



WORKFORCEDEVELOPMENT
COUNCIL

Special Projects Committee Meeting Packet

Friday April 17, 2026

2:30 pm to 4:00 pm



Meeting Agenda

April 17, 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**

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

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

AGENDA

Date: Friday, April 17, 2026
Time: 2:30 p.m.-4:00 p.m.
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/87049869678?pwd=jFPvnhubbFau6S4fo1DbhLkaiv8an7.1>

Meeting ID: 870 4986 9678

Passcode: 624296

One tap mobile
+1-669-444-9171

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:

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/>.

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 January 28, 2026, Special Projects Committee Meeting
- III. Legislative Updates for 2026 Legislative Session..... *Workforce Development Council Chair Keith DeMello*

BILLS OF INTEREST	
<u>HB1859 HD1</u>	<p>Title: RELATING TO WORKFORCE DEVELOPMENT</p> <p>Description: Requires the Workforce Development Council to recommend to the Governor, a comprehensive Statewide Workforce Strategy to inclusion in the State Unified Plan and be responsible for facilitating the alignment of workforce development efforts and programs conducted by state departments and agencies to achieve the State Unified Plan and the Comprehensive Statewide Workforce Strategy. Effective 7/1/3000. (HD1)</p>
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<u>HB2383 HD1</u>	<p>Title: RELATING TO THE WORKFORCE PELL GRANT PROGRAM.</p> <p>Description: Establishes a statewide framework for the implementation of the federal Workforce Pell Grant Program to provide financial aid for certain short-term workforce education and training programs.</p>

	Establishes a Workforce Pell Grant Program Approval Committee within the Workforce Development Council. Effective 7/1/3000. (HD1)
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GOVERNOR'S MESSAGES

<i>PASSED ADVISE AND CONSENT HEARINGS</i>
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<u>GM629</u>	<p>Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, TRANG MALONE, for a term to expire 06-30-2029.</p> <p>Description: See Title</p>

<p style="text-align: center;"><u>GM630</u></p>	<p>Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, CARY MIYASHIRO, for a term to expire 06-30-2029.</p> <p>Description: See Title</p>
<p style="text-align: center;"><u>GM631</u></p>	<p>Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, KEITH DEMELLO, for a term to expire 06-30-2029.</p> <p>Description: See Title</p>
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<i>Pending Hearing / Not Yet Heard</i>	
<p style="text-align: center;"><u>GM792</u></p>	<p>Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, CHERYL CROSS, for a term to expire 06-30-2030.</p> <p>Description: See Title</p>
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IV. Update from the Military Spouses Committee

- a. Introduction of the Military Spouses Permitted Interaction Group*
- b. Virtual Job Fair Pilot Program*

V. Executive Director's Report

- a. Status of the 2026 Modification Plan*
- b. Accomplishments*
 - i. First Annual Hawaii Internship Summit 2026*
 - ii. Internship Excellence Awards*
- c. Focus for the next quarter*
 - i. Workforce Pell Working Group*
 - ii. Legislative Matters*
 - iii. Operational Transition*
 - iv. Implementation of Unified Plan/collaboration with Hui stakeholders*
 - v. Building Strategic Alliances with key community organizations*
 - vi. Procurement of Services for Research and Grants*
 - vii. Staff Training and Transition*
 - viii. AI Training*
- d. Update on the 2024-2028 State Unified Plan Implementation*

VI. Next Meeting

Tentatively scheduled for Tuesday, July 21, 2026, at 1:30 p.m. Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street, Room 317, Honolulu, HI 96813

VII. Adjournment

Reasonable accommodations 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.

Meeting Minutes

January 28, 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'
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**WORKFORCE DEVELOPMENT COUNCIL'S
SPECIAL PROJECTS COMMITTEE MEETING**

Thursday, January 28, 2026

1:30 p.m. – 3:00 p.m.

MINUTES

Attendance:

Dion Dizon, Committee Chair

Pane Meatoga III, Committee Vice Chair

Thomas Chock, Committee Vice Chair

Keith DeMello, WDC Chair (present ~2:10pm)

Cheryl Cross, Executive Search Consultant, Inkinen Executive Search

Lei Ana Green, Workforce Development Division

STAFF:

Bennette Misalucha - Executive Director, Workforce Development Council

Jeanne Ohta – Employment Specialist, Workforce Development Council

Margaret Miura – Program Specialist, Workforce Development Council

LOCATION:

Remote Meeting via Zoom & Physical Location: 830 Punchbowl Street, Room #317, Honolulu, HI 96813

I. Call to Order [00:00:00 – 00:03:54]

Chair Dion Dizon called the meeting to order at 1:31 p.m.

II. Minutes for the October 21, 2025, meeting [00:03:55 – 00:05:18]

Motion to accept the Minutes was made by Council member Cross and seconded by Council member Chock. The motion passed without discussion and unopposed.

III. Creation of the Military Spouses Permitted Interaction Group [00:06:00 – 00:]

At the November 19, 2025, WDC Council Meeting, the Council voted to deputize Trang Malone and Cheryl Cross, former Chair and Vice Chair of the Military and Veterans Affairs Committee to

continue with the Military Spouses Workforce Project Working Group and to report to the Special Projects Committee. To enable the work to continue, the motion to establish a permitted interaction group for the purpose of continuing the initiatives under the Military Spouses Workforce Project and report back to the Special Projects Committee was made by Council member Pane Meatoga and seconded by Council member Cheryl Cross. Motion was carried and Resolution 2026.1.28.26 CREATING A PERMITTED INTERACTION GROUP FOR THE MILITARY SPOUSES WORKFORCE INITIATIVE was adopted on January 28, 2026.

