



WORKFORCEDEVELOPMENT
COUNCIL

Executive Committee Meeting

Meeting Packet

May 8, 2026
9:30 AM to 10:30 AM



Meeting Agenda

May 8, 2026

JOSH GREEN, M.D.
GOVERNOR



JADE T. BUTAY
DIRECTOR

KEITH A. REGAN
ACTING LT. GOVERNOR

WILLIAM G. KUNSTMAN
DEPUTY 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

KEITH DEMELLO
CHAIR

BENNETTE MISALUCHA
EXECUTIVE DIRECTOR

**HAWAII WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE MEETING- 2026 SECOND QUARTER**

AGENDA

Date: Thursday, May 8, 2026
Time: 9:30 a.m. to 10:30 am
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/84545447227?pwd=V4dGswKg83fxlVhZHw1zSr52oSbaf.1>

Meeting ID: 845 4544 7227

Passcode: 125661

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/](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 (WDC) Chair
- II. **Approval of Minutes : January 22, 2026**
- III. **Legislative Update of 2026 Legislative Session**Keith DeMello

A report on the bills that were actively supported by the Workforce Development Council during the 2026 Legislative Session. It will also include a discussion on lessons learned and some preliminary proposals for the next legislative cycle.

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 be included 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> <p>Title: RELATING TO STATE EMPLOYEE BENEFITS.</p>
<u>HB2315 HD1</u>	<p>Description: Authorizes the Department of Health to establish a vacation payout pilot program in which eligible Department of Health employees may defer unused vacation leave credits in favor of a payout to provide home purchase down payment assistance. Requires reports to the Legislature. Requires reports to the Legislature. Sunsets 6/30/2029. (SD1)</p> <p>Title: RELATING TO THE WORKFORCE PELL GRANT PROGRAM.</p>
<u>HB2383 HD1</u>	<p>Description: Establishes a statewide framework for the implementation of the federal Workforce Pell Grant Program to provide financial aid for certain short-term</p>

workforce education and training programs. Establishes a Workforce Pell Grant Program Approval Committee within the Workforce Development Council. Effective 7/1/3000. (HD1)

[SCR 139](#)

Title: REQUESTING THE WORKFORCE DEVELOPMENT COUNCIL TO RECOMMEND TO THE GOVERNOR, FOR INCLUSION IN THE STATE UNIFIED PLAN, A COMPREHENSIVE STATEWIDE WORKFORCE STRATEGY TO ENSURE THAT ALL PEOPLE OF THE STATE HAVE A PATHWAY TO A CAREER THAT ENABLES THEM TO LEARN, WORK, AND THRIVE IN THE STATE AND CONTRIBUTE TO A VIBRANT LOCAL ECONOMY GROUNDED IN COMMUNITY VALUES BY 2045.

Description: Hawai'i Workforce Development Council; State Unified Plan; Comprehensive Statewide Workforce Strategy

GOVERNOR'S MESSAGES

PASSED ADVISE AND CONSENT HEARINGS

- [GM503](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, **DOUGLAS CHANG**, for a term to expire 06-30-2030.
- [GM504](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, **GEORGE DENISE**, for a term to expire 06-30-2030.
- [GM512](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, **JASON BENN**, for a term to expire 06-30-2030.
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- [GM630](#) 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.
- [GM631](#) 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.
- [GM726](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, gubernatorial nominee, **GINA ANONUEVO**, for a term to expire 06-30-2030
- [GM759](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, gubernatorial nominee, **CHRISTOPHER BURNETT**, for a term to expire 06-30-2030.
- [GM792](#) 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.
- [GM793](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, gubernatorial nominee, **ASHLEIGH LOA**, for a term to expire 06-30-2030.
- [GM779](#) Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, gubernatorial nominee, **MARK PHONGSAVATH**, for a term to expire 06-30-2030.

IV. Certification of the Kaua'i American Job Center *

Certification of an American Job Center (AJC) normally falls within the purview of their local board. However, because Kaua'i does not have a board, the responsibility, by default, goes to the State Board. The Workforce Development Council conducted the certification process last year. It granted provisional certification to the Center but with some conditions. The provisional certification will lapse on May 31, 2026. This is an update on the certification process and the status of the submitted Corrective Action Plan.

