Committee, Sector Partnership and Career Pathways Committee, and the Special Projects Committee. These reports were accepted by the Board into the records, and copies of the written reports can be found in the Board packet.

XII. Review of Written Reports from Core Partners

Chair Loui presented the written reports from Title I and III (Workforce Development Division), Title II (The Department of Education -Adult Education) and Title IV (The Division of Vocational Rehabilitation). These reports were accepted by the Board into the WDC records. Copies of these written reports can be found in the Board packet.

XIII. Review of Written Reports from Local Workforce Boards

Chair Loui presented the written reports from the local workforce development boards, namely Oahu Workforce Development Board, Maui Workforce Development Board, and Hawaii Workforce Development Board. These reports were accepted by the Board into the WDC records. Copies of these written reports can be found in the

Board packet.

XIV. Evaluation of the Executive DirectorWDC Chair Ken Loui

Chair Ken Loui led a discussion on the Executive Director's performance review, based on survey results. Historically, personnel matters were addressed in executive session; however, following guidance from the Office of Information Practices (OIP), this evaluation was conducted in open session to comply with transparency requirements. The Executive Committee previously reviewed the matter at its July 30, 2025 meeting, in accordance with the Workforce Development Council By-laws. The full board will need to validate the Executive Committee's recommendation.

Board Action: The motion under consideration required unanimous approval. Let the record reflect that the motion passed with 23 total votes in favor, meeting the requirement for unanimous consent.

XV. Announcements and Public Testimony

At this time, the public is welcome to announce upcoming events and comment on relevant issues that were not included in this meeting's agenda. Please be advised that in compliance with the Sunshine Law, the Committee cannot discuss or act on issues that were not included in this meeting's agenda, but issues raised in constituent comments may be included in a future agenda for the Committee's consideration.

No public announcements or testimonials were offered.

XVI. Chair Loui reminded attendees that future meetings are listed in the Board Packet and on the Council website.

XVII. Next meeting

The next meeting will be on Wednesday, November 19, 2025, at 9:30am at the Department of Labor Office at 830 Punchbowl Street, Room#317, Honolulu, HI 96817.

XVIII. Adjournment

With no further business, Chair Loui adjourned the meeting at 11:36am.

Presentation

on

State of WIOA Funding

Tim Carlton
National Governors Association

Amendments to the Workforce Development Council By-laws

*Requires a board vote

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 which 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..	<i>"The Council encourages allowing new voices and a broad range of perspectives to be represented."</i>
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 Committee may review eligibility.	Does not specify formal notification to Governor by Chair.	Proposed Art III. Sec 3.8 <i>"Chair must notify Governor in writing within 10 business days."</i>
4. Proxy & designee process	Article V, Sec. 5.3: Other than ex-officio, Proxy/absentee voting prohibited.	Fully addressed	No change needed.

WIOA Requirement	Current By-Laws (Feb 2024)	Gap / Issue	Proposed Amendments
	Art. V, Sec. 5.6: Ex-officio members may designate designees with 1-week notice.		
5. Use of technology to promote participation	Art. V, Sec. 5.1: Meetings governed by Sunshine Law & WIOA.	Missing: a mandate to use technology Silent on requiring tech to promote participation.	Proposed Art V, Sec 5.3 <i>“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.”</i>
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.	Proposed Art III, Sec. 3.5 <i>“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.”</i>
7. Other conditions governing membership	Art. VII, Sec. 7.1–7.2: Ethics, conflicts of interest, no	This section reference ethics and conflicts of interest but it does not explicitly state	Proposed Art. VII, Section 7.1 <i>“All Council members shall comply with applicable state and federal ethics and conflict</i>

WIOA Requirement	Current By-Laws (Feb 2024)	Gap / Issue	Proposed Amendments
	compensation, reimbursements.	that Council members must comply with these requirements.	<i>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."</i>

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 notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing **within ten (10) business days of such notification.**¹

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 reporting, 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 while upholding the Governor's authority to appoint members of the council.

~~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

¹ This revised amendment language, reflecting changes from the version discussed at the Special Projects Committee meeting, was approved by the Executive Committee on October 29, 2025.

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)** 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.**

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

Effective Dates of By-laws Amendments

*Requires a board vote

EFFECTIVE DATE OF AMENDMENTS

The board minutes should reflect the effective dates of these amendments. These notes will be a part of the Summary Sheet which would be the first page of the updated Workforce Development Council's By-laws:

Section 3.1 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 3.3 of the bylaws is hereby amended as follows:

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 in Hawai'i.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 3.6 of the bylaws is hereby amended as follows:

Section 3.6 Upon notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of such notification.

Effective Date: The amendment shall be effective on November 19, 2025 upon approval by the Council.

Section 3.7 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 5.3 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 6.3 of the bylaws is hereby amended as follows:

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

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 7.1 of the bylaws is hereby amended as follows:

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.

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 7.3 of the bylaws is hereby amended as follows:

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.

Effective Date: This amendment shall take effect on November 19, 2025. However, the annual evaluation of the Executive Director shall commence in the first quarter of 2027, as a full evaluation was recently completed at the August 2025 Council meeting.

***Requires Board Vote**

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

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

SUMMARY PAGE: EFFECTIVE DATE OF AMENDMENTS

Section 3.1

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 3.3

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 3.6

Effective Date: The amendment shall be effective on November 19, 2025 upon approval by the Council.

Section 3.7

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 5.3

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 6.3

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 7.1

Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.

Section 7.3

Effective Date: This amendment shall take effect on November 19, 2025. However, the annual evaluation of the Executive Director shall commence in the first quarter of 2027, since a full evaluation was recently completed at the August 2025 Council meeting.

Updated
Version of the
WDC By-laws

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 notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of such notification.

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.**

Leadership Changes

*Requires a Board Vote



PROPOSED LEADERSHIP CHANGES

Objective: The Workforce Development Council is reorganizing its leadership to strengthen the Council's effectiveness and ensure stability during transitions.

This change is intended to maximize the skills and talents of members, promote shared leadership across committees, and provide opportunities for Council members to develop leadership experience in their respective areas. The goal is to build a stronger, more flexible organization that can continue to meet its responsibilities under Workforce Innovation and Opportunity Act and advance Hawai'i's workforce development priorities.

Proposed Workforce Development Council Officers:

Chair: Keith DeMello (appointed Chair by Gov. Green on 10/22/2025)

Vice Chair: Trang Malone*

Assistant Vice Chair: Sen Donovan Dela Cruz (current)

Proposed Committee Leadership:

A) Employer Engagement Committee

Chair: Gina Anunuevo

Vice Chairs: Derek Kanehira, Cheryl Cross

B) Performance Management and Finance Committee

Chair: Sean Nakamura

Vice Chairs: Sean Knox, Lea Dias

C) Sector Partnership and Career Pathways Committee

Chair: Cary Miyashiro

Vice Chair: Lorna Woo, Rona Fukumoto

D) Special Projects Committee

Chair: Dion Dizon

Vice Chairs: Pane Meatoga III, Thomas Chock

E) Youth Services Committee

Chair: Tui Scanlan

Vice Chair: Carla Kurokawa, Amber Akana

* Election of A Vice Chair

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.

- Needs a board vote

Creation of a Permitted Interaction Group (PIG)

Subject: Military Spouses Project

*Requires Board Vote



RESOLUTION OF THE WORKFORCE DEVELOPMENT COUNCIL

Resolution 2025.11.19

CREATING A PERMITTED INTERACTION GROUP FOR THE MILITARY SPOUSES WORKFORCE INITIATIVE

WHEREAS, the Military and Veteran Affairs Committee has long been at the forefront of efforts to support military spouses in securing meaningful employment and becoming an essential part of Hawai'i's workforce; and

WHEREAS, the Committee has made substantial progress in this initiative, working collaboratively with specialists from the Workforce Development Division, and has helped identify strategies to strengthen workforce opportunities for military families; and

WHEREAS, although the Military and Veteran Affairs Committee has been phased out for operational reasons, the Council recognizes that the military spouse workforce initiative remains a critical priority for Hawai'i's economic future and deserves continued focus and leadership; and

WHEREAS, the Council believes that targeted, time-limited work through a Permitted Interaction Group (PIG) is appropriate to further develop recommendations, streamline strategies, and continue the momentum of this important effort;

NOW, THEREFORE, BE IT RESOLVED, that the Workforce Development Council hereby establishes a Permitted Interaction Group whose purpose is to continue the initiatives under the Military Spouses Workforce Project, including but not limited to identifying barriers, recommending policy and program improvements, and strengthening pathways that support military spouses as a vital component of Hawai'i's workforce; and

BE IT FURTHER RESOLVED that the former Chair of the Military and Veteran Affairs Committee and the former Vice Chair, Cheryl Cross, are hereby designated to serve as the leadership team of this Permitted Interaction Group; and

BE IT FURTHER RESOLVED, that in accordance with Sunshine Law requirements, the Permitted Interaction Group shall present its findings, activities, and recommendations to the Council at a duly noticed meeting at the earliest appropriate time.

Adopted by the Workforce Development Council at its November 19, 2025 meeting.

Labor Director Update

Hawaii Department of Education Presentation



High School Graduation Requirements and General Learner Outcomes

Community Input

Hawai'i State Department of Education
Fall 2025



Purpose

- Begin the process to review graduation requirements and the General Learner Outcomes (GLOs) by inviting community input
- Board of Education will be considering revisions to the current graduation requirements



Vision of a Hawai'i Public School Graduate

Current	Draft
<p>All Hawai'i public school graduates will:</p> <ul style="list-style-type: none">• Realize their individual goals and aspirations,• Possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society,• Exercise the rights and responsibilities of citizenship, and• Pursue post-secondary education and/or careers	<p>The Hawaii State Department of Education shall work so that every graduate has:</p> <ul style="list-style-type: none">• Knowledge: The core academic understanding required to take their next steps in post-secondary education, career, enterprise, service, and/or exploration to advance their life journey.• Skills: The abilities to think, learn, contribute, communicate, and create in pursuit of excellence and the realization of their goals.• Awareness: The social-emotional competencies to pursue wellness with a healthy concept of self and meaningful connections to others.• Identity: The feeling of aloha and belonging, and a deep sense of place, community, responsibility, and citizenship.



General Learner Outcomes

The General Learner Outcomes (GLOs) are the foundation of standards-based learning for all students, across all grade levels. These outcomes guide educators beyond just academic success, aiming to cultivate well-rounded, engaged and lifelong learners.