IV. Special Projects Discussion Roles and Responsibilities [00:09:00 – 00:43:29]

The mission of the Employer Engagement Committee is to strengthen partnerships with Hawaii's business community by aligning workforce programs with employer needs, improving access to talent, and supporting strategies that help employers hire, train, and retain a skilled workforce.

Executive Director (ED) Misalucha presented current outline of committee roles and responsibilities and coordinated the discussion on how the Special Projects Committee plan to advance board priorities.

Point of Order. Special Projects Chair Dizon pointed out, following Robert's Rules, procedurally, the meeting minutes do not require motion. Following a call for corrections, if there are none, the minutes are approved. Executive Director Misalucha will consult with the parliamentarian, Mr. Pruitt. WDC will then abide and adopt this rule for future meetings.

V. Legislative Plans [00:43:30 – 00:52:09]

- WDC Chair DeMello and Council member Scanlan, as authorized by the Workforce Development Council, met and will keep Labor Director Butay and Deputy Director Bill Kunstman informed of bills and testimony throughout the legislative session.
- Stay consistent with the scope of the WDC and as it pertains to the state unified plan and four pillars.
- Identify specific bills and ensure they are on the board agenda for discussion
- Provide testimony on and for the confirmation of WDC nominees and renewing of current board members for a second term
- Testified on Workforce Bill 742 which established the Workforce Data Sharing Working Group
- Thomas Chock, Designee for Council member James Tokioka, raised interest in the WDC following up on Senate Bill SB 3170. If appropriate, it will be placed on a future meeting agenda.

VI. Executive Director's Report [00:52:10 – 00:54:44]

Executive Director Bennette Misalucha provided a brief overview on

- Unified plan, implementation
- Status of the modified state plan
- Quarter activities and events
 - Consider attending the March 4 Internship Summit
 - Nominations are currently being accepted

VII. Announcements - none

VIII. Next Meeting [00:54:45 – 00:55:12]

The next meeting is tentatively scheduled for April 7, 2026, at 1:30 p.m., online via Zoom and in person at 830 Punchbowl Street, Room 317.

IX. Adjournment [00:55:13]

Meeting adjourned at 2:26 p.m.

Legislative Updates

Keith DeMello

BILLS OF INTEREST

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Military Spouses Committee Update

Cheryl Cross and Trang Malone

Military Spouse Workforce Initiative Hawai'i Virtual Hiring Series

presented by
the Military Spouse Working Group
Trang Malone, Vice Chair WDC
Cheryl A. Cross, Co-Chair Employer Engagement Committee

for the
Special Projects Committee

April 17, 2026 2:30PM HST

Concept Summary

- Statewide virtual hiring series

- Focused on military spouses

- Recurring, not one-time events

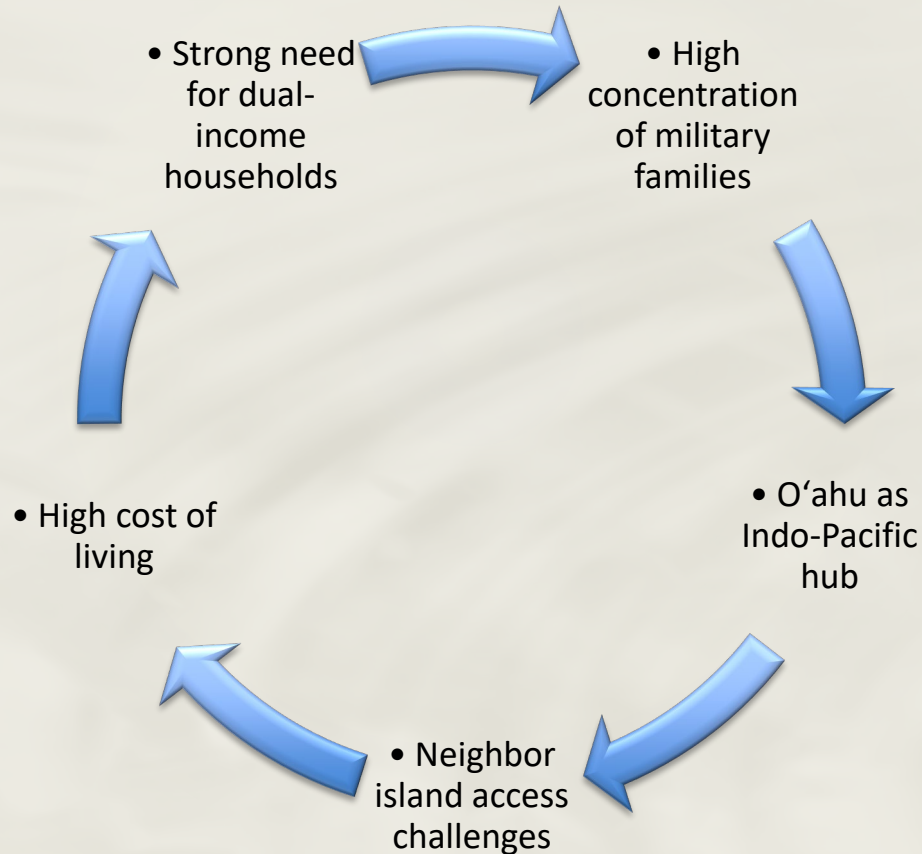
- Connects spouses, employers, AJCs

- Engagement-first model

Problem Statement

- ~21% military spouse unemployment
- Likely higher in Hawai'i
- Frequent relocations disrupt careers
- Employers report ongoing shortages
- Talent remains underutilized

