



WORKFORCEDEVELOPMENT
COUNCIL

Special Board Meeting

Board Packet

Thursday April 2, 2026

09:30 a.m. to 10:30 a.m.



Meeting Agenda

April 2, 2026

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**

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HONOLULU, HAWAII 96813
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**HAWAII WORKFORCE DEVELOPMENT COUNCIL
SPECIAL MEETING**

AGENDA

Date: Thursday, April 2, 2026
Time: 9:30 a.m. to 10:30 a.m.
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/86198773469?pwd=ibOGubHNpuKqbo5Duy8lVRLtpAyzNT.1>

Meeting ID: 861 9877 3469

Passcode: 098333

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:

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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. **Presentation: 2024-2028 State Unified Plan Modification***

One of the key responsibilities of the Workforce Development Council or State Board is the development, the modification, and the implementation of the State Workforce Unified Plan.

The Modified Plan sets a two-year strategy to align core workforce programs (Adult Program, Dislocated Worker program, Youth program, Adult Education and Family Literacy Act program, the Wagner-Peyser Act Employment Service program, and the Vocational Rehabilitation program) and strengthen partnerships among public, private, and educational sectors. It aims to connect residents to quality jobs, create pathways to living-wage careers, and address barriers to employment, especially for vulnerable populations. The plan focuses on economic diversification, upskilling, and leveraging federal investments to prepare Hawai'i's workforce for high-demand industries like healthcare, technology, and energy. It also seeks to transform workforce services, improve coordination, and foster long-term strategies for a sustainable, competitive economy

This agenda item will involve the Council's approval of the final version of the Plan for submission to the United States Department of Labor by the April 3, 2026 deadline.

*** Requires Board Action**

III. **Local Workforce Board Certification**

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor, together with the Workforce Development Council (WDC), is responsible for setting the criteria for local board appointments and certifying each Local Workforce Development Board (LWDB) every two years. The latest guidance indicates that the Chief Local Elected Official must submit the LWDB Membership Certification Request by March 31 of each even-numbered year.

To support this process, the WDC needs to establish a clear and workable approach for reviewing these certification requests.

The proposed resolution assigns this responsibility to the Special Projects Committee, with Special Projects Committee Chair Dion Dizon and WDC Chair Keith DeMello leading the review, with support from staff. The certification work will begin at the next Special Projects Committee meeting in April. The Committee will then be expected to bring forward recommendations to the Executive Committee, and ultimately to the full Council for action.

Given the tight meeting schedule, that the next Executive Committee meeting will be on April 23, 2026, followed by the full Council meeting on May 21st, the resolution provides the Special Projects Committee presents its recommendations to the Executive Committee at its July 30th meeting, and for full council action at the third quarterly board meeting on September 10, 2026.

*** Requires Board Action**

IV. Workforce Development Council's Next Meeting

Tentatively scheduled for Wednesday, May 21, 2026 at 9:30 am-12 noon.

*Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street, Room 317,
Honolulu, HI 96813*

IV. Adjournment

Reasonable accommodation 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.

Executive Summary

**State of Hawaii
Workforce Development Unified Plan
2026-2027**

**Final Version to be Ratified by the Workforce Development Council
For submission to the US Department of Labor and
Pertinent Agencies**

**April 2, 2026
9:30 am
Via Zoom**

To access the complete file:<https://labor.hawaii.gov/wdc/files/2026/03/354pm-FINAL-2026-Modified-Plan-03.27.26-6.pdf>

PLAN INTRODUCTION AND EXECUTIVE SUMMARY

The State of Hawai'i, under the leadership of Governor Josh Green, M.D., and the guidance of the Department of Labor and Industrial Relations under Director Jade Butay, proudly presents the 2026–2027 Workforce Innovation and Opportunity Act (WIOA) Unified Workforce Development Modified Plan, as required under WIOA Section 102 (29 U.S. Code § 3112).