- **Self-directed Learner:** The ability to be responsible for one's own learning.
- **Community Contributor:** The understanding that it is essential for human beings to work together.
- **Complex Thinker:** The ability to demonstrate critical thinking and problem solving.
- **Quality Producer:** The ability to recognize and produce quality performance and quality products.
- **Effective Communicator:** The ability to communicate effectively.
- **Effective and Ethical User of Technology:** The ability to use a variety of technologies effectively and ethical



Considerations

- [Vision of a Public School Graduate - Draft](#)
- [Current Graduation Credit Requirements](#)
- [Current General Learner Outcomes](#)



Current Graduation Requirements

ELA 1 (1)	US Hist & Gov (1)	Alg 1 (1)	Biology (1)	PE Lifetime (.5) PE Basic Elec (.5)	Specified Program (1) - WL, FA, CTE, JROTC
ELA 2 (1)	World History (1)	Geom (1)	Science Elective (1)	Health (.5)	Specified Program (1) - WL, FA, CTE, JROTC
				Open Elective (.5)	
Expository Writing (.5) ELA Elective (.5)	Mod Hist of Hawaii (.5) Part in Democracy (.5)	Math Elective (1)	Science Elective (1)	PTP (.5)	Open Elective (1)
				Open Elective (.5)	
ELA Elective (.5) ELA Elective (.5)	Social Studies Basic Elective (1)	Open Elective (1)	Open Elective (1)	Open Elective (1)	Open Elective (1)



Community Input Form

Hawai'i High School Graduation Requirements and GLOs: Community Input

What are your recommendations for required graduation credits?

The Hawai'i Department of Education (HIDOE) is reviewing high school graduation requirements to ensure they prepare all students for future success in college, career, and community life. Your input is a crucial part of this process and will help shape the future of education in Hawai'i. This survey will ask you about recommendations and questions related to graduation credit requirements, General Learner Outcomes (GLOs), and other recommendations you may have for consideration. This survey should take approximately 10-15 minutes to complete. Mahalo for your time and input.



Complete the form digitally:
bit.ly/hidoie-gradreq-input

Email Address (Optional): Providing an email address allows us to accurately track and count unique responses and ask clarifying questions, if needed. Emails will not be made public. _____

Please tell us your primary connection to the Hawai'i public school system (circle one):

Student Parent / Guardian HIDOE Teacher / Staff School Administrator Higher Education Representative Business / Industry Leader Community Member Other (please specify): _____

Directions: Using the table below, fill out one recommendation per row. The "Why (Rationale)" section is particularly important, so please be sure to include a detailed explanation for each of your recommendations.

Recommendation	Number of Credits	What (Course Credit Requirement)	Why (Rationale)
<input type="checkbox"/> Keep - High Priority	<input checked="" type="checkbox"/> .5 credit		
<input type="checkbox"/> Eliminate -Not Needed	<input type="checkbox"/> 1 credit		
<input type="checkbox"/> Add - New	<input type="checkbox"/> N/A		



Digital Version:

<https://bit.ly/hidoie-gradreq-input>



Community Input Form

Question #1: What should the number of required total graduation credits be?

Question #2: Should basic financial literacy be a requirement for all students before they graduate?

Question #3: Should computer science be a graduation requirement?

Question #4: Should Participation in Democracy (PID) (0.5 credit) continue to be a required civics course?

Question #5: HIDOE offers honors certificates (Academic, CTE, STEM) and a Seal of Biliteracy. Are there other achievements you believe should be formally recognized?

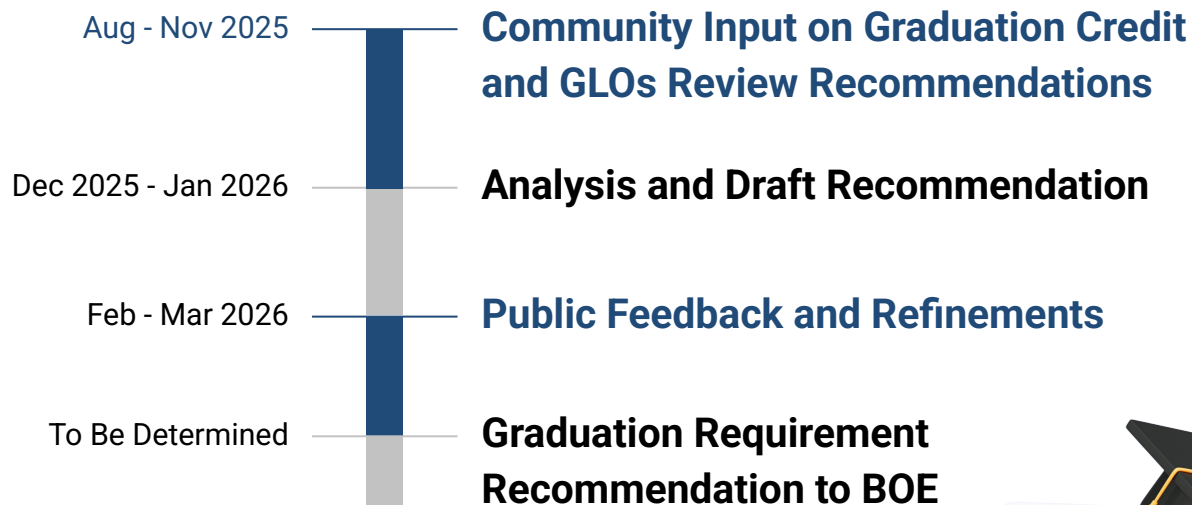
Question #6: Is there a General Learner Outcome recommendation that you'd like to make?

Comments: Do you have any other ideas or information that you'd like considered?





Timeline



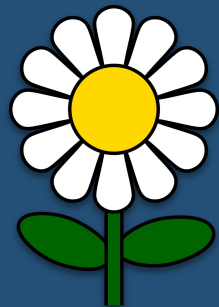
Community includes: Student, Parent/Guardian, HIDOE Teacher/Staff, School Administrator, Higher Education Representative, Business/Industry Leader, and Community Member





Mahalo!

For questions, email:
ocidhelp@k12.hi.us



FISCAL REPORTS

Julie “Hong: Radke

WORKFORCE INNOVATION AND OPPORTUNITY ACT
Grants Summary As of 09/30/2025

PY22

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

Statewide from Unexpended Funds	Unexpended Funds	Expenditures	Encumbrances	Planned Encumbrances	Funds to Lapse 6/30/25 Balance As of 09/30/2025
WIOA Adult	1,303,411.00	1,303,411.00	0.00	0.00	0.00
WIOA Youth	1,421,928.00	1,421,928.00	0.00	0.00	0.00
WIOA DW	817,411.00	817,411.00	0.00	0.00	0.00
WIOA RR	304,247.00	304,247.00	0.00	0.00	0.00
WIOA State Level	135,755.00	135,755.00	0.00	0.00	0.00
TOTAL	3,982,752.00	3,982,752.00	0.00	0.00	0.00

PY23: 04/01/2024-06/30/2026

County	Allocated	Expenditures	Balance As of 6/30/2025	Lapsed 6/30/26
Honolulu	4,816,645.00	3,465,879.00	1,350,766.00	
Hawaii	1,697,603.00	1,104,907.00	592,696.00	
Maui	1,039,013.00	719,455.00	319,558.00	
WDD-Kauai	537,493.00	182,751.00	354,742.00	
Subtotal By County	8,090,754.00	5,472,992.00	2,617,762.00	
Rapid Response	511,366.00	169,784.00	341,582.00	
WIOA State Level	1,401,652.00	1,430,040.00	(28,388.00)	
Total by County	10,003,772.00	7,072,816.00	2,930,956.00	-

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

Unexpended Funds	Unexpended Funds	Expenditures	Encumbrances	Planned Encumbrances	Balance As of 09/30/2025
WIOA Adult	790,906.00	46,175.74	738,192.00	52,714.00	744,730.26
WIOA Youth	1,020,678.00	45,659.67	729,941.00	290,737.00	975,018.33
WIOA DW	806,178.00	31,038.05	496,187.00	309,991.00	775,139.95
Subtotal By County	2,617,762.00	122,873.46	1,964,320.00	653,442.00	2,494,888.54
WIOA RR	511,366.00	169,784.00			341,582.00
WIOA State Level	1,401,652.00	1,430,040.00			-28,388.00
TOTAL	4,530,780.00	1,722,697.46	1,964,320.00	653,442.00	2,808,082.54

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

	Budgeted	Expenditures	Balance
Ready to Work Program			
Castle HS - PO 00104985	285,230.00		285,230.00
Konawaena HS - PO 00104991	157,260.00		157,260.00
Kapolei HS - PO 00104986	318,570.00	78,095.00	240,475.00
Leilehua HS - PO 00104987	311,550.00	44,778.46	266,771.54
Maui HS - PO 00104988	284,930.00		284,930.00
Waiakea HS - PO 00104990	295,230.00		295,230.00
Roosevelt HS - PO 00104989	311,550.00		311,550.00
	1,964,320.00	122,873.46	1,841,446.54

PY24-LAPSE 06/30/2027

County	Allocated	Expenditures	Balance As of 9/30/2025	Lapsed 6/30/27
Honolulu	4,485,627.00	750,986.00	3,734,641.00	
Hawaii	1,409,305.00	244,679.00	1,164,626.00	
Maui	1,024,734.00	165,806.00	858,928.00	
WDD-Kauai	516,204.00	48,152.00	468,052.00	
Subtotal By County	7,435,870.00	1,209,623.00	6,226,247.00	
Rapid Response	506,828.00	0.00	506,828.00	
WIOA State Level	1,401,653.00	45,819.00	1,355,834.00	
Total by County	9,344,351.00	1,255,442.00	8,088,909.00	