Why Hawai'i is Uniquely Impacted



How the Virtual Series Works



- Recurring virtual hiring events



- Employer virtual room + job postings



- Live chat and interview scheduling



- Open access + AJC referral option



- Vendor-supported, statewide model

Planning Scenarios

Scenario A:

- 6–8 events over 12 months
-

Scenario B:

- 36-month phased model
 - Launch → Sustain → Transition
-

WIOA Alignment

- Military spouses = underserved group
- Aligns with “most in need” priority
- Access to career + training services
- Supportive services available
- AJC as system entry point

Funding Pathways



- WIOA Title I Adult / Dislocated Worker



- Governor's Reserve (statewide)



- AJC co-enrollment + JVSG



- Vendor-supported model



- Estimated \$60K–\$90K annually

Success Metrics



Primary:



- Participation



- Employer engagement



- Repeat engagement



Secondary:



- Interviews

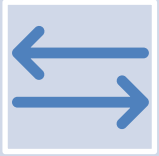


- Hires



- AJC connections

What We Are Asking Today



- Direction, not approval



- Is this worth advancing?



- Proceed to pre-RFP; design + partners + funding plan

Committee Guidance Requested

- Select Scenario A or B
- Define success metrics
- Confirm lead + partners
- Clarify funding path
- Approve pilot direction

Proposed Next Steps



- Develop concept of operations



- Engage partners + employers



- Identify AJC workflow



- Draft funding + procurement plan



- Return with refined scope + budget for RFP

Recommendation

“We recommend advancing the Military Spouse Workforce Initiative concept for further development, including partner engagement, scope refinement, and a proposed WIOA-aligned funding plan, to return to the Committee/Board for consideration. This project will fall under the Military Spouse Working Group with Council members Trang Malone and Cheryl Cross”

Military Spouse Workforce Initiative

Hawai'i Virtual Hiring Series

Prepared for: **Special Projects Committee**, Workforce Development Council

Meeting: **April 17, 2026 | 2:30 PM HST**

Prepared by: Trang Malone, Vice Chair WDC; Cheryl A. Cross, Co-Chair Employer Engagement Committee

Version: v1.0 | Date: 11 Apr 2026

Agenda-ready discussion outline (10–15 minutes)

1. Concept summary (1–2 min)
2. Problem statement and why Hawai'i is uniquely impacted (2–3 min)
3. How the virtual series works (2–3 min)
4. WIOA alignment and potential funding pathways (2–3 min)
5. Committee guidance: proceed / modify / pause (3–5 min)
6. Propose Motion

SUMMARY:

The Military Spouse Workforce Initiative proposes a virtual hiring series to improve employment access for military spouses in Hawai'i by connecting them with employers and American Job Centers (AJCs) statewide. This initiative addresses the high unemployment rate among military spouses in Hawai'i and aims to create sustainable employment pathways through a WIOA-aligned, multi-year program.

- **High military spouse unemployment in Hawai'i:** Military spouse unemployment nationally remains at 21%, with Hawai'i experiencing similar or higher rates due to its large military population and dense multi-Service installations. This creates a significant workforce impact and a need for targeted employment solutions.
- **Virtual hiring series concept:** The initiative offers two scenarios: Scenario A with 6–8 virtual job fairs in 12 months, and Scenario B with a phased 36-month launch, sustain, and transition plan to build employer engagement and transition operations to the State and AJCs.
- **Target audience and employer engagement:** The program targets military spouses across all Hawaiian islands and Hawai'i returnee military locations, engaging Hawai'i-based employers who participate free of charge to promote equity and encourage employer involvement.

- **WIOA alignment and funding:** The initiative aligns with WIOA by prioritizing eligible military spouses for individualized career services, training, and supportive services, leveraging Title I Adult and Dislocated Worker funds.
- **Core vendor responsibilities:** The selected vendor will manage the virtual platform, recruit and coordinate employers, conduct marketing and outreach, integrate with AJCs using a two-track participation model, provide analytics and reporting, and support post-event follow-up and placement efforts.
- **Success metrics focus on engagement:** Primary success measures include military spouse and employer participation, employer repeat engagement, employer-candidate interactions, and connections to AJCs, with secondary measures such as interviews and hires when available.
- **Sustainability and state handover:** The initiative is designed for long-term sustainability with standardized playbooks, staff training, platform continuity plans, maintained employer pipelines, defined partner roles, performance reporting, and procurement/funding pathways for post-contract continuation.
- **Cost control and phased delivery:** The approach emphasizes a single vendor for all events, reuse of platforms and outreach channels, free employer participation, and phased delivery to allow reassessment and ensure cost-effectiveness. Estimated annual costs range from \$60,000 to \$90,000.
- **Committee request and next steps:** The Special Projects Committee is asked to endorse the development of the virtual hiring series, select a planning scenario, define success metrics, identify leads and partners, draft operational workflows, clarify funding, and set a pilot schedule for initial events.