Hawai'i submits this Unified State Plan to articulate a comprehensive two-year strategy for the six core WIOA programs:

- Adult Program (Title I)
- Dislocated Worker Program (Title I)
- Youth Program (Title I)
- Adult Education and Family Literacy Act Program (Title II)
- Wagner-Peyser Employment Service Program (Title III)
- Vocational Rehabilitation Program (Title IV)

Hawai'i's Workforce Imperative

Hawai'i's 2026-2028 workforce strategy is framed by a period of significant economic, demographic, and technological transition in the State.

Hawai'i's economy possesses extraordinary strengths: global visibility, cultural richness, geographic significance, and resilient communities, yet it also faces structural constraints uncommon to most states. The State operates within a geographically isolated island economy, characterized by high operating costs, a limited labor pool, constrained land availability, and heavy dependence on a narrow set of sectors or industries.

While Hawai'i is widely perceived as a place of opportunity, many residents experience a different reality. There is the high cost of living, for one. A significant portion of the workforce remains concentrated in lower-wage service occupations, housing affordability challenges persist, and underemployment continues to affect households across counties. Too many working families struggle to achieve economic

stability despite sustained participation in the labor market.

Of particular concern is the outward migration of working-age adults and young people. Hawaii has the highest outmigration statistics in the country. For some residents, the decision to leave Hawai'i is driven not by preference, but by perceived limitations in career mobility, wage progression, and long-term economic security. The loss of this human capital presents both an economic and social challenge for the State.

These realities require a workforce strategy that is neither reactive nor short-term. Hawai'i's workforce development system must operate with a generational horizon, strengthening skills pathways, improving job quality, supporting employer competitiveness, and ensuring residents can envision sustainable futures within the State.

From Pillars to Movement: Evolution of Hawai'i's Workforce Strategy

Hawai'i's workforce strategy evolved through sustained stakeholder engagement, cross-sector dialogue, and system-wide reflection rather than through a single planning exercise.

In advancing the 2024–2028 Unified Plan, the Workforce Development Council initiated broad consultations beginning with a November 2023 stakeholder convening. These discussions revealed a consistent theme: despite significant efforts across agencies and organizations, stronger system alignment and coordination were necessary.

To further broaden participation, the Council conducted more than 25 presentations and discussions with community-based organizations and stakeholder groups to solicit feedback on workforce priorities and challenges.

These engagements informed the State's earlier strategic framework organized around four pillars:

Pillar I: Alignment with Economic Growth

Pillar II: Strengthening Education and Training Alliances

Pillar III: Removing Barriers to Employment

Pillar IV: Building Workforce Synergy Across the Hawai'i Ecosystem

The pillars reframed workforce development as a shared responsibility across government, education, industry, and community partners. They encouraged movement away from programmatic silos toward integrated system coordination, sector engagement, and long-term economic alignment.

At statewide Synergy Summits held in December 2024 and July 2025, catalyst teams and cross-sector working groups further advanced this framework.

Outcomes included:

- strengthened relationships between workforce and economic development partners
- expanded dialogue with employers and industry leaders
- elevated career pathway strategies
- reinforced attention to supportive and wraparound services

- normalized interagency coordination

Most importantly, stakeholders increasingly recognized that Hawai‘i’s workforce challenges were systemic rather than program specific.

Over time, this strategic architecture matured into a broader community-driven orientation. These collaborative efforts are now carried forward by the **Learn, Work, Thrive Hui** — a coalition of partners committed to advancing shared workforce objectives. In Hawaiian usage, *hui* denotes a group joined together for a common purpose.

The Generational Commitment: Hawai‘i’s Workforce North Star

Through continued consultation, public dialogue, and collaboration with partners, including the National Governors Association, Hawai‘i’s workforce strategy crystallized into a long-term aspirational construct: the **Generational Commitment**.

“By 2045, all people of Hawai‘i will have a path to a career that enables them to learn, work, and thrive in Hawai‘i and contribute to a vibrant economy grounded in community values.”

The Generational Commitment reflects a shared recognition:

Workforce development is not solely about employment placement.