The Executive Committee's recommendation will be forwarded to the full board for further action when it meets on May 21, 2026.*

*** Requires Executive Committee Action**

V. Restructuring of Employer Engagement Committee and Sector Strategies Committee

As part of the Council's continued commitment to strengthen the State's eco-workforce system, a restructuring of the Employer Engagement and Sector Strategies functions is being advanced to better align with employer needs and labor market realities.

Recognizing that employer engagement has historically been the weakest link in the three-legged stool of job seekers, public sector, and employers, the Council will elevate this priority through several strategic actions over the next year. These tactics were stated in the State Strategic Plan 2026-2027.

These efforts will require a corresponding amendment to the Council’s bylaws to formally reflect the new committee structure to support the objectives.

The Sector Strategies Committee will be renamed the “Education and Career Pathways Committee” to better reflect its focused mission, while the “sector strategies” function, which is associated with employers, will transition as a subcommittee under Employer Engagement Committee.

A. PROPOSED BY-LAWS AMENDMENTS ON ARTICLE VI– “COMMITTEES”

Section 6.3: The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- Performance Management and Finance Committee
- ~~["Sector Strategies and Career Pathways Committee"]~~ "Education and Career Pathways Committee"*
- Youth Services Committee
- Special Projects Committee

***Requires Executive Committee action**

The Executive Committee’s recommendation will be forwarded to the full board for further action when it meets on May 21, 2026.

VI. Fiscal Reports: Workforce Innovation and Opportunity Act GrantsAriel Nault, Administrative Services Office

An overview of Workforce Innovation and Opportunity Act (WIOA) grant expenditures, budget status, and financial performance. The report will highlight current allocations, spending trends, and forecasts

VII. Workforce Innovation and Opportunity Act (WIOA) Title I and III Annual Performance Report: Program Year 2024...Jeanne Ohta, Employment Service Specialist V, WDC

Programmatic performance data is important for all workforce system partners, stakeholders such as State and Local Workforce Development Boards (WDBs), and the public to better understand workforce system operations, enhance services, and pursue continuous improvement for job seekers and employers.

Hawaii data will be presented in the context of the National 2024 results.

VIII. Executive Director’s Report

A. *Projects/ Activities*

The Executive Director will report on the First Quarter Activities.

- *First Hawaii Internship Summit*
- *Internship Excellence Awards*
- *Submission of the modified State Unified Plan*
- *Implementation of the State Unified Plan*
- *webinar series on the Transformation Journey of other states: Maine, North Dakota and North Carolina*
- *Workforce Pell Grant working group*
- *Eligible Training Provider List Task Force*
- *Eligible Training Provider Platform Modernization project with University of Hawaii*
- *Restructuring of the Employer Engagement Committee and the Sector Strategies and Career Pathways Committee*

B. *FOCUS FOR 2026 Quarter 2 and Quarter 3*

The Executive Director will report on the focus for the next two quarters:

- *Orientation session for new Council members in April and May*
- *Preparation for the implementation of the Workforce Pell Grant*
- *Eligible Training Provider List (ETPL) Task Force (A specialized task force will be convened to streamline and strengthen the process for approving and monitoring eligible training providers.)*
- *State Board Acting as the Local Board on Kaua'i (Training will be conducted to ensure the State Board can fully meet its responsibilities when acting as the Local Workforce Board for Kaua'i)*
- *Certification of the Kaua'i American Job Center*
- *Prepare to conduct a Request for Proposals (RFP) for the operation of the Kauai American Job Center*
- *Mandatory Board Member Training – State and Local Boards (We are planning an in-person statewide joint training session in July, focusing on roles, governance, and compliance).*
- *Symposium Series on Artificial Intelligence, starting with April 30, 2026 event. (Other dates include June 25, September 3, October 29)*
- *Synergy Summit in July 2026*
- *Future of Work Conference on September 23, 2026*
- *Employer Engagement Listening Series (eight sessions) for June, July and August*
- *Research Project in collaboration with the Hawaii Employers Council*
- *Artificial Intelligence (AI) Research Project/ How are Hawaii companies preparing for AI?*
- *Building Staff Capacity (The Council will continue to strengthen its team and align staffing for optimum efficiency.)*
- *Establishing Parameters for WDC Grants and Procurement of these services.*
- *Continuing to maximize the relevance of existing committees and adjust as needed.*