Purpose

Purpose: Create a virtual hiring initiative that improves employment access for military spouses in Hawai‘i while strengthening statewide employer connections and AJC partnerships.

Success measure: Engagement (military spouse + employer participation) is primary; interviews/hires are secondary when available.

Alignment: Supports the Workforce Development Council’s generational workforce commitment to:

Learn. Work. Thrive. Belong.

The Problem

Year after year, military spouse unemployment hovers at 21% nationally, and we have strong indicators that this percentage is equal to or higher in Hawai‘i. Per capita, Hawai‘i has one of the nation’s highest concentrations of active-duty service members and military dependents—creating an outsized impact on the state workforce and an urgent need for spouse-focused employment solutions. O‘ahu is uniquely positioned as the operational hub of the Indo-Pacific: it hosts U.S. Indo-Pacific Command headquarters at Camp H. M. Smith and colocates major Navy and Air Force components at Joint Base Pearl Harbor–Hickam, alongside significant Army and Marine Corps installations (including Schofield Barracks, Fort Shafter, and Marine Corps Base Hawai‘i at Kāne‘ohe Bay). The result is an unusually dense, multi-Service military ecosystem within a single state, with many households anchored by married service members and portable-career spouses. For context, the State of Hawai‘i Data Book (DBEDT) estimates that in 2024 Hawai‘i’s resident population included approximately 39,959 Armed Forces members and 43,591 military dependents living in the state—helping explain why Hawai‘i’s military-connected community is among the most concentrated per capita in the nation.

Special Projects Committee: What We’re Asking You to Consider

This concept is being brought to the Special Projects Committee for a high-level review and direction. The goal today is to determine whether this initiative is compelling enough to move forward into design, partner alignment, and a funding/implementation recommendation.

Hawai‘i’s in-person job fairs work because employers show up and meet candidates face-to-face; this proposal is designed to **add** a higher-frequency, higher-access channel for an underserved military spouse community. In a state uniquely shaped by the Indo-Pacific

mission and dense military footprint, the Virtual Hiring Series creates a repeatable “front door” that captures employers early (Year 1 launch cadence), sustains participation (Year 2), and transitions operations to the State/AJCs (Year 3) so it endures. The model is WIOA-aligned through a practical two-track approach—open-access events plus optional AJC intake for individualized services and supportive pathways—while measuring success primarily through participation and engagement.

- Why this matters: Military spouses are a workforce-ready talent pool in Hawai‘i, but frequent relocations, licensing/credential transfer issues, and caregiving constraints create persistent underemployment and unemployment—directly affecting family stability and Hawai‘i’s labor supply.
- Why now: A virtual series is a scalable way to deliver frequent, accessible touchpoints statewide and aligns with WIOA’s emphasis on serving those most in need and removing barriers to employment.
- What we’re asking the Committee to consider: Endorse development of a statewide “virtual hiring series” model and authorize staff to proceed to partner engagement, scope refinement, and a draft funding approach for committee/board review.
- What we are not asking for today: Approval of a vendor selection or a final budget; those would return after requirements, partners, and performance measures are finalized.
- Risk of inaction: Hawai‘i continues to lose experienced, credentialed workers from the labor force and employers continue to report shortages—while a large, concentrated community remains under-connected to the public workforce system.

Initiative Overview

Format (Two Scenarios):

Scenario A (Chair’s cadence): A succession of **6–8** virtual job fairs held over the first 12 months.

Scenario B (phased launch → sustain → transition): A 36-month cadence designed to “launch” with successive events to capture employers early, then stabilize and transition operations to the State.

Potential for third scenario? Scenario A with extensions to lead to Scenario B.

Contract period (up to 36 months, performance-based):

Months 1–12 (Launch): 6–8 successive virtual hiring events to rapidly build awareness and “capture” as many Hawai‘i and Hawai‘i-hiring employers as possible.

Months 13–24 (Sustain): 4–6 events to maintain predictable touchpoints, deepen repeat employer participation, and support ongoing spouse placements.

Months 25–36 (Transition): 4–6 events while shifting core operations, playbooks, and reporting to the State/AJCs for long-term continuity.

Target Audience:

Military spouses residing in Hawai‘i (all islands) and military locations with significant Hawai‘i returnee populations

Employer Participation:

- Hawai‘i-based employers
- Free for employers (key equity and participation driver)

Geographic Focus:

Statewide (O‘ahu, Hawai‘i Island, Maui, Kaua‘i and neighbor islands)

Strategic Goals

WIOA framing: what “underserved community segment” means (and why military spouses fit)

In WIOA terms, an **underserved community segment** is a group that is eligible for services but is less likely to access or benefit from them because of barriers such as geography, caregiving demands, transportation/child care gaps, limited professional networks, credential transfer issues, or frequent job disruption. WIOA requires priority of service for “adults most in need” when using Title I Adult funds—specifically **recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient**—and requires local areas to define how that priority is applied. Military spouses often intersect with these priority categories and also experience repeated, involuntary job separation tied to PCS moves and deployments.

