



**WORKFORCE**DEVELOPMENT  

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COUNCIL

# Meeting Packet



# **WORKFORCE**DEVELOPMENT

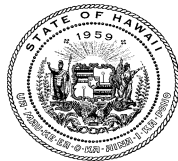
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## COUNCIL

# AGENDA

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  
<https://labor.hawaii.gov/wdc/>  
Phone: (808) 586-8815 / Fax: (808) 586-8822  
Email: [dlir.workforce.council@hawaii.gov](mailto:dlir.workforce.council@hawaii.gov)

**HAWAII WORKFORCE DEVELOPMENT COUNCIL  
SPECIAL PROJECTS COMMITTEE MEETING**

**AGENDA**

**Date:** Wednesday, January 28, 2026

**Time:** 1:30 p.m.-3:00 p.m.

**In-Person Meeting Location:** Princess Ruth Ke'elikolani Building  
830 Punchbowl Street, Room 317  
Honolulu, Hawaii 96813

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

**Participation:**

Join Zoom Meeting:

<https://us06web.zoom.us/j/86500214146?pwd=4baxlqYMTUzlWb3uMa7bvXgpN6pBWf.1>

Meeting ID: 865 0021 4146

Passcode: 905867

One tap mobile

+13462487799,,86500214146#,,, \*905867# US (Houston)

+16694449171,,86500214146#,,, \*905867# US

**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 .....Committee Chair Dion Dizon
- II. Approval of Minutes of October 21, 2025, Special Projects Committee Meeting
- III. Legislative Plans for 2026 Legislative Session.....Workforce Development Council Chair Keith DeMello

*For the 2026 Legislative Session, the Special Projects Committee will review and refine its legislative engagement protocols based on lessons learned from the past three years. The goal is to ensure timely coordination, consistent communication, and clear roles in advancing workforce priorities aligned with the State Unified Plan. This includes strengthening collaboration with legislative partners and improving internal tracking of proposed measures and testimony processes.*

- IV. Creation of the Military Spouses Permitted Interaction Group within the Committee

*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 is no longer in operation, the Project will continue to exist as a working group under the Special Projects Committee. It is proposed that former Military and Veteran Affairs Chair Trang Malone and former Military and Veteran Affairs Vice Chair Cheryl Cross will continue to provide leadership for this initiative.*

- V. Strategic Discussions : Review of the current mission, vision, and role of the Special Projects Committee
- VI. Executive Director's Report
  - a. Update on the 2024-2028 State Unified Plan Implementation
  - b. Status of the 2026 Modification Plan
  - c. Focus for the first quarter

- 1. First Annual Hawaii Internship Summit 2026
- 2. Internship Excellence Awards
- 3. Workforce Pell Working Group
- 4. Legislative Matters
- 5. Operational Transition
- 6. Implementation of Unified Plan/collaboration with Hui stakeholders
- 7. Building Strategic Alliances with key community organizations
- 8. Procurement of Services for Research and Grants
- 9. Staff Training and Transition.

VII. Next Meeting

Tentatively scheduled for Thursday, April 7, 2026, at 1:30 p.m. Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street, Room 317, Honolulu, HI 96813

VIII. 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.



# **WORKFORCE**DEVELOPMENT

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## COUNCIL

# Minutes:

October 21, 2025

JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
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**HAWAII WORKFORCE DEVELOPMENT COUNCIL  
SPECIAL PROJECTS COMMITTEE MEETING**

**MINUTES**

**Date:** October 21, 2025  
**Time:** 10:30 am – 12 noon  
**In-Person Meeting Location:** Princess Ruth Ke'elikolani Building  
830 Punchbowl Street, Room 317  
Honolulu, Hawaii 96813  
**Virtual Participation:** Virtual Videoconference Meeting – Zoom Meeting (Link below)  
Join Zoom Meeting  
<https://us06web.zoom.us/j/83682417856?pwd=fCVFx8aoQmzkmFhbFDjE2B7L4qRePK.1>  
Meeting ID: 836 8241 7856  
Passcode: 044934

