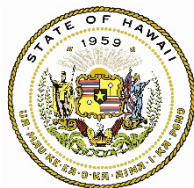


DR. JOSH GREEN
GOVERNOR

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
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WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE MEETING
WRITTEN MINUTES
Wednesday, October 29, 2025
1:30 p.m. – 3:00 p.m.

Attendance:

Keith DeMello, Council Chair, SVP of Communications & External Affairs, Ulupono Initiative
Cary Miyashiro, Council Vice Chair and President, Quad D Solutions
Lorna Woo, Asst. Business Manager, International Union of Painters & Allied Trades, District Council 50
Gina Woo Anonuevo, Vice Chair/Chief Admin Officer/Chief HR Officer, First Hawaiian Bank
Derek Kanehira, SVP, Human Resources, Alexander and Baldwin
Sean Nakamura, Controller/Treasurer, Trade Wind Group, parent company of Pacxa
Sean Knox, President, Hawaii Employment Services, Inc.
Trang Malone, Manager, Workforce Initiatives, CVS Health
Cheryl Cross, Executive Search Consultant, Inkinen Executive Search
Tui Scanlan, President, International Alliance of Theatrical Stage Employees Local 665
Carla Kurokawa, Employment and Training Manager, Alu Like, Inc.

Excused:

WDC Staff:

Bennette Misalucha, Executive Director, WDC
Kelly Quitevis, Program Specialist, WDC
Sahara Sauni-Medina, Hele Imua Intern, WDC

I. Call to Order

Chair Keith DeMello called the meeting to order at 1:35 p.m. Quorum was established with 10 members present.

II. Approval of July 30, 2025 Executive Committee meeting minutes

Chair Keith DeMello introduced the first agenda item, the approval of the July 30, 2025 Executive Committee meeting minutes. A motion to approve the minutes was made by Sean Knox with a second by Tui Scanlan. Before calling for a vote, Chair DeMello asked for any members of the public wishing to present testimony. Hearing none, he called for a verbal vote. Motion carried unanimously. The July 30, 2025 Executive Committee minutes were approved.

III. By-laws Changes

Executive Director Bennette Misalucha reviewed the Proposed Amendments to the By-Laws (pages 17–28). Regarding Section 3.6, Derek Kanehira, asked for clear language to replace the statement, “Upon a vacancy due to resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of the vacancy” to clarify when notification is required: ten days from actual vacancy or ten days of receiving official notification of vacancy. Executive Director Misalucha will confer with the AG for the appropriate language.

No further comments were made, and the Proposed Amendments were presented for an Executive Committee action. Chair DeMello called for a motion with the revisions agreed upon during deliberation. Tui Scanlan made a motion, and Derek Kanehira seconded the motion to approve. The motion passed without opposition.

IV. Legislative Plans for 2026 Legislative Session

No members of the public offered testimony at this time. Chair Keith DeMello and Tui Scanlan were previously authorized to lead and convey legislative positions of the WDC last year and the upcoming 2026 legislative session. Both met with DLIR Deputy Director William Kuntzman to go over the process to maintain transparency and coordination with the department focusing on legislation that specifically aligns with WDC.

Last year, Chair DeMello reported that DeMello and Scanlan provided testimony on several measures including Senate Bill 742, Establishing a Workforce Data Sharing Working Group, that was signed into law which includes the WDC Chair or designee as a member. It was suggested the data working group be invited to present to the Special Projects Committee or full WDC Board to see how it connects with the council’s priorities.

Chair DeMello also noted the Workforce Excellence Award resolution was passed and all the governor’s nominations to the WDC were confirmed.

The bill introduction cutoff typically lands in late January during which time, DeMello and Scanlan will identify bills that mention the Workforce Development Council and align with the four pillars of the State Unified Plan in the 2026 Legislative Session. Two Special Projects Committee meetings will be held during the legislative session where updates can be shared, and the committee can consider early testimony. At least one full WDC Board meeting during the legislative session is another opportunity to report on activity and maintain transparency. He noted that hearings often occur with very little notice and bills can change multiple times. He also said we cannot rely on one blanket testimony template. We will use our best judgment to submit timely testimony that stays consistent with the Council’s intent and the State Unified Plan.