How Hawai‘i can platform the initiative using WIOA funding (practical pathways)

- Use WIOA Title I Adult funds (via AJCs) to prioritize eligible military spouses who meet statutory priority (public assistance/low-income/basic skills deficient) for individualized career services and training, including short-term credentialing aligned to Hawai‘i employers.
- Enroll eligible military spouses as Dislocated Workers when they meet WIOA’s dislocated worker criteria related to separation or underemployment associated with relocation or a spouse’s military duty—allowing access to dislocated worker career and training services where appropriate.
- Bundle supportive services (e.g., child care/transportation assistance, licensing/credential fees, interview clothing/equipment, technology access) to reduce drop-off and improve completion—especially critical for neighbor-island participation and virtual hiring access.
- Leverage the Governor’s Reserve / statewide activities to scale a consistent statewide model (common outreach, employer engagement, virtual platform procurement, staff training, and performance reporting) so military spouses can access the same “front door” on every island.
- Integrate JVSG / Priority of Service: veterans and eligible spouses receive priority of service across DOL-funded programs, and AJC co-enrollment/referrals can help military families get to the right services faster (including specialized veteran staff where available).
- Document outcomes in WIOA language: enrollments, individualized career services delivered, training starts/completions, credentials attained, entered employment, and measurable skill gains—plus employer metrics (openings filled, repeat participation) to support ongoing funding decisions.

Key references for WIOA framing and priority: 20 CFR 680.600 (Adult priority of service); TEGL 7-20 (Most-in-Need priority implementation); U.S. DOL WIOA Veterans & Spouses Fact Sheet (priority ordering for covered persons); 20 CFR Part 682 (Governor’s Reserve / statewide activities); O’ahu WDB Policy #28-25 (local priority of services implementation).

- Reduce 21% unemployment for military spouses nationally
 - Showcase Hawaii as a military-friendly employment state
- 2. Improve Access**
 - Reduce geographic barriers for military spouses across islands
 - Provide consistent, predictable hiring touchpoints throughout the year
 - 3. Increase Visibility**
 - Elevate military spouses as a skilled, reliable talent pool
 - Increase employer awareness of military spouse workforce challenges and strengths
 - 4. Strengthen Employment Pathways**
 - Connect spouses directly to employers, AJCs, and training resources
 - Promote career progression, not just job placement
 - 5. Build Workforce Bridges**

- Align AJCs, employers, and military communities in a shared hiring ecosystem
- Ensure military spouses are aware of and can access AJC services statewide

Why a Virtual Series (Higher-Impact, Additive Model)

- **Adds reach without replacing what already works:** Hawai‘i is known for strong in-person job fairs where employers show up to meet candidates face-to-face. This virtual series is not intended to replace that model—it is an **additional, higher-impact channel** for an underserved population that needs more frequent, more accessible touchpoints.
- **Delivers on the WDC Military & Veterans Affairs Committee goal (2024–2026):** The Committee called for empowering the Workforce Development Division (WDD) to create new avenues of exposure for the military spouse community—and WDD has demonstrated it can do so. This initiative scales that success into a repeatable series with measurable outcomes.
- **Improves access for an underserved community segment:** Virtual events reduce barriers created by island geography, child care and transportation constraints, and the employment disruption of PCS moves—while providing a **predictable cadence** spouses can plan around.
- **Captures employers through successive hiring touchpoints:** A series (not a one-off) makes it easier to recruit employers, secure repeat participation, and convert initial interest into interviews and hires over time—especially during the Year 1 “launch” cadence.
- **Strengthens the AJC “front door” and WIOA outcomes:** Events can be used as a high-volume entry point to connect spouses to AJCs for career services, training, and supportive services—translating engagement into reportable outcomes (where eligible and enrolled).
- **Planning note (estimated annual range):** Preliminary estimate: **\$60,000–\$90,000 per year** (subject to scope and procurement). Selection criteria should emphasize **measurable outcomes, employer participation, and sustainability**.

Core Components (Vendor Scope)

The selected vendor would provide **end-to-end support**, working closely with all Hawai‘i AJCs.

1. Virtual Platform Management

- Secure, accessible virtual job fair platform
- Employer booths and branding
- Job postings and resume upload functionality

- Live chat / scheduling with candidates

2. Employer Recruitment & Coordination

- Targeted outreach to Hawai'i employers
- Guidance to employers on engaging military spouses
- Set clear expectations for participating employers (active HR/recruiter presence, posted openings, interview scheduling availability, and timely post-event follow-up)
- Support employers before, during, and after each event

3. Marketing & Outreach

- Military spouse-focused marketing campaigns
- Coordination with military installations, AJCs, and community partners
- Event registration management

4. AJC Integration

- Direct collaboration with **all AJCs statewide**
- Promote AJC services during events (career coaching, training, WIOA services)
- Use a two-track participation model: open-access event participation plus optional AJC intake for those seeking WIOA-enrolled services (career/training/supportive services), consistent with priority-of-service requirements
- Ensure military spouses and employers know how to access AJC resources
- Create a handbook of tips and procedures for AJCs to plan and conduct their own virtual job fairs with training for AJC staff
- Deliver sustainability outputs for State handover (train-the-trainer sessions, finalized SOP/playbook package, templates, and a transition plan with readiness milestones)

5. Analytics & Reporting

- Participation metrics (job seekers, employers)
- Engagement data (chats, interviews, follow-ups)
- Hiring outcomes (when available)
- Post-event insights to inform improvements and ROI tracking