IX. Renewal of Executive Director's Contract

The Executive Committee will discuss and act on the renewal of the Executive Director's

employment contract, which is scheduled to expire on June 30, 2026. The Chair has consulted with the Hawaii Department of Labor and Industrial Relations (DLIR) Human Resources office to confirm applicable requirements, and the necessary administrative paperwork is currently in process. This agenda item pertains solely to contract renewal and should not be construed as the formal performance evaluation of the Executive Director. Pursuant to the Council's bylaws, the next scheduled annual evaluation will occur during the first quarter of 2027; the prior evaluation was completed in fall 2025. The Executive Committee will forward the recommendation to the full board at its May 21, 2026 meeting.

***Requires Executive Committee action.**

X. Workforce Development Council's Next Executive Committee Meeting

Tentatively scheduled for August 14, 2026 at 9:30 am-10:30 am.

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

XI. 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.

Meeting Minutes

January 22, 2026

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

BENNETTE MISALUCHA
EXECUTIVE DIRECTOR

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HAWAII WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE MEETING

MINUTES

Date: January 22, 2026

Time: 1:30 pm to 3 pm

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

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:

Members:

Present

Keith DeMello, WDC Chair, Senior Vice President of Communications & External Affairs, Ulupono Initiative
Trang Malone, Executive Committee Vice Chair, Manager, Workforce Initiatives, CVS Health
Cary Miyashiro, President, Quad D Solutions

Lorna Woo, Director of Government Affairs, Intl Union of Painters & Allied Trades, D.C. 50

Sean Nakamura, Corporate Controller and Treasurer, TradeWind Group

Sean Knox, President, Hawaii Employment Services, Inc.

Lea Dias, Administrator, Department of Human Services, Vocational Rehabilitation Division

Dion Dizon, Business Representative, International Brotherhood of Electrical Workers Local 1186

Carla Kurokawa, Employment and Training Manager, Alu Like, Inc.

Amber Akana, Union Representative, Seafarers International Union of North America

Guests & Staff:

Lei Ana Green, Workforce Development Division
Keala Monaco, UH Community Colleges
Bennette Misalucha, Executive Director, Workforce Development Council
Jeanne Ohta, Employment Specialist, Workforce Development Council
Margaret Miura, Program Specialist, Workforce Development Council

Excused

Rona Fukumoto, President & CEO, Lanakila Pacific
Gina Anonuevo, Vice Chair and Chief Administrative Officer/Chief Human Resources Officer, First Hawaiian Bank
Derek Kanehira, Senior VP, Human Resources, Alexander & Baldwin
Cheryl Cross, Executive Search Consultant, Inkinen Executive Search
Pane Meatoga III, Deputy Political Director, Operating Engineers Local 3
Thomas Chock, Program Specialist, Dept. of Business, Economic Development and Tourism
Tui Scanlan, International Alliance of Theatrical Stage Employees Local 665

- I. The meeting was called to order by Keith DeMello, Workforce Development Council (WDC) Chair, at 1:33PM. Following roll call, Chair DeMello confirmed that 10 executive committee members were present; five members were needed for quorum. Chair recognized 2 guests and 3 WDC staff members were also present.
- II. Performance Management and Finance Committee Chair Sean Nakamura made a motion to approve the Minutes for October 29, 2025, Executive Committee Meeting which was seconded by Sector Strategies and Career Pathway Committee Chair Cary Miyashiro.
- III. Executive Director Bennette Misalucha reported on the Modified Strategic Plan Status and explained that every four years all states are required to:
 - 1) Submit a unified (or combined) plan every four years in order to receive federal funds
 - 2) After the second year, the plan is modified following a guidance document sent around December. Although it has not yet been released, the core partners (Title I, II, III, & IV), DVR (Vocational Rehabilitation) have been meeting on a regular basis to review/prepare modifications to their own section of the document.

IV. Board Role

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 modification is mandated to be submitted this year, and State is now in the process of preparing that document, in collaboration with the other core partners. This agenda item provides a status report on the work involved.

V. WorkforcePell Grant

The Workforce Pell Grant is a new federal program that provides funding for short-term training programs. The Governor, in coordination with the State Workforce Development

Council, will be responsible for establishing the approval framework and for approving or denying program applications. There is a working group composed of representatives from the Hawaii Department of Education, University of Hawaii, University of Hawaii Community Colleges, who are working on the details with guidance from the National Governors Association. This agenda item provides a status update on the project, which is scheduled to launch on **July 1, 2026**, and for which the State must be fully prepared to begin accepting applications.