**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/>

**Attendees:** Keith DeMello, SVP of Communications & External Affairs, Ulupono Initiative  
Dion Dizon, Director, UH West Oahu Center for Labor Education and Research  
Thomas Chock, Program Specialist, Creative Industries Division, DBEDT  
Jade Rojas-Letisi, Director of Economic Development, County of Maui  
Andy Kawano, Director, Dept of Budget and Fiscal Services, C&C of Honolulu  
Tui Scanlan, President, IATSE Local 665  
Chery Cross, Executive Search Consultant, Inkinen Executive Search  
Lea Dias, Administrator, DVR  
David Rodriguez, Equal Opportunity Officer, DLIR  
Rossella Guardascione, Chair, Hawaii County Workforce Development Board  
Kelly Ha, Dept Attorney General, State of Hawai'i  
Bennette Misalucha, Executive Director, Workforce Development Council  
Sahara Sauni-Medina, Intern, Workforce Development Council



- I. [Video 00:01:37] Meeting was called to order at 10:34 a.m.
- II. [Video 00:04:45] Approval of Minutes of June 30, 2025
- III. [Video 00:06:22] Legislative Plans for 2026 Legislative Session  
*For the 2026 Legislative Session, the Special Projects Committee will review and refine its legislative engagement protocols based on lessons learned from the past two years. The goal is to ensure timely coordination, consistent communication, and clear roles in advancing workforce priorities aligned with the State Unified Plan. This includes strengthening collaboration with legislative partners and improving internal tracking of proposed measures and testimony processes.*
- IV. [Video 00:17:34] By-laws Changes  
*The Committee reviewed and vetted the proposed By-laws changes and made recommendations to the Executive Committee. These revisions were designed to align the Council's nomination and appointment processes for the Chair and members 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.*  
  
*[Video 00:51:57] Executive Director's Report*
  - 1. *Update on the 2024-2028 State Unified Plan Implementation*
    - a. *Plans for Pillar Teams*
    - b. *Next Steps for Pillar Initiatives*
  - 2. *A report on the Future Work Conference held September 24, 2025, and the Generational Commitment or State Unified Plan North Star*
  - 3. *Focus for the fourth quarter*
    - a. *Operational transition*
    - b. *Personnel Recruitment*
    - c. *Board Retreat*
    - d. *Strategic Plan Modification*
    - e. *Local Board Plans*
    - f. *Kauai Transition*
- V. [Video 00:58:50] Next Meeting  
*Tentatively scheduled for January 21, 2026, at 1:30 p.m.*  
*Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street, Room 317, Honolulu, HI 96813*
- VI. [Video 00:59:15] The meeting was adjourned at 11:32 a.m.



**WORKFORCE**DEVELOPMENT  
COUNCIL

# Resolution

## Military Spouses Workforce Initiative



## RESOLUTION OF THE SPECIAL PROJECTS COMMITTEE

### Resolution 2026.1.28.26

#### *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 Workforce Development 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;

WHEREAS, the Council has directed that the Permitted Interaction Group be within the purview of the Special Projects Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Special Projects Committee 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, the Permitted Interaction Group shall present its findings, activities, and recommendations to the Special Projects Committee in accordance with prescribed rules.

Adopted by the Special Projects Committee at its Committee meeting on Monday, January 26, 2026.



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# Roles & Responsibilities



## **WDC Special Projects Committee**

### **Roles and Responsibilities**

#### **Provide Leadership on Board Governance Matters to the Executive Committee (as requested)**

- Review and recommend updates to bylaws, committee structures, governance protocols, and meeting procedures.
- Ensure governance practices align with state law, WIOA requirements, Sunshine Law, and board best practices.
- Support onboarding, board education, and ongoing governance training for members.
- Advise the succession planning and leadership development within the Board.