**GRANT SUMMARY DETAILS
AS OF AUGUST 30, 2025**

		PY22/FY23 EXPENDITURES				
		Expenditures		PY22	PY22	
		PY22	PY22	Funds Avail.	% Expended	PY22
		Budget	06/30/24	06/30/24	06/30/24	Participants
Adult Program:	Hawaii	615,398.00	456,194.35	159,203.65	74%	235
DW Program:	Hawaii	277,263.00	217,556.05	59,706.95	78%	43
Local Admin:	Hawaii	164,734.00	130,996.43	33,737.57	80%	
Youth Program:	Hawaii	589,942.00	307,149.68	282,792.32	52%	50
Rapid Response	Hawaii	94,791.00	59,936.10	34,854.90	63%	
	Hawaii Total	1,742,128.00	1,171,832.61	570,295.39		328
Adult Program:	Honolulu	1,566,467.00	977,778.19	588,688.81	62%	827
DW Program:	Honolulu	815,479.00	426,181.85	389,297.15	52%	159
Local Admin:	Honolulu	471,141.00	347,678.25	123,462.75	74%	
Youth Program:	Honolulu	1,858,316.00	941,069.13	917,246.87	51%	182
Rapid Response	Honolulu	278,796.00	41,612.27	237,183.73	15%	
	Honolulu Total	4,990,199.00	2,734,319.69	2,255,879.31		1,168
Adult Program:	Kauai	217,564.00	88,477.17	129,086.83	41%	22
DW Program:	Kauai	235,583.00	70,614.03	164,968.97	30%	10
Local Admin:	Kauai	-	-	-		
Youth Program:	Kauai	163,872.00	48,315.66	115,556.34	29%	4
Rapid Response	Kauai	72,487.00	40,278.88	32,208.12	56%	
	Kauai Total	689,506.00	247,685.74	441,820.26		36
Adult Program:	Maui	419,589.00	184,231.78	235,357.22	44%	128
DW Program:	Maui	326,191.00	128,634.70	197,556.30	39%	36
Local Admin:	Maui	122,193.00	65,140.85	57,052.15	53%	
Youth Program:	Maui	353,965.00	264,930.75	89,034.25	75%	43
Rapid Response	Maui	111,518.00	111,518.00	-	100%	
	Maui Total	1,333,456.00	754,456.08	578,999.92		207
	Grand Total	8,755,289.00	4,908,294.12	3,846,994.88		1,739

**GRANT SUMMARY DETAILS
AS OF AUGUST 30, 2025**

		PY23/FY24 EXPENDITURES				
		Expenditures		PY23	PY23	
		PY23	PY23 Exp	Funds Avail.	% Expended	PY23
		Budget	6/30/2025	6/30/2025	6/30/2025	Participants
Adult Program:	Hawaii	698,272.00	482,270.84	216,001.16	69%	141
DW Program:	Hawaii	254,277.00	200,853.07	53,423.93	79%	27
Local Admin:	Hawaii	169,760.00	60,440.11	109,319.89	36%	
Youth Program:	Hawaii	575,294.00	361,342.39	213,951.61	63%	37
Rapid Response	Hawaii	86,932.00	28,695.90	58,236.10	33%	
	Hawaii Total	1,784,535.00	1,133,602.31	650,932.69		205
Adult Program:	Honolulu	1,687,490.00	1,413,112.46	274,377.54	84%	762
DW Program:	Honolulu	777,787.00	412,256.35	365,530.65	53%	148
Local Admin:	Honolulu	481,665.00	258,988.46	222,676.54	54%	
Youth Program:	Honolulu	1,869,703.00	1,381,521.40	488,181.60	74%	168
Rapid Response	Honolulu	265,910.00	90,538.13	175,371.87	34%	
	Honolulu Total	5,082,555.00	3,556,416.80	1,526,138.20		1078
Adult Program:	Kauai	145,473.00	85,554.53	59,918.47	59%	17
DW Program:	Kauai	194,447.00	72,881.19	121,565.81	37%	8
Local Admin:	Kauai	53,749.00	1,258.65	52,490.35	2%	
Youth Program:	Kauai	143,824.00	23,055.87	120,768.13	16%	2
Rapid Response	Kauai	66,478.00	15,998.35	50,479.65	24%	
	Kauai Total	603,971.00	198,748.59	405,222.41		27
Adult Program:	Maui	378,230.00	276,682.44	101,547.56	73%	113
DW Program:	Maui	269,234.00	142,637.97	126,596.03	53%	30
Local Admin:	Maui	103,902.00	71,201.86	32,700.14	69%	
Youth Program:	Maui	287,647.00	228,932.30	58,714.70	80%	30
Rapid Response	Maui	92,046.00	34,551.32	57,494.68	38%	
	Maui Total	1,131,059.00	754,005.89	377,053.11		173
	Grand Total	8,602,120.00	5,642,773.59	2,959,346.41		1483

**GRANT SUMMARY DETAILS
AS OF AUGUST 30, 2025**

PY24/FY25 EXPENDITURES					
Expenditures		PY24		PY24	
PY24	PY24 Exp	Funds Avail.	% Expended	PY24	
Budget	9/30/2025	9/30/2025	9/30/2025	Participants	
Adult Program:	Hawaii	550,121.00	97,058.11	453,062.89	18%
DW Program:	Hawaii	252,020.00	40,620.02	211,399.98	16%
Local Admin:	Hawaii	140,931.00	10,762.30	130,168.70	8%
Youth Program:	Hawaii	466,233.00	96,237.60	369,995.40	21%
Rapid Response	Hawaii	86,161.00		86,161.00	0%
Hawaii Total		1,495,466.00	244,678.03	1,250,787.97	0
Adult Program:	Honolulu	1,545,579.00	316,247.18	1,229,331.82	20%
DW Program:	Honolulu	756,060.00	98,335.80	657,724.20	13%
Local Admin:	Honolulu	448,563.00	85,877.06	362,685.94	19%
Youth Program:	Honolulu	1,735,425.00	250,524.99	1,484,900.01	14%
Rapid Response	Honolulu	258,482.00		258,482.00	0%
Honolulu Total		4,744,109.00	750,985.03	3,993,123.97	0
Adult Program:	Kauai	154,648.76	19,711.38	134,937.38	13%
DW Program:	Kauai	181,395.84	19,322.56	162,073.28	11%
Local Admin:	Kauai	40,204.93	4,593.12	35,611.81	11%
Youth Program:	Kauai	139,954.47	4,524.63	135,429.84	3%
Rapid Response	Kauai	60,819.00		60,819.00	0%
Kauai Total		577,023.00	48,151.69	528,871.31	0
Adult Program:	Maui	366,747.00	60,517.25	306,229.75	17%
DW Program:	Maui	296,494.00	40,648.30	255,845.70	14%
Local Admin:	Maui	102,474.00	19,525.29	82,948.71	19%
Youth Program:	Maui	259,019.00	45,115.00	213,904.00	17%
Rapid Response	Maui	101,366.00	0.00	101,366.00	0%
Maui Total		1,126,100.00	165,805.84	960,294.16	0
Grand Total		7,942,698.00	1,209,620.59	6,733,077.41	0

		PY23 EXPENDITURES FORECASTING			
		PY23	PY23	PY23	7/31/2025
		4/30/2025	5/31/2025	6/30/2025	Forecasting
Adult Program:	Hawaii	37,874.23	49,037.67	98,729.03	61,880.31
DW Program:	Hawaii	8,137.69	38,267.87	35,653.16	27,352.91
Local Admin:	Hawaii	3,603.22	3,956.63	4,321.04	3,960.30
Youth Program:	Hawaii	39,525.46	30,525.11	38,450.43	36,167.00
Rapid Response	Hawaii	9,100.00	3,091.23	3,964.52	5,385.25
	Hawaii Total	98,240.60	124,878.51	181,118.18	134,745.76
Adult Program:	Honolulu	82,282.07	195,007.15	60,650.71	112,646.64
DW Program:	Honolulu	24,364.70	33,331.66	16,182.54	24,626.30
Local Admin:	Honolulu	18,417.33	20,834.96	18,863.96	19,372.08
Youth Program:	Honolulu	123,621.27	117,819.50	29,083.71	90,174.83
Rapid Response	Honolulu	12,325.59	8,575.56	11,600.00	10,833.72
	Honolulu Total	261,010.96	375,568.83	136,380.92	257,653.57
Adult Program:	Kauai	6,646.66	6,182.28	6,684.06	6,504.33
DW Program:	Kauai	6,426.82	6,063.53	6,196.92	6,229.09
Local Admin:	Kauai	2,246.85	1,429.81	2,101.07	1,925.91
Youth Program:	Kauai	1,394.49	1,669.06	1,403.85	1,489.13
Rapid Response	Kauai	2,995.30	2,703.94	2,500.00	2,733.08
	Kauai Total	19,710.12	18,048.62	18,885.90	18,881.55
Adult Program:	Maui	83,129.21	41,302.28	(25,508.20)	32,974.43
DW Program:	Maui	14,115.84	11,200.06	11,328.61	12,214.84
Local Admin:	Maui	6,355.03	7,118.99	1,568.19	5,014.07
Youth Program:	Maui	21,610.80	16,502.56	27,504.85	21,872.74
Rapid Response	Maui	11,300.00	5,800.00	5,600.00	7,566.67
	Maui Total	136,510.88	81,923.89	20,493.45	79,642.74

PY23/FY24 RAPID RESPONSE

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

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

PY22/FY23 UP TO MAY

RAPID RESPONSE	Budget	Expenditures	Unexpended Funds	Moved From PY23	Remaining funds after adjustment	Budget	Expenditures
Hawaii	94,791	59,936.10	34,854.90	65,941.69	(31,086.79)	86,932.00	86,932.00
Honolulu	278,796	41,612.27	237,183.73	114,050.94	123,132.79	265,910.00	114,050.94
Kauai	72,487	40,278.88	32,208.12	32,208.12	-	66,478.00	34,893.34
Maui	111,518	111,518.00	-	92,046.00	(92,046.00)	92,046.00	92,046.00
	557,592	253,345.25	304,246.75	304,246.75	-	511,366.00	327,922.28

Budget to be reallocated:

Hawaii
Honolulu
Kauai
Maui

31,086.79
(123,132.79)

92,046.00

-

PY23/FY24 UP TO MAY				PY24/FY25 UP TO MAY				
Unexpended		Move From		Remaining				Remaining
Funds	Move to PY22	PY24	funds after adjustment	Budget	Expenditures	Unexpended Funds	Move to PY23	funds after adjustment
-	(65,941.69)		20,990.31	86,161.00	-	86,161.00	-	86,161.00
151,859.06	(114,050.94)		265,910.00	258,482.00	-	258,482.00	-	258,482.00
31,584.66	(32,208.12)		63,792.78	60,819.00	-	60,819.00	-	60,819.00
-	(92,046.00)	17,197.44	74,848.56	101,366.00	17,197.44	84,168.56	(17,197.44)	101,366.00
183,443.72	(304,246.75)	17,197.44	425,541.65	506,828	17,197.44	489,630.56	(17,197.44)	506,828.00

Status of General Appropriation (GA) Funds

*Requires Board Vote

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

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

\$455,000

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

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

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

\$455,000

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

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

Proposed New Fiscal Protocols

*Requires Board Vote



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

Certification of the Kauai American Job Center

*Requires Board Vote



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

Status: As of November 19, 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. While the Corrective Action Plan is still in the process of being fully implemented and documented, we recommend extending the provisional certification to **January 30, 2026, which will allow additional time to demonstrate progress and conduct a thorough assessment.**

October 29, 2025: This item was presented to the Executive Committee. Proposed Action: Extend the provisional certification until January 30, 2025. Executive Committee voted in favor of motion.