6. Post-Event Follow-Up & Placement Support

- Coordinate post-event follow-up with employers and participants (e.g., interview confirmations, next steps, and communications)
- Provide “warm handoffs” to AJCs for military spouses seeking individualized services, training, or supportive services (where eligible and enrolled)

- Conduct employer debriefs to identify hiring friction points and improve subsequent events
 - Capture outcome checkpoints (e.g., 30/60/90 days) to improve visibility into interviews, hires, and retention (as available)
-

Vendor Experience Requirements (RFP Emphasis)

To control risk and maximize outcomes, preference would be given to vendors who:

- Are **familiar with Hawai'i's local labor market**
 - Have **experience recruiting and hiring in Hawai'i**
 - Have experience **planning and implementing virtual job fairs**, with:
 - Additional scoring for events conducted in Hawai'i
 - Demonstrate a strong ability to collaborate with AJCs and public workforce systems
-

Cost-Control Considerations

To strengthen approval likelihood:

- One vendor supporting all 6–8 events under a single contract
 - Reuse of the same platform and outreach channels
 - Free participation for employers
 - Avoidance of high-cost national platforms not tailored to Hawai'i
 - Phased delivery allows reassessment after early events
-

Because employer hiring decisions and reporting occur outside the event environment, **hires can be difficult to capture reliably** and are not the primary success criterion for this series. Consistent with how Hawai'i's in-person job fairs are typically assessed, the most meaningful near-term indicator of impact is **engagement**: how many military spouses and employers participate, how often they return, and how effectively spouses are connected to AJCs and next-step services.

Participation (primary)

- Number of military spouses registered
- Number of military spouses attending (and attendance rate, if available)
- Neighbor-island participation (where participants reside, if captured at registration)
- Number of employers participating per event
- Employer repeat engagement across the series (e.g., % returning within 12 months)
- Employer/role mix (industries and occupations represented)

Engagement & Connections (primary)

- Number of employer–candidate interactions (chats, messages, scheduled touchpoints)
- AJC connections made (referrals and, when applicable, scheduled intakes/appointments)
- Interviews requested/scheduled through the platform (where the platform supports tracking)
- Employer responsiveness (e.g., % of employers active during the event and providing next-step guidance within X days)

Optional outcomes (secondary; when available)

- Interviews scheduled/confirmed (as captured by the platform and/or employers)
 - Employer-reported offers/hires (captured when employers voluntarily report outcomes or where data-sharing allows)
 - Increased use of AJC services by military spouses (e.g., # connecting to an AJC within 30 days, where trackable)
-

Governance & Oversight

Sustainability & State Handover (Built In)

Sustainability is the goal—this is intended to become an enduring statewide capability, not a time-limited “good idea” that ends when a contract ends. We believe the State of Hawai‘i, in partnership with AJCs, is fully capable of maintaining this model after a defined period of demonstrated performance; the phased approach is designed to ensure all operational “wickets” are covered before handover.

- **Playbooks & SOPs:** standardized event run-of-show, templates, outreach cadence, and troubleshooting guides.
- **Staff training:** AJC staff trained to host events, support employers, and route jobseekers into WIOA services.
- **Platform continuity:** clear plan for platform ownership/access, licenses, admin roles, and data retention (or an identified State-procured alternative).
- **Employer pipeline:** maintained employer roster, sector targets, repeat-engagement plan, and a shared calendar of events.
- **Partner roles:** defined responsibilities with installations, family readiness programs, and community partners for ongoing outreach.
- **Performance & reporting:** agreed metrics, quarterly reporting cadence, and a method to capture outcomes (including WIOA-aligned outcomes where applicable).
- **Procurement/funding path:** documented options for post-contract continuation (statewide activities, local area support, or integrated AJC operating model) with decision points by Month 18–24.
- Initiative would likely require Board approval

- Quarterly updates to demonstrate progress, costs, and outcomes
 - Built-in review point after first 2–3 events to assess engagement and operational performance and adjust
-

MOTION (Sample)

“The Special Projects Committee recommends advancing the Military Spouse Workforce Initiative concept for further development, including partner engagement, scope refinement, and a proposed WIOA-aligned funding plan, to return to the Committee/Board for consideration. This project will fall under the Military Spouse Working Group with Council members Trang Malone and Cheryl Cross”

Proposed Next Steps (Committee Direction Requested)

- Confirm the approach: Select Scenario A (6–8 events in 12 months) or Scenario B (36-month launch → sustain → transition cadence) for planning.
- Confirm what “success” means: Adopt the engagement-first metrics (participation + employer engagement) and identify any metrics WDD specifically requires.
- Set ownership and partners: Identify the lead (WDD/AJC lead point of contact) and confirm required partners (installations, spouse networks, employer associations, JVSG/AJC staff).
- Draft a simple concept of operations: Intake/referral workflow (two-track), employer recruitment plan, event run-of-show, and post-event follow-up approach.
- Define the funding and procurement path: Clarify which WIOA funds/activities will be used (statewide/local), procurement method, and what will be State-owned for Year 3 handover (platform access, templates, SOPs).
- Set a pilot schedule: Recommend dates for the first 2–3 events, target sectors, and a timeline for bringing a refined scope and draft budget back to the Committee/Board.

Appendix: WIOA Alignment & Allowable Activities (Detail)

This appendix provides “backup” detail showing how the proposed Virtual Hiring Series can be implemented and reported through the public workforce system using allowable WIOA Title I activities, while maintaining required priority-of-service and documentation practices.