Council member Dias: Are these eligible programs only going to be programs within the Community College system or could it be private?

Executive Director Misalucha: Both. One idea is to look at the ETPL, list of possible qualifying programs—potentially some programs could qualify for WIOA funds and Workforce Pell.

Dias: In reference to the possible 10 programs being identified, do you have an idea what kind of jobs we are talking about that they're preparing people for? It's tied to the labor market, right?

Misalucha: It is.

Keala Monaco continued the presentation and explained about the original Pell Grant which is about \$7,400 for low-income students who are in degree programs. Workforce Pell is available for students taking non-credit courses—which is about 13,000 students who are now eligible for financial aid.

- Reviewing current courses
- Courses that meet Workforce Pell qualifications include:
 - CDL (Commercial Driver Licensing)
 - CNA (Certified Nurse Aide)
- Challenges
 - Standard UH semester is 16 weeks long
 - Standard non-credit course is less than 150 hours
 - Possibly bundle courses

VI. Certification of the Kauai American Job Center *

The plan, as discussed at the November meeting, was to obtain a provisional certification up until January 31, 2026. It would be prudent to extend the certification of the conditional certification until after the board meets on May 20th. The committee was asked to extend the certification of Kauai AJC to May 30, 2026.

Motion to extend the certification of Kauai AJC to May 30, 2026 was made by Council member Cary Miyashiro and seconded by Lea Dias. Motion carried without opposition.

At 2:02 p.m. Executive Director Misalucha noted that Thomas Chock, Special Projects Vice Chair, was present and that Special Projects Chair Dizon left the meeting. No change to quorum.

VII. Legislative Plans for 2026 Legislative Session

Previously authorized (permitted interaction) to communicate and relay legislative findings

clearly aligned with the Workforce Development Council’s work and the State Unified Plan, Councilmember Tui Scanlan and Chair DeMello will continue to carry out that responsibility through the 2026 session. Summary points include:

- Met with DLIR Director Jade Butay and Deputy Director William Kuntsman to review the process and reaffirm transparency and coordination with DLIR for awareness and consistency
- Key dates:
 - Jan 21 - Opening day for the Legislative Session
 - Jan 26 – Governor’s State of State Address
 - Jan 26 – Last day to introduce bills for the administrative package
 - Jan 28 – Last day to submit bills
 - Mar 12 – First crossover
- Updates and reports on any testimony will be provided through the Special Projects Committee (Sunshine-compliant).
- Looking ahead:
 - Expect confirmation of new WDC board members (Keep watch for Governor’s Messages
 - Track bills of interest
 - Plan to offer testimony aligned with the State Unified Plan and four pillars (Generational Commitment)

VIII. Executive Director’s Report

Executive Director Bennette Misalucha’s report included the update on the Unified Plan Implementation:

- Modification to state plan underway
- Hawaii Funders Collaborative and the Chamber of Commerce of Hawaii are leaders in the community-driven effort to meet the generational commitment via the Learn, Work, Thrive Hui
- “Stronger Together: How Other States are Managing to Build Strong Workforce Systems,” the first of a series of webinars starts tomorrow. Sharing the results of Harvard study with 32 states, the National Governor Association representative will frame the following webinars featuring Maine, North Dakota, and North Carolina who has just been awarded the best workforce system in the country.
- Synergy Summit III is planned for July at which time state and community partners will lay out the measures of the generational commitment for the annual report at the end of the year.
- Hawaii Internship Summit is on March 4

IX. Next Meeting

Tentatively scheduled for Thursday, April 23, 2026, at 1:30 p.m. Virtual Videoconferencing Meeting via Zoom and in-person at 830 Punchbowl Street, Room 317, Honolulu, HI 96813

X. Adjournment

Meeting adjourned at 2:11 p.m.