November 7, 2025: Updated Corrective Action Plan was submitted to WDC with timelines. Please see attachment.

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

***REQUIRES BOARD ACTION**

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS
ADMINISTRATOR

STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA
WORKFORCE DEVELOPMENT DIVISION
830 PUNCHBOWL STREET, ROOM 329
HONOLULU, HAWAII 96813
<http://labor.hawaii.gov/wdd/>
Phone: (808) 586-8877 / Fax: (808) 586-8822
Email: dlir.workforce.develop@hawaii.gov

November 7, 2025

VIA EMAIL & HAND-DELIVERED: Bennette.E.Mishalucha@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 – Revised Action Plan with Timeline

The enclosed revised Action Plan to the Corrective Action Plan (CAP) that was originally submitted by the Workforce Development Division on September 30, 2025, is in response to your request via email dated October 22, 2025.

This revised Action Plan includes a timeline for each corrective action listed.

For clarification, we have attached the June 24, 2025, WDC Quarterly Board Meeting Packet, which includes the original Kauai American Job Center Certification Determination dated April 16, 2025. In this Certification Determination, the due date for our Corrective Action is listed as September 30, 2025. However, the Certification Determination attached to your October 22, 2025, email indicates a due date of June 16, 2025.

We would like to confirm that we submitted our Corrective Action Plan on September 30, 2025, in accordance with the due date provided in the original Certification Determination we received, which was also included in the June 24, 2025, WDC Quarterly Board Meeting Packet.

Ms. Bennette Misalucha

November 7, 2025

Page 2

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

Sincerely,



Maricar Pilotin-Freitas,
Administrator

Enclosures

Corrective Action Plan: Action Plan Revision

November 7, 2025

IV. Action Plan (REVISED)

Area of Improvement	Corrective Action(s)	Timeline
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.	Conduct analysis of current staff duties and responsibilities and create schedule for outreach by January 30, 2026
2. Partner Engagement	Schedule quarterly meetings with Kauai Department of Economic Development; identify joint initiatives; formalize collaboration.	Schedule first meeting for quarter ending March 31, 2026
3. Customer Feedback	Develop and implement customer satisfaction survey; establish review process; integrate feedback into service planning.	Develop survey by December 30, 2025
4. Staff Development	Conduct training needs assessment; create training calendar; partner with WDC and other providers for workshops.	Assessment by January 30, 2026
5. Coordination Meetings	Re-establish quarterly meetings among core partners; rotate facilitation; document outcomes.	Schedule first meeting for quarter ending March 31, 2026
6. ADA Compliance	Draft localized ADA policy; train staff; prepare for EEOC monitoring.	Policy by February 27, 2026; training by March 31, 2026

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

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<http://labor.hawaii.gov/wdd/>
Phone: (808) 586-8877 / Fax: (808) 586-8822
Email: dlir.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

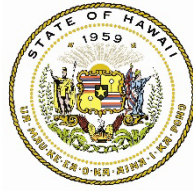
WDD and its Kauai Branch staff remain fully committed to the continuous improvement of the Kauai American Job Center and to delivering high-quality, accessible, and client-centered workforce services to the community.

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:** September 30, 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.

Executive Director's Report

Bennette E. Misalucha

Executive Director's Report

WDC Quarterly Board Meeting

November 19, 2025



WORKFORCEDEVELOPMENT

COUNCIL

ACTIVITIES DURING THE 3RD /4TH 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
- Speaker at the Hawaii Farm Bureau Convention on Kauai in November

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.

Strive for WIOA Operational Excellence: supporting a workforce system that consistently delivers high-quality services, strong performance outcomes, and effective coordination across core partners

Technology: we need to invest in some technology infrastructure (for ETPL)

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
- Internship Summit: **February 2026**
- Start Work on Modified Plan due **March 2026**
- Creating parameters for WDC Grants
- Creating parameters for Research 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/ Community Engagement
- Continuous Improvement and best practice

MAHALO!

WIOA Core Partners Written Reports

Workforce Development Division

(Title I and Title III)

WORKFORCE DEVELOPMENT DIVISION UPDATE

July 1, 2025, to Sept. 30, 2025

PERFORMANCE

July 1 - September 30, 2025

Performance Outcome

**Wagner Peyser PY 2024 - 1st Qtr.
July 1 – September 30, 2025**

TOTAL PARTICIPANTS SERVED	TOTAL REPORTABLE INDIVIDUALS	EMPLOYMENT RATE (Q2)	PY24 PERFORMANCE GOAL (NEGOTIATED LEVEL)	EMPLOYMENT RATE (Q4)	PY24 PERFORMANCE GOAL (NEGOTIATED LEVEL)	MEDIAN EARNINGS	PY24 PERFORMANCE GOAL (NEGOTIATED LEVEL)
1,549	5,908	60.2%	57%	61.9%	61%	\$9,610.50	\$8,300.00
		EXCEEDED		EXCEEDED		EXCEEDED	

WDD ON THE MOVE

CONNECTING IN THE COMMUNITY

RAPID RESPONSE

Rapid Response Efforts 2025 | July - September



During the months of July-September of 2025, WDD contacted 6 employers that filed WARN notices with the state, 2 of whom are receiving transition services to both employers and affected employees

Our Rapid Response team has also been contacting businesses directly and through hiring events to share WDD programs and services designed to assist employers with layoff aversion.

Paradise Cove was one of the employers that recently took advantage of Rapid Response services.

HIRING & RESOURCE EVENTS

OAHU

- 7/12/25 Brigade Readiness Center Event
- 7/22/25 Military Spouse Hiring Event
- 8/12/25 Salvation Army College Fair
- 9/02/25 Biannual Transition Resource Event
- 9/03/25 Webling Elementary School Career Fair
- 9/08/25 UH Manoa Recruitment Event
- 9/10/25 HCC Recruitment Event / Career Pathways Committee
- 9/12/25 Chaminade University Recruitment Event
- 9/24/25 Keehi Lagoon Memorial Career Fair
- 9/30/25 Chaminade University Fall 2025
- 10/01/25 UH Manoa Career Fair / Brigham Young University (BYU) Fair
- 10/08/25 Hawaii Pacific University (HPU) Career Fair
- 10/09/25 UH West Oahu Career and Internship Fair / UH Manoa Shidler Fall 2025 Career Fair
- 10/15/25 HPU Information Session
- 10/22/25 UH Manoa Internship Fair/ UH Honolulu Community College Fall Job Fair / UH Windward Community College Career Fair

Over 400 guardsmen attended the Brigade Readiness Center event, with 160 expressing interest in the WDD services.

WDD held its first successful hiring event on a military base for military spouses—70 attended, 8 were hired within two weeks.

Nearly 300 job seekers, including 255 from the local job market, attended the event with nearly 40 vendors. Attendees shared positive feedback and appreciation. Thanks to our joint efforts, at least five job offers were made and several interviews are scheduled.

HAWAII ISLAND

- 8/16/25 Career Fair, Prince Kuhio Plaza
- 9/09/25 Going Home Hawaii Consortium
- 9/16/25 Waimea Elementary Career Fair





UPCOMING EVENTS

OAHU

11/12/25

UH Manoa Recruitment Fair

11/14/25

DHRD Recruitment Event in Wahiawa

11/17/25 & 11/18/25

Hiring our Heros Career Summit in Schofield Barracks

11/19/25

Joint Base Pearl Harbor - Hickam Amplify

11/21/25

Adult Client Services Branch Resource Fair at Judiciary

11/21/25

DLIR Job and Resource Fair

SERVING THE YOUTH

READY TO WORK PROGRAM

The Ready to Work program helps students get ready for employment after high school by offering practical experience. Through collaboration with the Workforce Transition Center, schools can deliver hands-on job training tailored to students in special education programs.



Participating Schools

OAHU

Castle High School
Kapolei High School
Leilehua High School
Roosevelt High School

HAWAII ISLAND

Konawaena High School
Waiakea High School

MAUI

Maui High School



**Scan the QR code to
watch how Ready to
Work impacts the youth!**



SUMMER YOUTH EMPLOYMENT PROGRAM

On August 1, 2025, the Workforce Development Division (WDD) celebrated the successful conclusion of the Summer Youth Employment Program (SYEP) with nearly 200 participants. This event marked the third consecutive year of this enriching initiative. The celebration was attended by Director Jade Butay and WDD Administrator Maricar Pilotin-Freitas. In a hybrid format, participants from Hawaii, Maui, Kauai, and Oahu gathered both virtually and in person to highlight the program's positive impact across the islands.



2025 Summer Youth - Hilo High School KVIKS

Students assisted with media projects for community events and helped enhance and beautify the school campus.



Hilo High School – Lanakila Learning Center

Students explored six different career paths and learned about the process to pursue them.



Kea'au High School

Student fieldtrip to Mauna Kea with the Division of Forestry and Wildlife assisting with the care of the Chukar bird.



Ka'u High and Pahala Elementary School

Students built websites, created a digital course catalog, crafted products for the school store launch, designed school brochures, and set up new tech devices. Students on the farm prepared soil for planting, cleaned an industrial building for Career & Technical Education kits, and supported the Pahala Kaukau 4 Keiki hub by packing and distributing food weekly.

