

**Performance Management & Finance Committee Meeting**  
**Meeting Minutes**  
**January 13, 2026, 1:30 p.m.**

**Attendees:**

Bennette Misalucha, Executive Director (ED), Workforce Development Council (WDC); Sean Nakamura, Chair, Performance Management & Finance Committee (PMFC); Sean Knox, Vice Chair, PMFC; Lea Dias, Vice Chair, PMFC; David Rodriguez, Designee, Department of Labor and Industrial Relations (DLIR); Carla Kurokawa, Vice Chair, Youth Committee; Rosella Guardascione, Chair, Hawai'i County Workforce Development Board (WDB); Clinton Mercado, ED, Hawai'i WDB; Tui Scanlan, Chair, Youth Services Committee, Rona Fukumoto, Lanakila Pacific; Jamie Matsumoto, Fiscal Specialist, Maui County WDB; Pane Meatoga, WDC; Chantelle Rowland, ED, Maui County WDB; Devan Kawamura, Oahu WDB, Erin Fernandez, Oahu WDB; Harrison Kuranishi, ED, Oahu WDB; Lisa Pereira, Oahu WDB, Sherrie Garado, Oahu WDB; Adele Manera, Workforce Development Division (WDD)-Kauai; Rosalee Agas Yuu (arrived 2:24 p.m.), WDC

I. Call to Order and Welcome

Chair Sean Nakamura called the meeting to order at 1:31 p.m.

He acknowledged the Vice Chairs of the Committee, Sean Knox and new Vice Chair, Lea Dias, who serves on the WDC as the Administrator of the Office of Vocational Rehabilitation of the Department of Human Services.

Attendees introduced themselves and the organizations they represent.

Chair Nakamura explained that the "Finance" part of the committee was added to its purview when the WDC approved the change at its November 2025 regular meeting, making it the Performance Management and Finance Committee of the WDC.

II. Approval of October 22, 2025, Meeting Minutes

The October 22, 2025, Meeting Minutes were approved on a motion by Sean Knox seconded by Lea Dias, with none voting no.

III. Round table discussion on roles and responsibilities of the PMFC

Chair Nakamura asked the members of the committee to consider their responsibility to provide oversight of both performance and finance without becoming involved in daily operations. and agree on what information they will receive what will signal potential concerns and what is needed to make clear recommendations to the WDC. What will be their priorities and what guardrails need to be set? At what level will the committee take action and what evidence will they need to make recommendations?

The Committee will work to develop a process for implementing corrective action plans when performance issues are identified, including defining triggers and steps for the plans.

PowerPoint slides were shown to help facilitate further discussion on the roles and responsibilities of the Committee. The slides listed responsibilities of the Committee: monitor program outcomes and key metrics; identify performance gaps, emerging risks, and local area disparities that require intervention to improve performance and financial results across the system. One of the committee's focuses will be to analyze data to provide the WDC and local boards recommendations for corrective action, technical assistance, or strategy shifts when

performance lags expectations. The Committee will communicate significant issues, trends, or positive movements to WDC during regular board meetings as needed.

The Committee's oversight responsibilities are more than compliance based. They also include supporting continuous quality improvement by encouraging the use of pilot projects, innovative models, evidence-based practices, and management practices focused on learning and improvement.

Financial and fiscal oversight can be achieved by monitoring expenditures and compliance; ensuring that internal controls are in place and appropriate authorization procedures are followed; provide transparency on the use of public funds and safeguard

Oversight also includes ensuring alignment with statewide strategies and the priorities of the Unified State Plan, which promotes integration across education, economic development and workforce systems.

Chair Nakamura asked for a robust discussion. What should be advisory, what should be directives? What is clearly outside the role of the committee to avoid duplication of the work of staff, local boards and other committees.

What data would be most useful to review? What breakdowns should be used, priority populations, local area, etc. At what levels and after how long will the committee intervene and what action should the committee take?

#### Discussion:

- One barrier is the budget. Local areas are required to submit their budget for 8 quarters, but because the executed contracts between the state and counties are late there are only 5 quarters remaining. The late contracts are a major concern as it impacts contracts with service providers and the local areas don't have sufficient time to spend their funds. It has also affected availability of training funds creating a waitlist for training. It is also a reason for underspending and returning funds to the State.
- The counties also have requirements before funds can be spent. County council approval is necessary which includes three readings by the full council.
- The roles and responsibilities of WDD and WDC are not clear.
- Other short-term programs (e.g. Quest) compete with the WIOA programs for participants.
- Chantelle Rowland volunteered to share her data tracking spreadsheet used which is used by Maui and Hawai'i because they use the same service provider, but it may be useful for the other local areas.

#### Next Steps:

- Jeanne (WDC staff) will work on developing a simplified, standardized performance dashboard to track performance metrics and spending across counties for quarterly reporting; incorporating input from committee members and local areas, to be presented at the next quarterly meeting. Focus on preparing a more condensed version of the financial reports for the next meeting.

The new template would be developed to consolidate information from existing complex report. The group agreed to aim for a streamlined one or two page format that would highlight trends and risks, with the goal of reducing duplicate reporting requirements for local areas. They also discussed defining performance thresholds, with "good" performance being defined as meeting or exceeding targets, showing improving trends, and maintaining consistency across counties.

- Bennette suggested creating a small working group to address the issue of contract and spending delays, including representatives from local areas, to explore solutions and best practices from other states.

#### IV. Reports

Since the previous section of the agenda went longer than planned, discussion of the reports is deferred. The reports are included in the board packet.

#### V. Executive Director's Report

##### A. Update on the 2024-2024 Unified Plan Implementation

The Four Pillar Catalyst Teams will evolve into the Generational Commitment values of Learn, Work, Thrive and Belong. It is a community-driven effort led by the Hawai'i Funders Collaborative and the Chamber of Commerce of Hawai'i.

##### B. Modification of the Unified State Plan

Every two years, the State Unified Plan must be updated. While we are still waiting for guidance from the U.S. DOL, we have started collaborating on the plan with our core partners. The deadline for submission is still undetermined, but the Plan requires approval at the February 18, 2026, Board Meeting and a 30-day public comment period.

#### VI. Next Meeting

Scheduled for Tuesday, April 14, 2026, 1:30 p.m.

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

#### VII. Adjournment

Chair Nakamura adjourned the meeting at 2:42 p.m.