#### **Monitor and Advise on Legislative and Policy Issues (Through Delegated authority from the Council)**

- Track federal, state, and local legislation affecting workforce development, employment, education, or economic growth.
- Assess potential impacts on WDC priorities and programs.
- Recommend WDC positions, testimony, or strategic engagement where appropriate.
- Coordinate with state agencies and partners to ensure policy alignment and clarity.

#### **Lead Priority Special Initiatives (e.g., Military Spouse and Veteran Workforce)**

- Oversee development and implementation of special workforce initiatives assigned by the Council or Chair.
- Support initiatives such as military spouse employment, veteran transitions, and defense economy workforce strategies.
- Convene partners (military commands, employers, education institutions, nonprofits) to remove barriers and increase opportunities.
- Monitor outcomes and ensure lessons learned inform broader workforce strategy.

#### **Address Issues Outside Other Committee Purviews**

- Serve as the “catch-all” committee for emerging issues that do not clearly fall within existing committee scopes.
- Conduct exploratory research, stakeholder convenings, and feasibility assessments.
- Recommend whether new issues should become standing priorities, pilot projects, or be reassigned to other committees.

### **Coordinate Special Research, Pilots, and Innovation Efforts**

- Identify opportunities for pilot programs, demonstration projects, or grant-funded initiatives.
- Evaluate alignment with the Unified State Plan and statewide workforce goals.
- Support proposals, partnerships, and evaluation plans to test innovative approaches.

### **Strengthen Strategic Partnerships and External Relationships**

- Build relationships with community organizations, foundations, industry associations, and government partners on win-win initiatives.



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# Executive Director Report



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# Modified Plan



## STATE OF HAWAII WORKFORCE MODIFIED PLAN

### WORKPLAN TIMELINE (Nov 2025 – March 2026) -ORIGINAL SCHEDULE

#### **Modified State Unified Plan – Due March 15, 2026\* (subject to change based on Guidance Document from US DoL)**

##### Week of November 17–22, 2025

- NGA presentation to WDC (Nov. 19)

##### Nov 24 – Dec 20, 2025 (4 weeks total)

- Kickoff huddle with Modification Plan team (Nov. 24)
- Identify writing leads and section owners (Nov 24)
- Finalize workplan and internal deadlines
- Begin drafting sections using current guidance + prior plan
- Collect existing data, performance reports, and partner inputs
- Draft statewide needs assessment updates
- Begin crosswalk between current plan and modifications needed

##### Holiday Break (Dec 21 – Jan 3)

- Light work only (if any); no major deadlines
- Section owners continue optional offline drafting

##### Jan 6 – Jan 24, 2026 (3 weeks)

- Full first draft assembled by Jan 12
- submitted into “portal” by deadline
- Internal review by DLIR leadership (by January 24)
- Edits for alignment with WIOA, WDD, DLIR, DOE and WDC priorities
- Begin preparing the “Public Feedback Plan”

##### Jan 27 – Feb 7, 2026 (2 weeks)

- Formatting, consistency review, federal compliance check
- Prepare presentation materials for WDC board

- Final internal editorial review

### **February 10, 2026 — INTERNAL DEADLINE**

#### **Draft Plan completed**

Finalize second draft and submitted into “portal”

Ready for WDC Board presentation

Ready for public comment presentations

### **February 10, 2026 \***

- Start of Public Comment Period

### **February 18, 2026 — WDC BOARD MEETING**

- Present draft Modified Unified Plan
- Board discussion and approval

### **Feb 19 – March 10, 2026**

- Continuation of Public outreach + comment period
- Virtual meetings + partner sessions
- Collect and summarize all feedback