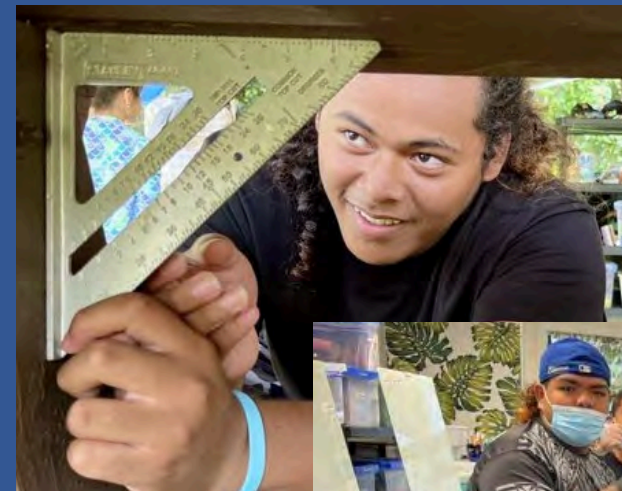


Waimea Elementary School Career Fair & Department of Defense: Hawaii Job Challenge Academy Fair

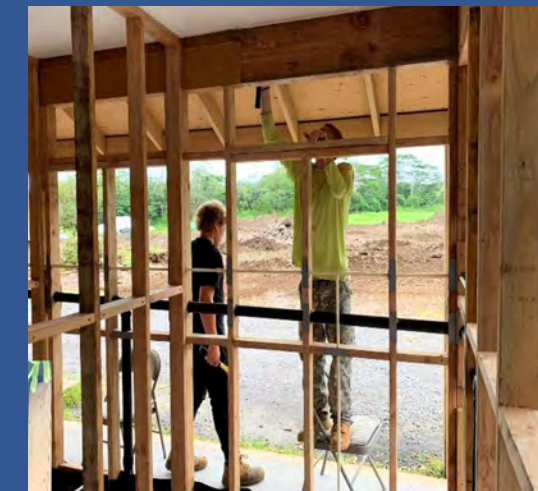
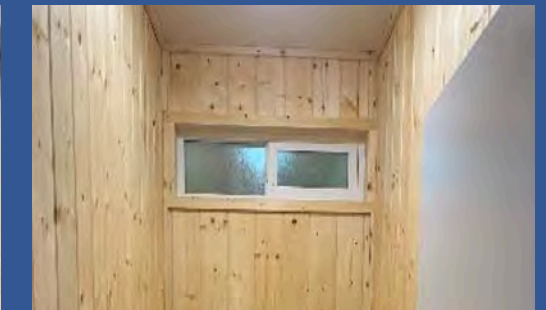
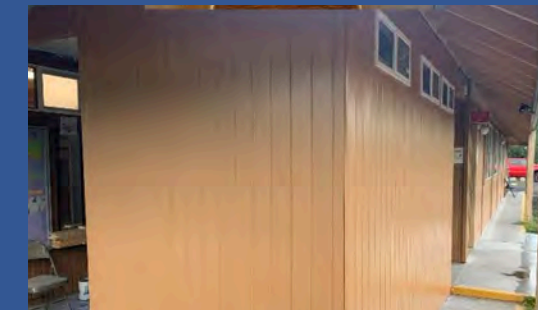


Industrial & Engineering / Human Services Career Pathway

Supporting the community by making blankets
and prepping meals for those in need.



Hawai'i Academy of Arts & Science Public Charter School



SUCCESS STORIES & TESTIMONIALS

WDD HELPING TO MAKE WORKERS'
DREAMS COME TRUE

Hele Imua Internship:

Mia's Journey from Intern to Full-Time State Employee

After graduating from UH Mānoa with a B.B.A. in Management, Mia was eager to gain work experience that would help her launch a career with the State of Hawai'i. She learned about the Hele Imua Internship Program during a resource fair and decided to apply to gain firsthand experience working in a state office. In February 2025, Mia was placed with the Department of Health's Alcohol and Drug Abuse Division. There, she received training in a variety of administrative support functions and played an active role in the division's daily operations.

“ My Hele Imua Internship lasted 6 months and was truly amazing! The training and work experience I received from my host site helped me qualify for a full-time position at the very office I interned at. I'm now working as an Administrative Specialist – Professional Trainee I as of August 15th, and I'm so grateful for everything this internship program has done for me. It truly helped launch my career, and I'll always look back on this experience as a meaningful steppingstone. ”

Mia's story is a testament to how the Hele Imua Internship Program empowers recent graduates to gain valuable experience and transition into meaningful careers in public service.



Veteran Success Story:

Corey's Transition from Navy to Civilian Career



After being honorably discharged from the U.S. Navy, where he served as a Gas Turbine Mechanic and Power Plant Operator, Corey B. was ready to transition into civilian employment. He was eager to apply the mechanical skills he developed in the military but needed support navigating the job search process. As a Qualified Veteran, Corey was eligible for individualized services through the Jobs for Veterans State Grant (JVSG) program. In March 2025, he met with Keith, a Disabled Veterans' Outreach Program (DVOP) specialist, to assess his experience, interests, and employment goals. Together, they identified a career path as a Service Technician, which aligned well with Corey's background.

To support his job search, Keith enrolled Corey in the Monthly Résumé Writing Workshop hosted by the Workforce Development Division at the American Job Center. Corey also received assistance through the Homeless Veterans Reintegration Program (HVRP), which provided essential pre-employment resources such as tools and work clothing. Keith continued to support Corey by generating job leads and connecting him directly with a hiring manager at Pacific Aquascape. The company scheduled an interview and offered him a full-time position as a Pump Service Technician, starting July 2nd, with a starting wage of \$20 per hour and a competitive benefits package.



I'll be forever grateful for the support and assistance I received through the HVRP and JVSG programs. They helped make my transition to civilian life successful!



Corey's journey is a powerful example of how coordinated veteran services can lead to meaningful employment and a fresh start.



Senior Community Service Employment Program (SCSEP):

Carol's Success Story

After retiring from a long career in the housekeeping industry in 2020, Carol found herself needing to re-enter the workforce in 2022 when she became the legal guardian of her granddaughter. Due to the physical demands of her previous work, she sought a new path—one that would allow her to support her family while accommodating her current needs. Through the Senior Community Service Employment Program (SCSEP), Carol received office skills training while placed at the Department of Accounting & General Services Surplus Property Office. There, she gained hands-on experience in inventory control and administrative tasks, supporting the office's daily operations. Carol's dedication and the skills she developed through SCSEP paid off.

On July 1, 2025, she began a new full-time role as a Hawaii Home Energy Assistance Program Intake Aid at the Honolulu Community Action Program's (HCAP) Central District Office.

“ I never imagined I'd start a second career at this stage in life. But SCSEP gave me the training, confidence, and opportunity I needed to support myself and my granddaughter. I'm so grateful. ”



Internship Program Journey:

Yvette's Career Pivot with Purpose



After many years in the retail industry, I was ready to pivot into a new career while continuing to pursue my higher education. I discovered the State of Hawaii's Internship Program through infomercials and the Workforce Development Division (WDD) website, which highlighted opportunities to gain hands-on experience and transition into roles within the State. As an intern with WDD at the American Job Center, I sharpened my office skills and gained valuable experience in:

- *Resume writing and job search assistance*
- *Hiring event preparation*
- *Daily administrative support under the guidance of the Office Manager*

I was also encouraged to explore job opportunities through the Department of Human Resources Development (DHRD) postings. As a result, I received conditional employment offers from both the Department of Human Services and the State Public Housing Authority. I'm excited to use the knowledge and experience I've gained to better serve my community as I begin this new chapter in public service.





Senior Community Service Employment Program (SCSEP):

Stuart's Success Story

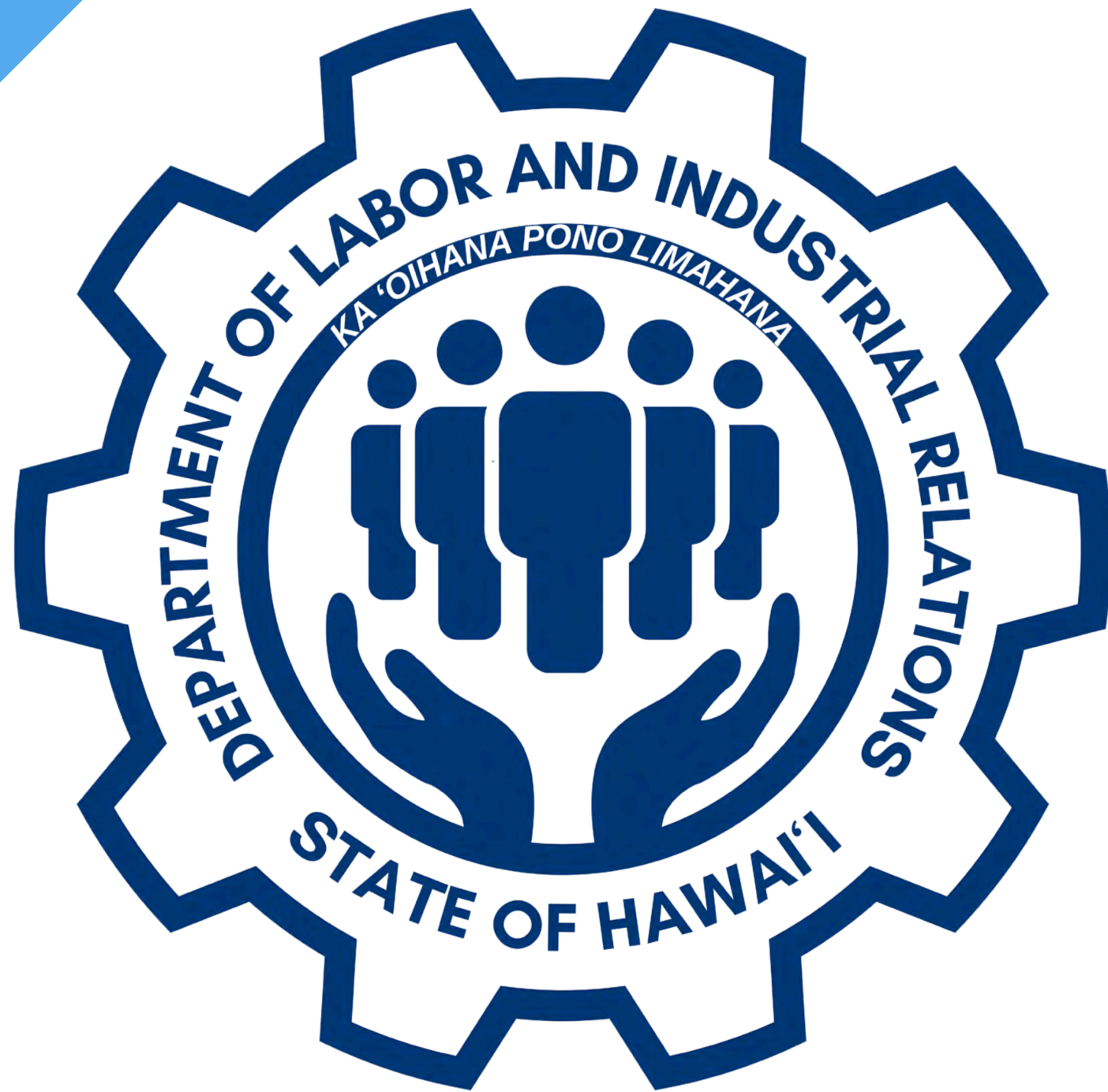
In March 2022, Stuart received employment services at the American Job Center through Wagner Peyser Employment Counselor Lesieli Pota. After navigating labor market information, researching in demand jobs and matching employee/employer interests, Stuart joined the Senior Community Service Employment Program (SCSEP) and began his employment at the Hawaii County Office of Aging as a Clerical Aide. From the very beginning, Stuart brought enthusiasm, reliability, and a positive attitude to his role. His strong work ethic quickly made an impression on the staff and program manager, Meredith Catalini.