Initiative activity	WIOA pathway / allowable use (examples)	What to document (for WIOA reporting)	Example measures
Outreach + recruitment of military spouses (all islands)	WIOA Title I Adult/Dislocated Worker career services; AJC outreach as part of local/statewide activities	Registration, eligibility determination if enrolled; referral source; basic demographics/barriers where collected	Enrollments; referrals to AJCs; measurable skill gains (if applicable)
Virtual hiring events (employer booths, chats, interview scheduling)	Business services + career services delivered through AJCs; statewide activities to support a consistent statewide model	Event attendance; staff-assisted services provided; employer participation roster; job orders / openings	# employers; # participants; interactions; interviews scheduled; job orders filled
Individualized career services (resume, interview prep, coaching)	WIOA individualized career services (Title I Adult/DW)	Service codes/date of service; case notes; employment plan where required locally	Reportable services delivered; entered employment; retention (per WIOA)
Training + short-term credentialing	WIOA training services (ITA where used), incumbent/other training where allowable; supportive services to enable completion	Training enrollment; costs; credential pursued; completion documentation	Training completions; credentials attained; measurable skill gains
Supportive services (child care, transport, licensing fees, technology)	Supportive services under WIOA Title I (policy-driven, tied to participation in career/training services)	Need determination; allowable cost; receipts where required; linkage to participation	Reduced attrition; completion rates; successful training participation
Statewide consistency + handover (SOPs, staff training, templates)	Governor’s Reserve / statewide activities (Title I) to develop tools, training, and consistent operating procedures	Deliverables accepted; staff trained; SOPs distributed; readiness milestones	Implementation milestones; readiness for transition; statewide adoption

Operational / compliance notes (for planning)

- Priority of service:** When WIOA Title I Adult funds are used for individualized services, apply statutory priority (public assistance, low-income, basic skills deficient) consistent with State/local policy and document how priority was implemented.

- **Covered persons:** Veterans and eligible spouses receive priority of service across DOL-funded employment and training programs; incorporate this into AJC intake/referral flow (and JVSG referral where available).
- **Two-track model (recommended):** (1) *Open-access* virtual hiring events (broad reach) plus (2) *WIOA-enrolled* participants who opt into AJC services for individualized assistance, training, and supportive services.
- **Eligibility & documentation:** Define a simple documentation checklist for military spouse status (as needed), income/priority factors (if enrolled), and services received; align with the case management system used by Hawai'i AJCs.
- **Supportive services guardrails:** Tie supportive services to participation in career/training services; set caps/allowable items per policy; build a consistent receipts/verification workflow.
- **Data, consent, and privacy:** Use participant consent language for sharing information between the event platform, the vendor (if any), and AJCs; define data retention, access roles, and reporting fields early so handover is straightforward.
- **Performance reporting:** Separate *event metrics* (attendance, employer participation, interactions) from *WIOA performance* (enrollment-based outcomes such as credentials and employment) to avoid overstating reportable outcomes.

Sources (Websites Used)

List the websites you used for data/claims below (paste the URL and add an access date). Note: URLs are shown as plain text (not clickable links) for document security.

- State of Hawai'i, Department of Business, Economic Development & Tourism (DBEDT) – 2024 Hawai'i State Data Book, Section 10 (National Defense), individual tables page. URL: dbedt.hawaii.gov/economic/databook/2024-individual/_10/ Accessed: 11 Apr 2026
- U.S. Department of Defense / Military OneSource – 2024 Demographics: Profile of the Military Community (PDF). URL: download.militaryonesource.mil/12038/MOS/Reports/2024-demographics-report.pdf Accessed: 11 Apr 2026
- Defense Manpower Data Center (DMDC) – DoD Personnel, Workforce Reports & Publications (state-by-state military and civilian personnel tables; updated quarterly). URL: dwp.dmdc.osd.mil/dwp/app/dod-data-reports/workforce-reports Accessed: 11 Apr 2026
- (Secondary, interpretive) Security.org – “Which States Carry the Greatest Military Burden?” (per-capita comparison using DoD/DMDC + Census inputs). URL: security.org/resources/states-highest-military-burden/ Accessed: 11 Apr 2026
- Electronic Code of Federal Regulations (eCFR) – 20 CFR 680.600 (WIOA Adult priority of service). URL: ecfr.gov/current/title-20/chapter-V/part-680/subpart-E/section-680.600 Accessed: 11 Apr 2026
- U.S. Department of Labor (ETA) – TEGL 7-20: Effective Implementation of Priority of Service Provisions for Most-in-Need Individuals in the WIOA Adult Program (PDF). URL: dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2020/TEGL_7-20_acc.pdf Accessed: 11 Apr 2026
- U.S. Department of Labor – WIOA Final Rule Fact Sheet for Veterans and Spouses (PDF). URL: dol.gov/sites/dolgov/files/ETA/wioa/pdfs/WIOA_Veterans_FactSheet_508.pdf Accessed: 11 Apr 2026
- Electronic Code of Federal Regulations (eCFR) – 20 CFR Part 682 (WIOA Title I statewide activities / Governor's Reserve). URL: ecfr.gov/current/title-20/chapter-V/part-682 Accessed: 11 Apr 2026
- Electronic Code of Federal Regulations (eCFR) – 20 CFR Part 678 (Workforce Development System / One-Stop/AJC requirements). URL: ecfr.gov/current/title-20/chapter-V/part-678 Accessed: 11 Apr 2026
- O'ahu Workforce Development Board (City & County of Honolulu) – WIOA Policy #28-25 Priority of Services (PDF). URL: oahuwdb.com/wp-content/uploads/2025/09/WIOA-Policy-28-25-WIOA-Priority-of-Services.pdf Accessed: 11 Apr 2026