It is about enabling residents to build sustainable lives in Hawai‘i.

This framework articulates four enduring, system-level outcomes:

Learn – Continuous skill acquisition, knowledge development, and adaptability across the lifespan. This outcome emphasizes early exposure, credential attainment, lifelong learning, and the ability to navigate evolving labor market demands.

Work – Connection to meaningful, quality employment opportunities. This includes career pathways, work-based learning, industry alignment, and reducing barriers to labor force participation so individuals can effectively engage in the economy.

Thrive – Economic mobility, resilience, and long-term advancement. Beyond job placement, this outcome reflects wage progression, career sustainability, financial stability, and the capacity for individuals and families to prosper.

Belong – Social inclusion, opportunity access, and equitable participation in Hawai‘i’s economy and communities. This underscores the importance of removing systemic barriers, strengthening engagement, and ensuring that all residents can see themselves in Hawai‘i’s future.

This evolution represents conceptual refinement rather than directional change. The pillars defined system priorities; the Generational Commitment clarifies long-term resident and economic outcomes.

As Governor Josh Green observed during the public launch of the Generational Commitment:

“As a doctor, I’ve learned that the best outcomes come from treating root causes, not just symptoms. The Generational Workforce Commitment applies that same principle to Hawai‘i’s economy. This is not about short-term fixes, but generational change achieved through alignment across education, employers, and public systems.”

Why a Long-Term Strategy Is Necessary

Hawai‘i’s labor market dynamics are shaped by structural forces that unfold over decades:

- demographic aging
- industry transformation
- technological acceleration
- migration patterns
- educational pipeline shifts

Short-term interventions, while necessary, cannot alone produce durable labor market stability. Workforce systems must cultivate adaptive capacity that enables workers, employers, and institutions to adjust continuously.

The Generational Commitment provides this stabilizing architecture, aligning near-term investments with long-range economic continuity.

From Vision to Focused Action

While the Generational Commitment provides long-term direction, Hawai‘i recognizes the need to act decisively in the near term. The State is therefore elevating several priority focus areas that will accelerate progress and address critical system gaps:

- Workforce Pell implementation (in partnership with the Office of the Governor, the Workforce Development Division, the Hawaii Department of Education and the University of Hawai‘i Community Colleges) to expand access to short-term, industry-aligned training and explore opportunities to braid funding streams;
- Employer engagement and sector partnership strategies, including governance realignment, employer-led partnerships, and intermediary models to strengthen alignment with industry demand;
- Artificial intelligence (AI) initiatives, including a statewide symposium series to build AI literacy, support responsible adoption, and prepare the workforce for technological change;
- Kauai oversight and service delivery, including transitioning toward a model in which the State Board operates with local board functions, supported by improved service delivery structures and accountability; and
- Alignment and integration of WIOA and Perkins V, leveraging Hawai‘i’s centralized education system to strengthen career pathways and ensure more coordinated investment across secondary, postsecondary, and workforce programs.

These areas represent a deliberate shift from planning to execution—focusing on actions that will

produce measurable impact while reinforcing long-term goals.

Leveraging Waivers to Strengthen System Effectiveness

In addition to the priority focus areas outlined above, the State of Hawai'i is pursuing a set of targeted WIOA waivers designed to provide flexibility, improve service delivery, and better align workforce investments with the State's strategic goals. These waivers are not viewed as exceptions to policy, but as opportunities to strengthen system performance, reduce fragmentation, and respond more effectively to Hawai'i's unique economic and geographic context.

Collectively, the requested waivers are intended to expand access to services, increase employer participation, improve operational efficiency, and support more tailored approaches to serving both job seekers and businesses across the State.