Deputy Director Kuntzman will be updated, and any major shifts and developments will be brought back to the Special Projects Committee, the Executive Committee, and full WDC Council to remain consistent with the Council’s intent and ensure the Council’s voice is heard throughout the session.

V. Proposed WDC Financial Protocols for General Appropriation Funds

Executive Director Bennette Misalucha outlined the proposed Financial Protocol Policy approved by the Performance Management and Finance Committee in three parts. The first defines the roles. Part two covers the approval process on the budget. The last stipulates how local, state, GA (General Appropriation) funds are reported. Federal funds have their

own protocols. The executive director is authorized to issue purchase orders/invoices that have been budgeted. General appropriations for \$51,000–\$100,000 will be approved by the executive director and finance chair. Appropriations over \$100,000 will go through the executive committee. If it is not budgeted and over \$50,000, the full board will review.

Financial reports will be provided to the Finance Chair and WDC Chair monthly.

The format of the quarterly financial reports that will be submitted to the executive committee are currently being developed with the Administrative Services Office.

On an annual basis, financial reports will be presented to the board and posted to the public as part of the board packet.

As part of the approval process, the proposed Financial Protocol Policy has been approved by the Finance Committee. The Executive Committee was asked to ratify before it moves to the full board at the November meeting.

Chair Sean Nakamura moved to approve the financial protocols as recommended by the Finance Committee and seconded by Cary Miyashiro. Motion carried.

VI. Status of General Appropriation Funds

Executive Director Bennette Misalucha provided an overview of the status of the WDC's GA funds, and the changes as approved by the Finance Committee. In consultation with the DLIR leadership team following the last board meeting and due to the uncertainty in the federal funds and impact of GA funds, the board will not be asking for additional FTE for personnel. As a result, the personnel cost allocated for this year and next year's proposed budget was redistributed.

The increase to Grant disbursement signifies the intent to provide resources to the projects and programs needing support. In the forthcoming months, a proposal will show how funds will be distributed. The creation of a proposed Permitted Interaction Group will be formed to detail how grants will be administered.

A motion by Member Cary Miyashiro was seconded by Member Tui Scanlan to send the change in allocation to the board for final approval. Motion was carried.

VII. Certification of Kauai American Job Center

The certification of the American Job Center (AJC) normally falls within the purview of the 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 finding as well as the recommended action.

The full board voted on the conditional certification of Kauai American Job Center in June 2025 with the condition of a Corrective Action Plan to be submitted by September 30th. The Workforce Development Division submitted the Plan on time; however, it was recommended that the Plan be modified with timelines. A provisional certification is recommended until January 31st at which time another recommendation will be made for unconditional certification or may require another provisional certification.

Member Cary Miyashiro moved to approve the recommendation to extend the provisional certification of the Kauai AJC to January 31, 2026, pending receipt of a new plan with timelines and preliminary implementation plan. Motion seconded by Member Cheryl Cross. Motion carried.

VIII. Executive Director's Report

Executive Director Bennette Misalucha highlighted the activities during the third quarter which included the presentation of Hawaii's Scorecard on its Workforce Potential by Strada Foundation, July 9th Workforce Synergy Summit, collaboration with First Hawaiian Bank and SHRM on training sessions with current Hele Imua interns, the Future of Work Conference, and Workforce Heroes 2025.

At the next meeting, the National Governors Association (NGA) will address the challenges of resource limitations and status of federal funding. The Executive Director stated other challenges included:

a) ensuring that each of the local boards can implement their own local plans and provide consistency across the state following WIOA (Workforce Innovation and Opportunity Act) rules, continued communication and shared accountability,

b) sustaining the current momentum and address modernization of technology infrastructure, at some point we will need to upgrade our Eligible Training Provider List (ETPL), and

c) increasing Board engagement/development and providing training. Just as it was done in the past, training is planned for the state and local boards in the first quarter of 2026.

The Executive Director reported that the focus for the last quarter of 2025 and first quarter of 2026 will include working on our modified unified plan that is due to the U.S. Department of Labor in March 2026 and in collaboration with other core partners.

IX. Next Meeting

The next meeting is tentatively scheduled for January 12, 2026 at 1:30PM.

X. Adjournment

The Chair adjourned the meeting at 2:21 p.m.