### **March 6 – March 12, 2026**

- Incorporate final revisions
- Prepare final draft

### **March 15, 2026**

### **Final Modified State Unified Plan due to USDOL**

*\* Note: We will need to accommodate a minimum 30-day public comment period, which means the comment window should begin before the Feb 18 Board meeting and run through March 10. During this time, the draft Plan can continue to be refined and finalized based on the feedback received.*

## **( UPDATED)WORKPLAN TIMELINE (Nov 2025 – March 2026)**

### **Modified State Unified Plan – Due April 15, 2025\* (subject to change based on Guidance Document from US DoL)**

**As of January 22, 2026**

#### **Week of November 17–22, 2025**

- NGA presentation to WDC (Nov. 19)

#### **Nov 24 – Dec 20, 2025 (4 weeks total)**

- Kickoff huddle with Modification Plan team (Nov. 24)
- Identify writing leads and section owners (Nov 24)
- Finalize workplan and internal deadlines
- Begin drafting sections using current guidance + prior plan
- Collect existing data, performance reports, and partner inputs
- Draft statewide needs assessment updates
- Begin crosswalk between current plan and modifications needed

#### **Holiday Break (Dec 21 – Jan 3)**

- Light work only (if any); no major deadlines
- Section owners continue optional offline drafting

#### **Jan 6 – February 13 2026 (5 weeks)**

- Core Partners submit their respective portions into “portal” by deadline (Feb 13)
- Edits for alignment with WIOA, WDD, DLIR, DOE and WDC priorities

#### **February 17, 2026: FIRST FULL DRAFT**

- Send for Internal review by DLIR leadership (comments due Feb 21)

February 21-25 (Review, Edit and Develop Final Draft)

#### **February 24, 2026 – INTERNAL DEADLINE**

**February 26, 2026 : Draft to be circulated to Board members [Note: this is a Sunshine law compliance; materials for board meetings have to be routed 3 full business day prior to the board meeting]**

**March 6: Full Board to hold a Special Meeting to Approve the Modified Plan**

March 6 – Start of Public Comment Period

March 5-April 3: Public Outreach/Presentations

April 6: End of Public Comment period/ Incorporate public comments into Plan/Finalize Plan

**April 15, 2026** Final Modified State Unified Plan due to USDOL (Subject to Change)

*\* Note: We will need to accommodate a minimum 30-day public comment period, which means the comment window should begin before the Feb 18 Board meeting and run through March 10. During this time, the draft Plan can continue to be refined and finalized based on the feedback received.*

## UPDATED TASK MATRIX

(Roles & Responsibilities)

(As of January 22, 2026)

Task	Lead	Support Team	Deliverables	Deadline
Project Coordination	Bennette	WDC Staff	Workplan, timelines, communication	Ongoing
Writing Leads for Plan Sections	Determine team leads	WDC staff, WDD staff, WIOA core partners	Strategic and Operational portion of the Plan	Nov 24
Labor Market Analysis	WDD Research / DBEDT	WDC	Updated data tables, trends	Dec 20
Writing/	WDD + WDC	Wagner-Peyser, VR, Adult Ed, TANF, DOE	Written first Draft	Jan 12
Draft Assembly	WDC	All writers	Complete first draft on the portal	Jan
Internal Review by DLIR leadership	Bennette, Maricar	WDD/WDC	Comments & revisions	February 17
Draft Assembly II	WDC	All writers	Complete second draft on the portal	Feb 24

Task	Lead	Support Team	Deliverables	Deadline
Special Board Meeting/ Board Presentation	Bennette	WDC Staff	Slides + talking points	March 6
Public Comment Period	WDC Staff	Partner agencies	Outreach meetings + summary	March 6 to April 6
Community Outreach	WDC Staff			March 6 to April 6
Deadline for Public Comment	Bennette	WDC Staff	Slides + talking points	April 6
Final Draft	WDC	WDD +WDC+ WIOA Core partners	Final Document	April 9, 2026
Submission to USDOL				<b>April 15, 2026</b>