Executive Director's Report

Bennette Misalucha



WORKFORCEDEVELOPMENT
COUNCIL

Executive Director's Report

Special Projects Committee
April 17, 2026

Bennette E. Misalucha

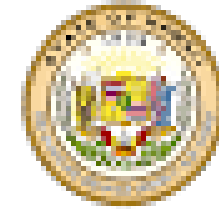


Agenda

Highlights of the first Quarter

Status of the Modified State Plan

Focus for Second 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





HIGHLIGHTS: FIRST QUARTER 2026

- Webinar Presentations on Other States's Best Practice: Maine, North Dakota, North Carolina
- First Annual Hawaii Internship Summit 2026
- Internship Excellence Awards
- Workforce Pell Working Group
- NGA Convening in Washington, DC.
- Legislative Matters
- Operational Transition on pertinent WIOA roles
- Implementation of Unified Plan/collaboration with Hui stakeholders
- Building Strategic Alliances with key community organizations
- Staff Transition: added Tyrone Apolinar



FOCUS: SECOND QUARTER 2026

- Workforce Pell Working Group: Implementation by July 1, 2026
- Eligible Training Provider List (ETPL) re-engineering
- Certification of Local Boards by Special Projects Committee
- Procurement of Services for Employer Engagement, and Pertinent studies
- Re-structuring of Committees
- Operational Transition on pertinent WIOA roles
- Implementation of Unified Plan/collaboration with Hui stakeholders
- Building Strategic Alliances with key community organizations
- Implementing AI strategic initiatives

Modification of Unified Plan

- Background: Every two years, the State Unified Plan needs to be updated.
- Working with core partners
- Submitted: April 6, 2026

Hawaii State Unified Plan Implementation Timeline

January/February 2026

Webinar Presentations on Other States's Best Practice

Activities under the Community-driven "**Learn, Work, Thrive Hui**"

Announcement of Generational Commitment Goals

Community efforts to codify Generational Commitment

July 2026

Anticipated Approval of the Unified Plan Modification

Planned Synergy Summit III: A pulse check

November/December 2026

Produce Annual Report on State of Generational Commitment

FOUNDATIONAL WORK

MODIFICATION PLAN DUE

SYNERGY SUMMIT III

WORKFORCE DEVELOPMENT MONTH

ANNUAL REPORT ON IMPLEMENTATION STATUS

2025 Milestones

June- unconditional Approval of State Unified Plan

July - Synergy II Summit

August to November - Pillar Meetings

December: Creation of "**Learn, Work, Thrive Hui**"

March/April 2026

Modification Plan Incorporates Generational Commitment

Four Pillars Evolve into GC values: Learn, Work, Thrive, and Belong

September 2026

Future of Work Conference

Proposed Governor's Proclamation of Workforce Dev Month

2027 Milestones

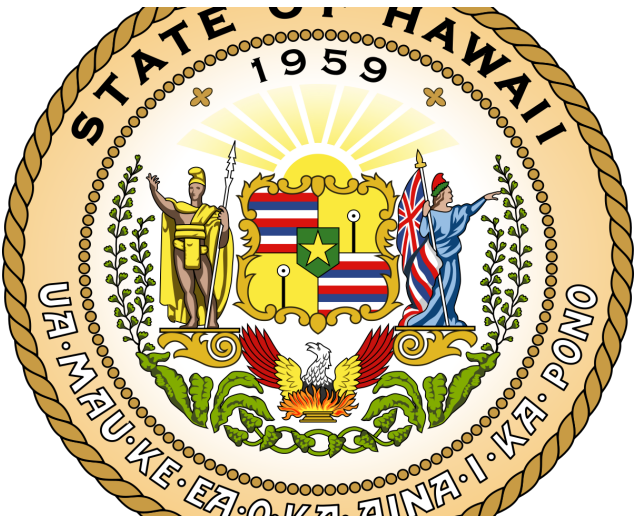
Process continues

2028 Milestones

March/April 2028: Four Year Unified Plan is due

UPCOMING EVENTS

- **April 30, 2026**: Symposium 1: [Where is AI and Where is it Going? 8:30 to 4:30 at Capitol Auditorium](#)
- **May 21, 2026** - WDC Quarter 2 Board Meeting
- **May 27, 2026**: Mandatory Board Training
- **June 25, 2026**: AI Symposium 2
- **July TBD** : Synergy Summit III
- **September: Workforce Development Month**
- **September 3, 2026**: AI Symposium 3
- **September 10, 2026**: WDC Quarter 3 Board Meeting
- **September 23, 2026**: Future of Work Conference/ Workforce Heroes Awards
- **October 29, 2026**: AI Symposium 4
- **November 12, 2026**: WDC Quarter 4 Board Meeting



**Workforce
Development Council**

MAHALO!

Next Meeting

**Tentatively scheduled for Tuesday, July 21, 2026
1:30 PM to 3:00PM**

Adjournment