Throughout his time with the Office of Aging, Stuart demonstrated professionalism and dedication, forming a strong working relationship with his colleagues and supervisors. His efforts reflected not only his personal commitment to growth but also the mission of SCSEP—to provide meaningful employment and training opportunities that help older adults re-enter the workforce.

As the SCSEP contract was set to conclude on June 30, 2025, Meredith recognized Stuart's valuable contributions and was determined to keep him as part of the team. She took initiative by making budget reallocations and preparing a new contract, which required approval from the Mayor's office, to create a position that would allow Stuart to be hired directly under their payroll.

A few weeks later, Meredith proudly shared the exciting news—Stuart had officially secured employment with the Hawaii County Office of Aging. On his first official day as a permanent employee, I had the privilege of visiting the office to congratulate him in person and capture the moment with a photo.

Today, Stuart continues to thrive in his role. He loves what he does and remains grateful to the Department of Labor and Industrial Relations Workforce Development Division and the SCSEP program for bridging the opportunity that led to his new career and employment. Stuart's story is a shining example of how dedication, teamwork, and the right support can lead to lasting success.



Thank you!

Maricar Pilotin-Freitas
Workforce Development Division

Adult Education & Financial Literacy

(WIOA Title II)



Workforce Development Council Quarterly Board Meeting
Wednesday, November 19, 2025
9:30 AM to 11:30 AM

REPORT
Adult Education Family Literacy Act
WIOA Title II
Hawaii State Department of Education

1. The U.S. Department of Education is currently not operating due to the federal government shutdown.
 - The AEFLA grant administration has transferred from the U.S. Department of Education to the U.S. Department of Labor
2. AEFLA funding for Fiscal Year (FY) 2026 is questionable.
 - The President and the House of Representatives eliminate funding in their budget proposal.
 - The Senate's proposed budget includes funding at the same level as FY 2025.
3. HIDOE has hired a program manager for AEFLA and adult education.

Submitted by:

Wanelle Kaneshiro
AEFLA State Director
Hawaii State Department of Education

11/04/2025

Date

Division of Vocational Rehabilitation

(WIOA Title IV)

Workforce Development Council 11/19/2025
Division of Vocational Rehabilitation (DVR) Report
PY25 Q1, July 1, 2025 to September 30, 2025
(Note: all data is as of October 6, 2025)

Hawaii DVR PY25 Q1 (July 1 – September 30, 2025) Title IV Workforce Innovation and Opportunity Act (WIOA)		
Participants served (VR)	3698	
Participants exited	319 closed other than rehab & 63 closed with rehab	
WIOA Program Involvement	Adult Dislocated Worker Youth Wagner-Peyser Adult Education Job Corps Youth Build Total	250 5 79 8 14 6 8 370

Indicator	PY25 Q1	PY 2025 Negotiated / Required Level
Measurable Skill Gains (MSG)	13/332 YTD Rate: 3.92%	42%
Credential Attainment Rate (CA)	4/15 YTD Rate: 26.67%	44%
Employment (Second Quarter After Exit)	50/328 YTD Rate: 15.24%	43.5%
Employment (Fourth Quarter After Exit)	20/148 YTD Rate: 13.51%	36.5%
Median Earnings (Second Quarter After Exit)	\$6,435	\$5,470

Q1: Successful Closure in Competitive Integrated Employment (CIE) 7/1/25 – 9/30/25			
Job Title	Participant	Wage	Hour Worked
Aerospace Engineers	1	45.10	40.00
Bookkeeping, Accounting, and Auditing Clerks	1	17.31	20.00
Building Cleaning Workers, All Other	1	14.00	20.00
Cashiers	3	16.54	23.67
Chemical Technicians	1	28.00	40.00
Childcare Workers	1	16.85	40.00
Cleaners of Vehicles and Equipment	1	16.00	25.00
Combined Food Preparation and Serving Workers, Including Fast Food	1	16.00	15.00
Computer and Information Systems Managers	2	47.08	40.00
Computer Network Support Specialists	1	17.99	40.00
Construction and Building Inspectors	1	20.19	40.00
Cooks, Institution, and Cafeteria	1	27.48	40.00
Customer Service Representatives	2	14.00	31.00
Dining Room and Cafeteria Attendants and Bartender Helpers	1	14.00	40.00
Dishwashers	2	18.00	36.50
Facilities Managers	1	40.00	40.00
First-Line Supervisors of Housekeeping and Janitorial Workers	1	18.94	40.00
First-Line Supervisors of Production and Operating Workers	1	19.62	40.00
Flight Attendants	1	60.02	26.00
Food Preparation and Serving Related Workers, All Other	2	17.87	40.00
General and Operations Managers	1	100.00	40.00
Healthcare Practitioners and Technical Workers, All Other	1	20.00	30.00
Healthcare Social Workers	1	23.08	40.00
Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1	30.03	40.00
Hotel, Motel, and Resort Desk Clerks	1	40.00	40.00
Human Resources Managers	1	25.96	40.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	6	16.56	25.67
Landscaping and Groundskeeping Workers	3	16.40	21.67
Managers, All Other	1	24.48	40.00
Medical Scientists, Except Epidemiologists	1	40.00	40.00

Mobile Heavy Equipment Mechanics, Except Engines	1	43.10	40.00
Occupational Health and Safety Technicians	1	46.34	40.00
Office and Administrative Support Workers, All Other	2	18.83	40.00
Office Clerks, General	1	17.00	40.00
Packers and Packagers, Hand	1	19.00	30.00
Pharmacists	1	87.08	40.00
Postal Service Mail Carriers	1	28.85	40.00
Probation Officers and Correctional Treatment Specialists	1	53.84	40.00
Producers and Directors	1	64.90	40.00
Production Workers, All Other	1	15.50	20.00
Property, Real Estate, and Community Association Managers	1	92.31	10.00
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1	40.00	40.00
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1	17.73	40.00
Shuttle Drivers and Chauffeurs	1	14.00	25.00
Stock Clerks and Order Fillers	1	14.00	40.00
Substance Abuse and Behavioral Disorder Counselors	1	28.85	40.00
Tax Preparers	1	55.38	10.00
Teachers and Instructors, All Other	1	45.85	18.00
Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education	1	16.50	40.00
Average Total	63	28.63	32.92
Median Total	63	20.19	40.00

Staff Vacancy Report	
DVR is actively hiring qualified individuals for various positions	
Staff Vacancies as of 10/1/25	
County	Vacancies
Oahu/Administration and Staff Services Office	6
Oahu Branch	13
Services for the Blind Branch (Ho'opono)	8
Hawaii Branch (Hilo/Kona)	5
Maui Branch (Maui, Molokai/Lanai)	3
Kauai	3.5
Total	38.5/112 (34.3% vacant)

Agency Updates

1. AJC

- a. Statewide: HDVR collaborates with community, government, and business partners in various work groups to promote competitive, integrated employment and Diversity, Equity, and Inclusion for individuals with disabilities. These include the statewide American Job Centers (AJCs), the Hawaii Employment First Task Force, the Association for People Supporting Employment First (APSE), Disability: IN, and the Society for Human Resource Management.
- b. Oahu Branch (OB) meets with AJC monthly to discuss referrals, participants, and services. Vocational Rehabilitation Specialists (VRS) are co-located at certain AJCs statewide on scheduled days to complete intakes and provide assistance.
- c. Services for the Blind Branch (SBB) aka Ho'opono: Stationed at the Oahu AJC twice per month, the SBB Employment Services Specialist (ESS) is available to assist clients with disabilities in job search and collaborates with other staff in the employment section of the City and Dept of Labor. Ho'opono staff are helping AJC staff assess job seekers' abilities, capabilities, and, when appropriate, accessibility and accommodations for individuals with disabilities.
 - DVR staff collaborate on providing an integrated service model at the AJCs.
 - DVR continues working with AJC staff to find a way to track dual enrollments between programs.
 - Ongoing support from AJC partners includes providing tours and information sharing with new VR staff assigned for weekly on-site services for Hawaii residents with disabilities eligible for VR services.
 - MOU/IFAs with all counties but Kauai have been signed by the VRA.

2. Timeliness

- The timeframe for processing DVR applications (30 days) and eligibility determinations (60 days) for persons with disabilities seeking VR services continues to be shortened with DVR's rapid engagement initiatives. DVR's rate is in compliance at or above 90 percent.

3. Vacancies

- Still working to hire qualified individuals for various positions within DVR. We are currently at a 34% vacancy rate agency-wide.

4. Administrative

- Almost all U.S. Dept of ED/OSERS/Rehabilitation Services Administration staff (our federal funders) have been RIFed because of the government shutdown. One employee there is considered essential and continues to process certain financial transactions, but there is no other staff available for us to contact, or to process certain approvals and reports.
- The WIOA portal is reportedly moving from ED to the Department of Labor; we have not seen official notice of this transition being complete yet. Until it is, it will be difficult to begin work on inputting USP updates.
- VRA continues to be active on the WDC; we also have representation on the WDBs statewide.

Local Boards Written Reports

OAHU

Workforce Development Council Board Report

Oahu Workforce Development Board

November 19, 2025

I. Oahu Workforce Development Board Meetings

- Full Board meeting held on September 11, 2025
- Full Board meeting held on October 23, 2025

II. Budget Modification

- OWDB proposed a budget modification as the current expenditures were below target.

III. Bylaw Amendments

- Amendment to align verbiage with the City and County biennial-based Boards and Commission City Ordinance mandated trainings.

IV. Local Plan

- OWDB approval of the Local Plan.