*\* Note: We will need to accommodate a minimum 30-day public comment period, which means the comment window should begin before the Feb 18 Board meeting and run through March 10. During this time, the draft Plan can continue to be refined and finalized based on the feedback received.*



# Executive Director's Report

Special Projects Committee  
Wednesday, January 28, 2026

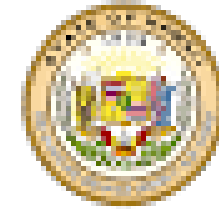
Bennette E. Misalucha



# Agenda

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Update on Unified Plan Implementation  
Status of the Modified State Plan  
Focus for First Quarter 2026/Events



# Update on Unified Plan Implementation

- Four Pillar Catalyst Teams will evolve into the Generational Commitment values of Learn, Work, Thrive and Belong
  - Community-Driven Effort led by the Hawaii Funders Collaborative and the Chamber of Commerce of Hawaii
  - Lessons Learned from Other States Webinar Series
  - Timeline for Implementation





# Hawaii State Unified Plan Timeline



# Modification of Unified Plan

- Background: Every two years, the State Unified Plan needs to be updated.
- Status of Guidance Letter from Department of Labor
- Working with core partners efforts
- Due date: TBD
- But need Board approval/ February 18, 20206 Board Meeting(?)



# FOCUS IN 2026

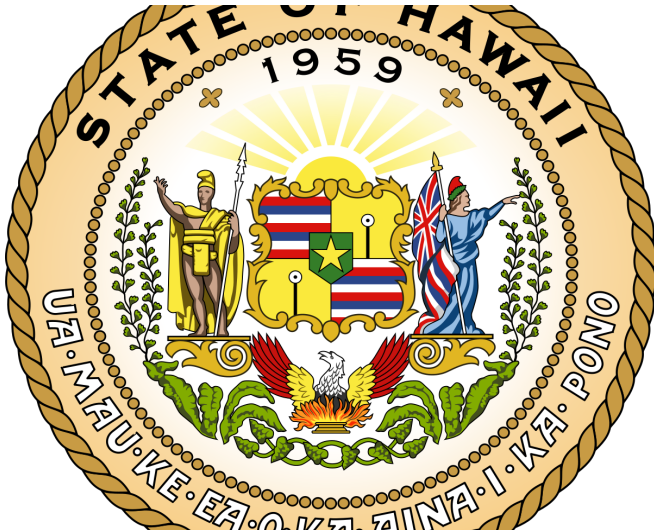
## First Quarter

- First Annual Hawaii Internship Summit 2026
- Internship Excellence Awards
- Workforce Pell Working Group
- Legislative Matters
- Operational Transition on pertinent WIOA roles
- Implementation of Unified Plan/collaboration with Hui stakeholders
- Building Strategic Alliances with key community organizations
- Procurement of Services for Research and Grants
- Staff Training and Transition.



# UPCOMING EVENTS

- **January 15, 2026** at 1:30 pm: Presentation from the State of Tennessee on best practices for employer engagement
- **January 17, 2026** : launch of the Internship Excellence Awards
- **January 23, 2036** at 9:30 am: Webinar Series: National Governor's Association
- **January 30, 2026** at 9:30 am: Webinar Series: Presentation from the State of Maine
- **February 4, 2026** at 9:30 am: Webinar Series: Presentation from the State of North Dakota
- **February 13, 2026** at 9:30 am: Webinar Series: Presentation from the State of North Carolina
- **February 18, 2026** at 9:30 am: WDC Quarterly Board Meeting
- **March 4, 2026** at 8:30 am to 3 pm: First Annual Hawaii Internship Summit at Japanese Cultural Center



**Workforce  
Development Council**

**MAHALO!**



# **WORKFORCE**DEVELOPMENT

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## COUNCIL

# **NEXT MEETING**

**(Tentative)**

**Thursday, April 7, 2026,**

**1:30 p.m.**

**Virtual and In-Person**