- **Youth Program Flexibility (Out-of-School Youth Expenditure Requirement)**
The State is seeking flexibility to reduce the required expenditure on out-of-school youth from 75 percent to 50 percent. This adjustment will allow greater investment in in-school youth who are at risk of disengagement, enabling earlier intervention through career exploration, work-based learning, and support services. By expanding access at earlier stages, the State aims to strengthen long-term outcomes, including increased credential attainment, measurable skill gains, and stronger workforce attachment.
- **Expanded Use of Individual Training Accounts (ITAs) for In-School Youth**
Hawai'i is requesting authority to extend the use of Individual Training Accounts to in-school youth. This flexibility will allow youth to access training aligned with in-demand occupations while still engaged in education, strengthening career pathways and supporting smoother transitions into employment. The waiver is expected to increase participation, improve completion outcomes, and better align training investments with employer needs.
- **Enhanced On-the-Job Training (OJT) Employer Reimbursement**
To strengthen employer engagement, particularly among small businesses, the State is requesting the ability to increase OJT reimbursement rates up to 90 percent for smaller employers. This enhanced incentive is designed to reduce barriers to participation, expand work-based learning opportunities, and accelerate hiring and skill development in high-demand sectors. Increased employer participation is expected to improve job placement, retention, and workforce system responsiveness.
- **Kaua'i Governance Flexibility (State Board Acting as Local Board)**
The State is seeking to extend its existing waiver allowing the Workforce Development Council to function as the local board for Kaua'i. This approach has ensured continuity of services while enabling more efficient use of resources. Moving forward, the State will build on this model by strengthening oversight, improving service delivery structures, and implementing procurement strategies to enhance performance and accountability.

- **Wagner-Peyser Staffing Flexibility (Merit Staffing Requirement)**
Hawai'i is requesting flexibility from merit staffing requirements under the Wagner-Peyser program to improve hiring efficiency and expand service capacity. This waiver will enable the State to adopt more responsive staffing models, reduce delays in recruitment, and maximize the use of available resources. As a result, more job seekers and employers will be served, with an anticipated increase in individualized career services and system reach.
- **Wagner-Peyser Flexibility for Migrant and Seasonal Farmworker Services**
The State is also seeking flexibility in staffing requirements related to outreach for migrant and seasonal farmworkers. Given Hawai'i's unique island geography, funding constraints, and diverse workforce, this waiver will allow for more cost-effective and locally responsive service delivery models. The intent is to expand outreach, increase access to services, and improve outcomes for this population while maintaining compliance with core program objectives.

Collaboration as a Strategic Asset

Hawai'i's workforce ecosystem is strengthened by sustained cross-sector collaboration developed over multiple years. Public agencies, educational institutions, employers, and community-based organizations increasingly operate within shared strategic space.

The past years' statewide convenings, from the Future of Work conferences to Synergy Summits, to periodic webinars featuring expert speakers on a variety of topics, have reinforced:

- trust-based coordination
- sector partnerships
- data-informed decision-making
- alignment of workforce and economic priorities

This collaborative infrastructure represents a defining strength of Hawai'i's workforce strategy.

Aspirations for Alignment

Hawai'i's workforce challenges are structural, dynamic, and intergenerational in nature. Addressing them requires sustained alignment across education systems, workforce programs, employers, and community partners.

The State's Generational Commitment framework provides the strategic architecture for this long-term effort, ensuring that policy choices, program investments, and system coordination remain focused on durable outcomes for residents, businesses, and most importantly, the future generation.

Looking Ahead

Hawai'i's workforce challenges are complex, interconnected, and generational in nature. Meeting them will require more than programs or policies which will require alignment of purpose, shared ownership, and a sustained commitment across systems and across time.

At its core, this Plan reflects a simple but powerful belief: that workforce development is, fundamentally, about people. It is about ensuring that every resident, regardless of background, has the opportunity to learn, to work, to thrive, and to belong in Hawai‘i.

The work ahead is both a responsibility and an invitation. It calls upon government, employers, educators, and community partners to move forward together—not in parallel paths, but in true alignment, guided by a shared vision for the future.

Through this collective effort, Hawai‘i is not merely adapting to change; it is shaping what comes next.