V. Program Year 2025 Performance Measures

Adult Program

PY25	Goal	PY25 Performance
------	------	------------------

Enrollment	400	98
Employment 2 nd Quarter after exit	83%	73.3%
Employment 4th Quarter after exit	83%	70.7%
Median earnings in the 2nd quarter after exit	\$8,700	\$6,431.30
Credential Attainment Rate	75%	52.9%
Measurable Skills Gain	85%	19.3%

Dislocated Worker Program

PY25	Goal	PY25 Performance
Enrollment	275	9
Employment 2 nd Quarter after exit	83%	80%
Employment 4th Quarter after exit	83%	76.5%
Median earnings in the 2nd quarter after exit	\$11,700	\$9,652.41
Credential Attainment Rate	85%	75.0%
Measurable Skills Gain	85%	13.3%

Youth Program

PY25	Goal	PY25 Performance
Enrollment	300	43
Employment 2 nd Quarter after exit	77%	100%
Employment 4th Quarter after exit	83%	33.3%

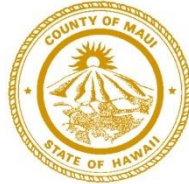
Median earnings in the 2nd quarter after exit	\$5,650	\$7,745.41
Credential Attainment Rate	80%	66.7%
Measurable Skills Gain	85%	22%

Maui

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director

CYNTHIA LALLO
Chief of Staff



OFFICE OF ECONOMIC DEVELOPMENT
COUNTY OF MAUI
200 MAIN STREET
ONE MAIN PLAZA, SUITE 300
WAILUKU, HAWAII 96793
www.mauicounty.gov

October 28, 2025

I. Board and Sub-Committee Meetings

A. **Maui County Workforce Development Board (MCWDB)**

- a. MCWDB Meeting held on Thursday, 09/04/25 at 9:30am.
- b. Workforce Innovation and Opportunity Act (WIOA) Bulletin No. 04-15, Change 2, recently issued by the State Workforce Development Council (WDC) was reviewed. The bulletin was issued with an immediate effective date and no transition period, which directly affects our ability to convene and conduct official business until our membership alignment is addressed. This interruption prevents the Board from fulfilling its statutory duties under WIOA, including the approval of local plans, oversight of workforce programs, and coordination of services with key community and employer partners.

- This pause not only impacts Maui County's ability to carry out workforce development initiatives, but also affects the State's overall performance under WIOA, as local board operations are integral to meeting statewide performance goals, expenditure timelines, and service delivery continuity. Without a defined transition period, local and state workforce systems risk delays in participant services, funding utilization, and compliance reporting to the U.S. Department of Labor.

- Over the past month, the County of Maui has been working to ensure that our MCWDB remains in compliance with federal and state requirements under the WIOA. The County of Maui is in the process of submitting a formal memo to the State of Hawai'i Attorney General requesting clarification on how this directive impacts our Board's current certification status and compliance requirements. In the meantime, please know that we are working diligently to ensure the MCWDB remains in full compliance while minimizing disruptions to our local workforce development efforts.

B Program Expenditures for Program Year (PY) 24

Percentages of PY24 expenditures spent are as follows:

- Adult Program – 26.04%
- DW Program – 21.94%
- Youth Program – 41.57%

C. Performance Measures Negotiations

a. Please note that Quarter 2 is just a snapshot of a moment in time, and does not reflect the entire period of 10/2025-12/2025.

<u>WIOA Title I Adult Program</u>	<u>PY25</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>
Employment Rate 2nd Quarter After Exit	65.5%	59%	50%		
Employment Rate 4th Quarter After Exit	70%	66.7%	62.5%		
Median Earnings 2nd Quarter After Exit	\$8,000	\$ 7,790.40	\$ 10,201.85		
Credential Attainment Rate	51%	N/A	0.00%		
Measurable Skills Gains	51%	9.1%	6.70%		
<u>WIOA Title I Dislocated Worker Program</u>	<u>PY25</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>
Employment Rate 2nd Quarter After Exit	72%	52%	58%		
Employment Rate 4th Quarter After Exit	78%	80%	83.3%		
Median Earnings 2nd Quarter After Exit	\$10,000	\$ 13,319.14	\$ 10,506.59		
Credential Attainment Rate	51%	N/A	N/A		
Measurable Skills Gains	51%	100%	100%		
<u>WIOA Title I Youth Program</u>	<u>PY25</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>
Employment Rate 2nd Quarter After Exit	68%	83%	100%		
Employment Rate 4th Quarter After Exit	66%	80.0%	80.0%		
Median Earnings 2nd Quarter After Exit	\$5,200	\$ 12,659.33	\$ 7,789.41		
Credential Attainment Rate	62%	50.0%	33.3%		
Measurable Skills Gains	53%	22.2%	32.1%		

D. Staff Technical Assistance (TA) – On-going

a. Following the most recent data validation report, Hawaii and Maui County Staff are in the process of requesting TA on data validation.

II. Forthcoming Events/Announcements

A. Veterans & Federal Workers Job Fair - Thursday, 11/6/25, 3:00pm-5:00pm at UHMC

a. This job fair is to support our Veterans and Federal workers with other employment options.

B. **Maui's High School's Graduating Seniors Hiring Event** – Friday, April 24, 2026

Hosted by: HI State DOE, Maui AJC, and WIOA Youth – Ola I Ka Hana Program

Location: Fairmont Kea Lani Hotel, Wailea

In partnership with HIDOE and Goodwill Industries, we will be hosting a hiring event for graduating high seniors in Maui County.

Purpose: To provide opportunities for graduating seniors to secure full-time or part-time gainful employment that will provide a minimum starting wage of \$22.15/hr, an annual income of \$44,292/yr. This is the income necessary to support a single-person household with no children as determined by the Asset Limited, Income Constrained, Employed (ALICE) calculation.

C. **Success Story – WIOA Youth**

This young adult was referred by a community organization on the island of Molokai. This individual relocated her family from Molokai as she was accepted to UH Maui College into the Dentistry program. Overcoming barriers of housing, and not being able to work due to the demands of the Dentistry program that she was enrolled in. She continued to persevere and focus on her goal.

Ola provided this individual with the support services needed for her to complete the course. Support services included but were not limited to the following items: scrubs, dental loupes, and school supplies as well as assistance with paying for her tuition. With the support received by Ola staff, the youth was able to pass her tests and licensure exams for her dental hygiene license. Upon receiving her credential, the youth will be able to submit and apply for her dental hygiene license in the state of Hawaii.

As she is nearing the end of her program and will be graduating in May 2025 from UH Maui College as a Dental Hygienist, her goal is to be able to move home to Molokai to find employment there and serve her community.

Since completion of her degree, she has moved back to Molokai, was able to secure housing and employment and currently works for Molokai Community Health Center as a full-time Dental Hygienist.

Submitted by:

Chentelle Rowland

Chentelle Rowland
Executive Director

County of Maui – Office of Economic Development
Maui County Workforce Development Board

Big Island

**HAWAI'I COUNTY WORKFORCE DEVELOPMENT BOARD (HCWDB)
QUARTERLY REPORT TO THE WORKFORCE DEVELOPMENT COUNCIL
MEETING**

Period: July 2025 – September 2025

Status Updates (July 1 – September 30, 2025)

This reporting period marks the beginning of Program Year (PY) 2025 and the commencement of PY 24 funding for WIOA Title I services.

Governance and Operations Milestones

1. **New One-Stop Operator (OSO) Award:** The HCWDB completed the competitive Request for Proposals (RFP) process (RFP No. 4728) for the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator. The contract for PY 2024 (running from July 1, 2025, to June 30, 2026) was awarded to Change Makers Community Economic Development Corp., with a Notice to Proceed issued on September 22, 2025. The new OSO is expected to maintain a full-time presence at the American Job Center Hawaii (AJCH).
2. **WIOA Policy Framework:** The HCWDB continues to operate under policies revised in late 2024, and in early 2025 addressing key program areas such as Data Integrity, WIOA Adult and Dislocated Worker Eligibility, Youth Support Services, and Conflict of Interest.

Workforce Development Partnerships

HCWDB and its service providers actively cultivated partnerships to expand training and employment opportunities, leveraging community collaboration to enhance outcomes:

- **Employer Engagement and On-the-Job Training (OJT):** Staff maintain engagement with OJT providers, specifically naming Going Home Hawaii, Kohala Plants, and Hawaii Care Choices, to foster employment opportunities. Discussions are ongoing with companies like Minit Stop and Island Naturals regarding potential employment connections identified through their job listings.
- **QUEST Internship Program:** The QUEST program continues to successfully place participants, including one placed as an IT Clinical Specialist at Hawaii Care Choices. Approved employers for the QUEST program leading into this quarter included Ohana Foods Inc., Going Home Hawaii, Hawaii Care Choices, and YWCA. Future collaborations are projected with Na Maka Haloa and Men of Pa'a to broaden industry engagement.
- **Referral Networks:** WIOA Service Provider staff referred 9 participants to the Office of Community Services (an internal Goodwill of Hawaii program) for supplementary funding assistance for training. Additionally, WIOA Service Provider staff referred participants to various Eligible Training Providers (ETPs) such as Hawaii Institute of Healthcare & Training Services (HIHTS), Mid Pacific Medical Training Institute (MIDPAC), Island CPR, Medcerts, and 808 CDL.
- **VITA Services:** WIOA staff successfully assisted 6 WIOA participants in March 2025 with filing their free federal and state tax returns through the Volunteer Income Tax Assistance (VITA) program.

Challenges & Areas for Improvement

- **CDL Testing Backlog:** A high demand for Commercial Driver's License (CDL) training exists in Hawaii County. This backlog impacts participants' ability to complete testing in a timely manner, which could negatively affect credential attainment and measurable skill gain outcomes. Board Staff are working with the County of Hawaii Vehicle Registration to assist with filling emergency hire positions for examiners.
- **Employer Vetting Delays (QUEST):** Vetting and obtaining required documentation from employers to be designated as an approved QUEST site sometimes takes a considerable amount of time.
- **Staffing Vacancy:** The Administrative Assistant position for the Ola I Ka Hana Youth Program remains vacant as of March 2025 and has been placed on hold until further notice.

Upcoming Plans for the next Quarter (October – December 2025)

The HCWDB's primary focus for the second quarter of PY 2025 will be implementing policy changes, onboarding of the new One-Stop Operator, and working with community organizations, schools, and businesses.

- **OSO Contract Execution:** The OSO, Change Makers Community Economic Development Corp., will formally begin operating under its contract terms starting October 1, 2025.
 - **System Integration Focus:** In the upcoming quarter, the OSO will focus on coordinating integrated service delivery, providing training and technical assistance on system standards, and ensuring the overall operational effectiveness of the American Job Center Hawaii system.
 - **Continuous Improvement:** The OSO will support ongoing enhancement of the American Job Center by collecting and analyzing data to improve system efficiency and service delivery.
- **Expansion of Partnerships**
 - HCWDB Staff continue to work with partners and community organizations to expand its network of available resources. Collaboration efforts are being utilized to reduce the amount of return funds at the end of the program's fiscal year.