Legislative Updates

Keith DeMello

BILLS OF INTEREST

Title: RELATING TO WORKFORCE DEVELOPMENT

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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)

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[SCR 139](#)

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Description: See Title

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Certification
Kaua'i American Job Center

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**STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA**

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Email: dliir.workforce.council@hawaii.gov

April 29, 2026

Executive Committee Recommended Action:

Recommend that the provisional certification for the Kaua'i American Job Center, currently set to lapse on May 31, 2026, be extended through December 31, 2026.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires that an American Job Center (AJC) be certified at least once every three years to ensure the delivery of high-quality services. The certification process evaluates the AJC across a set of federal and state-defined criteria, including customer service, integration of services, responsiveness to employer needs, and continuous improvement.

The local workforce development board usually undertakes the role of certifier, but because Kaua'i local area currently does not have a local board, the Workforce Development Council (the State Board) was tasked with this assignment.

An initial Kaua'i AJC certification site visit was made on April 9, 2025. The visit established conditions for provisional certification and required corrective actions. The Workforce Development Council voted on the extension of the provisional certification twice, and the latest action will expire on May 31, 2026.

This narrative provides the certification status for the Kaua'i AJC based on the most recent site review conducted on Monday, April 27, 2026 as well as meetings with the Kaua'i AJC leadership, the representatives of WIOA core partners (Title II and Title IV), Kaua'i business community and relevant parties at the Kaua'i Community College.

This write-up also considers the Corrective Action Plan (CAP) Follow-up Report dated April 24, 2026, submitted by the Workforce Development Division on April 27, 2026.

Here is a summary of the April 2025 findings, the Corrective Action Plan update (April 2026), and the current observations based on the April 27, 2026 Site Visit.

Finding	Corrective Action Plan Update	Observations/Interviews*
1. Staffing limitations affect outreach and employer engagement	<ul style="list-style-type: none"> • An outreach schedule has been created for WDD Kaua'i staff • WDD Kaua'i staff attend and host outreach and employer engagement events such as High School Career Fairs and WDD Kaua'i Career Fairs 	<ul style="list-style-type: none"> • Outreach efforts are shared by staff members on a rotating basis. • Staff also participate at the Kaua'i Alliance Kiosk • Partner engagement includes cross-event attendance by staff
2. Customer feedback system needs formalization	<ul style="list-style-type: none"> • Survey has been created; staff will be briefed prior to rollout (Attachment 1: AJC Customer Satisfactory Survey Form) 	<ul style="list-style-type: none"> • Staff will also be briefed on how to present the survey to participants • Plans are to roll out the survey in May 2026
2. Staff development should be more structured	<ul style="list-style-type: none"> • The needs assessment is completed, analysis is underway, and the staff continue to attend WDD statewide training. (Attachment 2: WIOA Title I & AJC Training Needs Assessment) 	<ul style="list-style-type: none"> • A combination of training resources is used including videos of previous training, training by Adele Manera, other WDD branch managers, Maricar-Pilotin Freitas for budgets, and Jayson Muraki on the Hirenet system.
3. Each AJC must demonstrate ADA compliance readiness.	<ul style="list-style-type: none"> • Staff reviewed statewide DLIR ADA/EEO policies and signed updated acknowledgements; compliance maintained under state policy (Attachment 3 ADA & WIOA EO Policy Review and Acknowledgement Form) 	

**Interview with Adele Manera, WDD Kaua'i Branch Manager and Jaimee Tabangay, WDD Program Specialist on Monday, April 27, 2026*

Other Observations

Challenges in Capacity: The Kaua'i American Job Center currently has a limited staff consisting of Kaua'i Branch Manager Adele Manera, two case managers who support both

Workforce Development Division programs and WIOA Title I programs (Emma – Adult; Paula – Dislocated Worker; Adele – Youth) and a secretary. Given the range of programs administered by the Workforce Development Division, staff capacity to fully address WIOA priorities remains a challenge.

Participant Outreach and Employer Engagement

Current participant outreach and employer engagement are achieved mainly through job fairs. At the last job fair, there were 53 employers and resources and 133 applicants, which is a good result. In PY 24 there were 16 Adult, 7 Dislocated Worker, and 3 Youth participants. (Figure 1) With low enrollment, satisfactory performance results are more difficult to meet. The Kaua‘i AJC is under performing in all Title I WIOA programs.

Comments from Core Partners, and Community members

During talk-story sessions with employers, core partners, community and county partners, it was apparent that there was a general lack of awareness about AJC’s menu of services available to youth, adults, and employers.