And in doing so, the State moves closer to fulfilling its Generational Commitment, ensuring that future generations will not have to leave Hawai‘i to find opportunity, but will discover it here, rooted in place, sustained by community, and shaped by purpose.

Here, in our islands—home.

Resolution on Local Board Certification



RESOLUTION NO. WDC-2026-03

**A RESOLUTION ESTABLISHING A SUBCOMMITTEE UNDER THE SPECIAL PROJECTS
COMMITTEE TO CONDUCT LOCAL WORKFORCE DEVELOPMENT**

BOARD CERTIFICATION

PURPOSE AND SCOPE

The purpose of this resolution is to establish a structured and efficient process for the Workforce Development Council (WDC) to carry out its responsibilities under the Workforce Innovation and Opportunity Act (WIOA) related to the certification of Local Workforce Development Boards (LWDBs).

WHEREAS, under the Workforce Innovation and Opportunity Act (WIOA), the Governor, in partnership with the Workforce Development Council (WDC), is responsible for establishing criteria for local workforce board appointments and certifying each Local Workforce Development Board (LWDB) every two years; and

WHEREAS, effective execution of the Council's responsibilities requires timely communication and representation in legislative and workforce policy matters; and

WHEREAS, the Workforce Development Council must establish a clear, consistent, and workable process to review and act upon these certification requests in a timely manner; and

WHEREAS, the Special Projects Committee has been identified as the appropriate body to oversee this certification review process; and

WHEREAS, given the scope and importance of this work, the establishment of a dedicated subcommittee under the Special Projects Committee will allow for focused review, coordination, and timely recommendations; and

WHEREAS, the Council recognizes the need to align this process with its meeting schedule, including the Executive Committee meeting on April 23, 2026, the full Council meeting on May 21, 2026, and subsequent meetings necessary to ensure thoughtful review and action;

NOW, THEREFORE, BE IT RESOLVED that the Workforce Development Council hereby establish a Local Workforce Board Certification Subcommittee under the Special Projects Committee for the purpose of reviewing LWDB Membership Certification Requests; and

BE IT FURTHER RESOLVED that the Subcommittee shall operate under the direction of the Special Projects Committee and shall include two members: the Special Projects Committee Chair Dion Dizon, and the WDC Chair Keith DeMello.

BE IT FURTHER RESOLVED that the Subcommittee shall be responsible for conducting the initial review of certification materials, coordinating with staff and local areas as needed, and developing recommendations for consideration by the Special Projects Committee; and

BE IT FURTHER RESOLVED that the Special Projects Committee shall then forward its recommendations to the Executive Committee, and subsequently to the full Workforce Development Council for final action; and

BE IT FURTHER RESOLVED that the certification review process shall commence at the April 2026 meeting of the Special Projects Committee; and

BE IT FURTHER RESOLVED that, due to the Council's meeting schedule, the Special Projects Committee shall present its recommendations to the Executive Committee at its July 30, 2026 meeting, with final action by the full Council anticipated at the September 10, 2026 Board meeting; and

BE IT FURTHER RESOLVED that the Workforce Development Council affirms its commitment to ensuring that the certification process is conducted in a manner that is timely, transparent, and consistent with federal and state requirements.

Adopted on April 2, 2026 during the WDC Special Meeting.

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
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www.labor.hawaii.gov/wdc/
January 27, 2026

KEITH DEMELLO
BOARD CHAIR

BENNETTE MISALUCHA
EXECUTIVE DIRECTOR

(SN 84)

WIOA BULLETIN NO. 04-15 Change 3

TO: WIOA Partners

FROM: Bennette Misalucha, Executive Director
Hawaii Workforce Development Council

SUBJECT: Appointment of Local Workforce Development Board Members and Certification of Local Workforce Development Boards

PURPOSE

This bulletin supersedes WIOA Bulletin No. 04-15 Change 2, dated September 3, 2025. It clarifies the term limits for Local Workforce Development Board (LWDB or Local Board) members and sets forth requirements for local boards to reflect these provisions in their by-laws in accordance with federal governance standards as required by 29 CFR part 679. Additionally, it outlines the criteria for LWDB appointments, and the biennial certification process required under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

