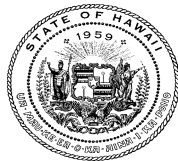


JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

BENNETTE MISALUCHA  
EXECUTIVE DIRECTOR

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

830 PUNCHBOWL STREET, ROOM 317  
HONOLULU, HAWAII 96813  
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**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** 830 Punchbowl Street, Room 317

**Location:** Honolulu, Hawaii 96813

**Virtual** Virtual Videoconference Meeting – Zoom Meeting (Link below)  
**Participation:**

**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** Meeting materials are available for review at

**Materials:** <https://labor.hawaii.gov/wdc/meeting-docs/>

Individuals may submit written testimony by hard copy mail or hand delivery to: Attn: Workforce Development Council, 830 Punchbowl Street, Suite 317, Honolulu, HI 96813 or by email at [DLIR.Workforce.Council@hawaii.gov](mailto:DLIR.Workforce.Council@hawaii.gov). We request submission of testimony at least 24 hours prior to the meeting to ensure that it can be distributed to the Board members. Any written testimony submitted after such time will be retained as part of the record and distributed to members as soon as practicable, but we cannot ensure members will receive it in sufficient time to review prior to any decision-making.

**Internet Access:**

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

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

**Phone Access:**

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

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

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

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

**Vision Statement**

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

**Mission Statement**

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

I. Call to Order .....Keith 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 Changes .....Keith 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) Grants .....Hong "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) Funds .....Bennette 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 Kaua'i.)*
- *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 Hawai'i'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. HDOE 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 Committee .....Chair 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://hawaiikids.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, Honolulu, HI 96813*

#### **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**

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Reasonable accommodations for people with disabilities are available upon request. Requests for accommodations should be submitted via email to [Bennette.E.Misalucha@hawaii.gov](mailto: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.