Delineation of Roles and Responsibilities

In their response to the Corrective Action Plan, WDD asserts that certain findings were the responsibility of either the local workforce development board (LWDB) or the one stop operator (OSO) of the American Job Center, a role that has never been filled.

With the potential transition of American Job Center operations from the Workforce Development Division to a new one-stop operator, it will be important to clearly define roles and responsibilities. The community outreach functions, for example, would fall under the purview of the new operator, in coordination with the Council.

Lack of Outdoor Signs: the current site of the AJC is almost invisible, lacking signage both outside and inside to identify their presence. Partners suggested that media advertising would be helpful for all programs.

Employer Engagement: there were several suggestions that short surveys of employers might be helpful in determining their familiarity with WIOA services and their workforce needs.

Certification Determination

Certification Status: Provisionally Certified – With Conditions

The Kaua‘i AJC satisfies baseline certification criteria but would benefit from targeted improvements in several key areas.

As part of the next action steps, WDD and WDC staff must collaborate within the next 90 days to achieve the following desired outcomes:

- Analysis of Kaua‘i’s AJC’s WIOA budgets and allocations to determine contractual possibilities
- Procurement of a One Stop Operator contract for Kaua‘i AJC.

- Creation of an informal Kaua‘i advisory council to provide guidance on local matters.
- Monthly coordination meetings with core partners, community partners, education partners, and willing employers
- Establishment of co-enrollment and referral protocols.
- Training/awareness sessions on WIOA for relevant parties including core partner staff, Kaua‘i Community College personnel, high school counsellors, CTE teachers, employers
- Improved AJC signage and identity in Kaua‘i .
- Increased participation in all Title I programs.

Figure 1
Kaua'i Performance Results PY 2024

PY 2024	Program	Participants	Trained Participants Rate	Registered Apprenticeship Rate	Work Experience Rate	Employment Rate Q2 after exit	Employment Rate Q4 after exit	Median Earnings Q2	Credential Attainment Rate	Measurable Skill Gains
Kaua'i	Adult	16	31.20%	0.00%		0.00%	**	NA	NA	0.00%
	Dislocated	7	0.00%	0.00%		**	**	**	0.00%	NA
	Youth	3	0.00%	100.00%	0.00%	0.00%	NA	NA	NA	NA

April 24, 2026

TO: Bennette Misalucha, Executive Director
Workforce Development Council

FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division

RE: Kauai WDD (AJC Certification):
Corrective Action Plan – Follow-up Report

Background and Purpose

This report provides an update on the corrective actions identified in the Corrective Action Plan (CAP) revised November 7, 2025, in preparation for the Kauai American Job Center certification follow-up review on April 10, 2026. Certification criteria referenced are contained in Hawaii WDC “WIOA Bulletin 13-16, Change 2” (October 5, 2023).

The CAP aligns directly with the findings from the initial Kauai AJC certification site visit on April 9, 2025, and the resulting Kauai 2025 Certification Narrative issued April 16, 2025, which established the conditions for provisional certification and the required corrective actions.

Because the County of Kauai elected to relinquish its administrative role as the Local Area under WIOA, the State of Hawai‘i Department of Labor & Industrial Relations (DLIR), Workforce Development Division (WDD) operates the Kauai AJC and provides local workforce services. As a state agency, WDD follows statewide policies, procedures, and compliance systems and cannot independently create local policies separate from State authority.

WDD’s role as the State-operated local area does not include WIOA governance responsibilities. Under federal law:

- The Local Workforce Development Board (LWDB) is responsible for convening partners, developing the local plan, and overseeing the local system (20 CFR 679.370).
- The One-Stop Operator (OSO) coordinates service delivery but may not convene partners, lead governance, or perform LWDB duties (20 CFR 678.620; TEGL 15-16).

These distinctions clarify which CAP items fall under WDD’s operational scope and which remain LWDB/OSO governance functions.

Executive Summary

- Customer Feedback – The CAP required creation of a customer satisfaction survey by December 30, 2025. This requirement has been met. The survey is complete and ready for use. Staff will be briefed prior to rollout to ensure consistent, appropriate implementation.
- Staffing & Outreach – Outreach schedule created; multiple outreach events, employer engagements, and job/career fairs were attended or hosted.
- Staff Development – Training needs assessment completed by three WIOA Title I staff; responses are being reviewed to determine training needs.
- Partner Engagement & Coordination – No meetings were scheduled. Convening partners is an LWDB/OSO responsibility under 20 CFR 679.370 and 20 CFR 678.620.
- ADA/EEO Compliance – Staff re-reviewed DLIR ADA/EEO policies and signed acknowledgments. ADA/EEO training will be coordinated with DLIR’s EEO Officer. As a State agency, WDD follows statewide ADA/EEO policy and does not issue separate local ADA policies.