Under the WIOA, the Governor, in partnership with the Workforce Development Council (WDC), is required to establish the criteria for appointments of LWDB members and to certify each LWDB every two years. The LWDBs set policies and serve as a strategic convener of partnerships between the Chief Local Elected Official (CLEO) and local workforce, education and economic agencies. Local Board members must actively engage and collaborate with both required and additional public and private partners to ensure continuous improvement and alignment of employment, training, and education programs. Through strategic innovation and coordinated efforts, the LWDB is responsible for advancing economic growth and fostering a comprehensive, effective, and job-driven workforce development system.

POLICY

As required by WIOA § 107(b)(1) and 20 CFR 679.310, the Governor, in partnership with WDC, shall establish criteria for the appointments of a WIOA-compliant Local Board by the CLEO. The LWDB is responsible for performing the functions outlined in WIOA §107(d) & 20 CFR 679.300, and for implementing WIOA programs and activities at the local level.

A. MEMBERSHIP AND COMPOSITION

The criteria for appointment of LWDB members shall conform with WIOA §107(b)(2) and 20 CFR 679.320 as summarized in Local Workforce Development Board Membership Requirements, Attachment 1. All board members must have "optimum policy-making authority" (20 CFR 679.340), meaning they are authorized to speak and act on behalf of the entity they represent and possess the authority to commit that entity to a chosen course of action.

- A formal nomination and appointment process must be established (20 CFR 679.320(g)). Business representatives must be appointed from individuals nominated by local business organizations or business trade associations, not their own employer. Similarly, labor representatives must be appointed from individuals nominated by local labor federations.
- Where multiple entities are eligible for representation, such as adult education and literacy providers under Title II or institutions of higher education offering workforce activities, the CLEO must solicit nominations from each respective group when appointing members.
- An individual may represent multiple entities if they meet all eligibility criteria for each required category of representation.
- The Chairperson must be elected from among the business representatives on the Local Board as required by WIOA § 107(b)(3) and 20 CFR 679.330.
- All required LWDB members must have voting privileges. The CLEO may convey voting privileges to non-required members.
- A member appointed to represent a business, workforce, or other category who changes their affiliation must notify the LWDB Chairperson. The CLEO must ensure that the LWDB's composition remains compliant with the requirements of 20 CFR 679.320.

B. OPERATING BY-LAWS

As required by 20 CFR 679.310(g), the CLEO must establish by-laws consistent with State policy for LWDB membership that at a minimum address:

- The nomination process used to select the LWDB Chair and members;
- The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;

- The procedure to promptly notify the CLEO of a board member vacancy or change in employment status affecting category of membership, to ensure a nominee is promptly selected to fill the vacancy;
- The proxy and alternative designee process that will be used when a LWDB member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4);
- The use of technology, such as phone and Web-based meetings, that will be used to promote LWDB member participation;
- The process to ensure LWDB 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
- A description of any other conditions governing appointment or membership on the LWDB as deemed appropriate by the CLEO.

Local Board members shall be limited to eight years of consecutive service, and local board by-laws shall include provisions for board service in accordance with the governance requirements outlined in 20 CFR 679.310(g). These provisions align with State board governance and promote effective board rotation, leadership development, and sound succession planning to support the development and continuous improvement of the workforce development system in the State.

C. CERTIFICATION

Local Boards must be certified every two years by the Governor (WIOA § 107(c)(2)(A) and 20 CFR 679.350).

PROCEDURES

The CLEO submits the LWDB Membership Certification Request (Attachment 3) to the Governor by March 31 of each even-numbered year.

INQUIRIES

Inquiries regarding this Bulletin may be directed to WDC Executive Director Bennette Misalucha at bennette.e.misalucha@hawaii.gov.

ATTACHMENTS

- 1- Local Workforce Development Board Membership Requirement
- 2- Nomination Form
- 3- Local Workforce Development Board Membership Certification Request