Standing Committee Reports

Sector Strategies and Career Pathways Committee

**Workforce Development Council
Fourth Quarter Meeting
Wednesday, November 19, 2025
Ke'elikolani Building
830 Punchbowl Street**

REPORT:

SECTOR STRATEGIES & CAREER PATHWAYS COMMITTEE Submitted by:

Chair - Cary Miyashiro, Quad D Solutions LLC,

Vice Chair -Lorna Woo, International Union of Painters, and Allied Trades

Sector Strategies & Career Pathways Committee Meeting,

Tuesday, October 7, 2025

Presentations:

- I. Build Your Farm** Sang Lippert, Shelby Hamamoto, Stacie Maeda
Expansion MCSA Career Foundation Curriculum. Holistic Initiatives to equip students with essential career skills.
 - a. Hawaii agriculture landscape
 - b. Agribusiness funding & regulations.
 - c. Community impact

- II. Hawaii Wave** Keith Matsumoto, Program Director, PICHTR
Dual use incubation program that helps Hawaii-based companies pivot civilian technologies toward federal & defense markets through online mentorship, networking, and strategic support.
 - a. Inspiring Innovation
 - b. Applications in military and private sector.

- III. Center for Labor Education and Research (CLEAR)** Dion Dizon, Director
Established in 1976 by State Law and University of Hawaii, West Oahu
Clear provides education, research and labor-related programs to workers, their organizations, students and public through classes, seminars, workshops, publications and media. By statute, the Center is guided by a Labor Education and Advisory Council appointed by the University of Hawaii President.
 - a. Desired outcomes and vision of CLEAR.
 - b. Connections to workforce development
 - c. Target market
 - d. A resource for students, businesses and the community.
 - e. Economic impact for the state.

Next Sector Strategies and Career Pathways Committee meeting

Thursday, November 6, 2025.

1:00pm to 2:30pm.

- Hawaii Pacific Health (HPH) partnerships with education
 - Waipahu HS's Medical Clinic and other programs
- Olelo Community Media educational partnerships
- Hawaii Pacific University's (HPU) Re-entry program
 - Incarceration to workforce

Special Projects Committee



Workforce Development Council Board Meeting
Wednesday, November 19, 2025

REPORT
Special Projects Committee

Highlights for the Quarter

- I. **COMMITTEE MEETING:** The Special Projects Committee (SPC) met on October 21, 2025. The agenda included:
 - a. **Legislative Plans for 2026 Legislative Session**
 - i. Members DeMello and Scanlan plan to continue as deputized representatives authorized to submit testimony on behalf of WDC during the 2026 legislative session
 - ii. Process will remain collaborative with the Department of Labor and Industrial Relations (DLIR), with Deputy Director Kunstman copied on all final testimony for coordination
 - iii. Testimony, if any, will be strategic, out of recognition of finite time and resources, with focus on legislation aligned with the four pillars of the State Unified Plan
 - b. **Timeline for 2026 session:**
 - i. Session begins mid-January, runs through early May
 - ii. Bill introduction cutoff typically in late January
 - iii. Two SPC meetings anticipated during session, at which legislative updates will be made for transparency
 - iv. One full Workforce Development Council (WDC) meeting anticipated during session, which can be used for further updates and transparency
 - v. Committee discussion clarified that permitted interaction within Sunshine Law allows up to two authorized WDC members to work together to ensure timely testimony submission while maintaining transparency through periodic public meeting updates
- II. **Proposed Bylaws Amendments**
 - a. Executive Director Misalucha presented comprehensive bylaws amendments designed to align WDC with federal Workforce Innovation & Opportunity Act requirements and Hawai'i Revised Statutes
 - b. Amendments developed through year-long collaboration between WDC staff, DLIR leadership and Deputy Attorney General Kelly Ha

- c. Deputy Attorney General Ha emphasized importance of broad guidelines for flexibility rather than overly restrictive rules that might interfere with the governor’s appointment authority
- d. Committee member Rossella inquired about term limits for local boards; clarified that HRS Section 26-34 limits service to eight consecutive years, and local board bylaws must be consistent with state board bylaws

III. COMMITTEE ACTIONS:

- a. **Approved recommendation to forward proposed bylaws amendments to Executive Committee and full WDC board** (Motion: Dion Dizon; Second: Tui Scanlan; passed unanimously)
- b. Noted legislative engagement process for 2026 session with Members DeMello and Scanlan continuing as permitted interaction group
- c. Noted elimination of Military and Veterans Affairs Committee with appreciation for committee's accomplishments under co-chairs Cheryl Cross and Trang Nguyen

IV. EXECUTIVE DIRECTOR’S REPORT:

- a. Future of Work Conference held September 24, 2025, drew more than 330 attendees
- b. State Unified Plan modification due March 2026; planning process beginning with core partners (DLIR, Workforce Development Division)
- c. Current staffing: Two vacancies being recruited

V. FORTHCOMING EVENTS AND INITIATIVES:

- a. Board retreat being scheduled for December 2025
- b. Strategic plan modification aligned with State Unified Plan update (due March 2026, as noted above)

VI. NEXT COMMITTEE MEETING: January 21, 2026, at 1:30 p.m. (Zoom and in-person at DLIR, Room 317)

Submitted by:



Keith DeMello

Chair

Special Projects Committee

Youth Committee

WDC Quarterly Board Meeting

3rd Quarter Report

Youth Services Committee

Prior to the call to order, WDC staff member and program specialist Kelly Quitevis shared procedures to participate in the hybrid meeting

1. COMMITTEE MEETING: FRIDAY, October 17th, 2025 @ 1:30 – 3:00 pm in-person (DLIR Rm 317) and via Zoom. Meeting called to order at 1:31pm

2. Scheduled Presentations:

❖ HawaiiKidsCan – Executive Director David Sun-Miyashiro

- Director Sun-Miyashiro was joined by HawaiiKidsCan Advocacy Director Erica Nakanishi-Stanis
- Topics presented:
 - Financial Literacy and Education Initiatives
 - Highlighted the need to educate students about available funds for higher education Pyramid of Student Financial needs
 - FAFSA Engagement
 - Also expressed the need to teach foundational financial literacy to students, potentially as a high school requirement
 - High-Dosage Tutoring Model Discussion
 - Interest around and access to high quality, high dosage virtual tutoring for rural communities
 - Partners: Hawai'i Tutoring Plus, the Boys and Girls Club, State Library System
 - Even with a small number of families, great impact can be achieved
 - State Data Sharing Legislative Framework
 - Youth Advocacy – Delegation to Ireland, Hawai'i Executive Collaborative/Rediscovering Hawai'i's Soul network, and more
 - SB742 – promotes concept of cross-agency data sharing
 - Gap in wage data e.g. a graduating Hawaii DOE student that doesn't go on to UH – virtually no data insights
 - Honolulu Tech Week Presentation on AI
 - WiFi Solutions and Infrastructure challenges
 - Highlighted the need for digital equity – “WiFi on Wheels project” (created during COVID) helped to provide WiFi service to communities that had a
- For more information, visit <https://hawaiikidscan.org>

- ❖ Maui WIOA Youth Program Update – Maui Workforce Development Board Executive Director Chentelle Rowland. Kealoha Daubert was called to another event in Hawai'i County, and was unable to attend. Director Rowland was joined by Jenna Silifaiva with the Youth program of Ola I Ka Hana
 - Presentation: Trends Among Youth Enrolled in WIOA Programs in Maui County and Hawaii Island
 - Highlighted a current disinterest in post-secondary education. Reasons included:
 - High tuition
 - Desire to avoid debt
 - Perception that degrees aren't a necessity
 - Mental health issues and stress associated with higher education
 - Family obligations play a role in decision making process
 - Greater interest in alternative paths to employment and OTJ Training
 - Opting for vocational training and certification programs
 - Cost saving, shorter duration
 - Accelerated entry into workforce
 - Lower debt burden
 - Focus on practical skills for the workplace
 - Hands on training
 - Trades with highest interest
 - Carpentry
 - Plumbing
 - Beauty/estheticians
 - Health and medical fields
 - Construction and Commercial Driver's License (CDL) training
 - Tech-related fields
- ❖ Executive Director's Report – WDC Exec Director Bennette Misalucha
 - Currently implementing Workforce Development Unified plan/Pillar Catalyst teams
 - Modification of the Plan Due March 2026
 - Hopeful to hold a Board Retreat to prepare elements for March 2026 deadline
 - Two staff vacancies (one which has never been filled)
 - Transition plan – Ongoing work
 - Update on the operational transition of the Workforce Development Council
 - Committee Work/Making them Relevant
 - Convening on Important Workforce Issues of the Day
 - Highlights of recent events

- Future of Work Conference 09/24/2025
 - More than 330 attendees
 - Focus on workforce development in the counties
 - Keynote speakers: Dr Patrick Sullivan and Dr Seth Colby
 - Workforce Heroes awards

3. FORTHCOMING EVENTS:

❖ Announcements and Constituent Comments:

Events - Pride March and No Dictators rally – 10/18/2025

No constituent comments were submitted

4. Meeting adjourned at 2:54pm. Next Committee Meeting was scheduled for a time and date yet to be determined in the first quarter of 2026 via Zoom and Room 317 at the DLIR offices

Submitted By:

Tuia'ana Scanlan

Chair

Youth Services Committee

Performance Management & Finance Committee

Workforce Development Council
Performance Management and Finance Committee
November 19, 2025
Report

Submitted by: Sean Nakamura, Chair; Sean Knox, Vice Chair

The Committee met on October 22, 2025 at 10:00 am.

- I. Presentation: Grant administrative Services Office Accountant Julie Radke provided an overview of WIOA grant expenditures, budget status, and financial performance. The report highlighted current allocations, spending trends, and forecasts.
- II. Presentation: Executive Director provided an overview of the general Appropriation funds. The Committee approved the changes in the allocation and will endorse the recommendation to the Executive Committee for approval.
- III. Executive Director Bennette Misalucha provided an overview of performance outcomes, including WIOA benchmarks, key performance indicators, and areas for improvement for all local areas: County of Maui, County of Kauai, County of Hawai'i, City & County of Honolulu.
- IV. The new financial protocols were approved. These protocols outlined key procedures and safeguards to ensure compliance, accountability, and transparency in overseeing fiscal matters. . The Committee approved the proposed fiscal protocols and will endorse the recommendation to the Executive Committee for approval.
- V. The Executive Director gave a report on the Future of Work Conference as well as the next steps on the implementation of the Unified Plan.

The next meeting is tentatively scheduled for January 13, 2026 at 1:30 p.m.

Next Meeting

Adjournment