Alignment to Certification Narrative Findings

Finding: Staffing limitations affected outreach and employer engagement.

CAP Response: Outreach schedule created for WDD Kauai staff; WDD Kauai staff attend and host outreach and employer engagement events such as High School Career Fairs, and WDD Kauai Career Fairs.

Finding: Weak engagement with Kauai County Office of Economic Development (KCED).

CAP Response: Kauai WDD Office Manager communicates and works with County as necessary; No Partner Meetings scheduled as convening Partner Meetings is a LWDB/OSO responsibility.

Finding: Customer feedback system requires formalization.

CAP Response: Survey created; staff will be briefed prior to rollout.

Finding: Staff development should be more structured.

CAP Response: Needs assessment completed; analysis underway; staff continue attending statewide WDD trainings.

Finding: Core partner coordination meetings need to be re-established.

CAP Response: Partners are invited and attend events such as Career Fairs. Kauai WDD staff communicate and work with partners for services/resources and possible referrals. No Partner Meetings scheduled as convening Partner Meetings is a LWDB/OSO responsibility.

Finding: Each AJC must demonstrate ADA compliance readiness.

CAP Response: Staff reviewed statewide DLIR ADA/EEO policies and signed updated acknowledgments; compliance maintained under State policy.

Detailed CAP Status

1. Staffing & Outreach

CAP Activity: Review staff duties and create an outreach schedule (due Jan 30, 2026).

Status: Outreach schedule completed. Staff participated in job fairs, career fairs, and community outreach events.

Next Steps: Continue tracking, attending, and planning outreach activities.

2. Partner Engagement

CAP Activity: Schedule quarterly meetings with Kauai County Office of Economic Development; identify joint initiatives (first by Mar 31, 2026).

Status: No meetings scheduled as convening Partner Meetings is a LWDB/OSO responsibility. Partners are invited to career fairs and communication is made for possible referrals and resources.

Clarification:

- LWDB must convene partners (20 CFR 679.370).
- OSO may not convene partners (20 CFR 678.620; TEGL 15-16).

Kauai WDD will participate when meetings are convened by the responsible entity.

3. Customer Feedback

CAP Activity: Create customer satisfaction survey by December 30, 2025.

Status: Survey is complete and ready for use. Staff will meet before rollout to ensure consistent implementation that encourages—but does not pressure—completion. Survey available electronically and in hardcopy.

4. Staff Development

CAP Activity: Conduct training needs assessment; develop training calendar (Assessment by 30, 2026).

Status: Needs assessment completed by three WIOA Title I staff. Responses are under review to determine training priorities. Staff have continued attending statewide WDD training opportunities.

Next Steps: Develop training topics with WDD Admin Office and staff once analysis is complete. Scheduling will follow.

5. Coordination Meetings

CAP Activity: Re-establish quarterly meetings among core partners; rotate facilitation; document outcomes (first by Mar 31, 2026).

Status: No meetings scheduled as convening Partner Meetings is a LWDB/OSO responsibility. Partners are invited to career fairs and communication is made for possible referrals and services/resources.

Clarification: Convening is an LWDB/OSO responsibility; WDD will participate when meetings are convened.

6. ADA/EEO Compliance

CAP Activity: Develop localized ADA policy; train staff; prepare for monitoring (policy due Feb 27, 2026; training by Mar 31, 2026).

Status:

- Staff reviewed statewide DLIR ADA/EEO policies and signed updated acknowledgments.
- ADA/EEO training requires coordination with DLIR's EEO Officer.

Important Clarification:

As a State of Hawai'i agency, Kauai WDD Branch cannot develop a local ADA policy. WDD follows the official statewide DLIR ADA/EEO policy. WDD Branches do not issue independent policies; compliance occurs through State procedures, staff acknowledgment, and coordination with the DLIR EEO Officer.

Attachments

- Attachment 1 – AJC Customer Satisfactory Survey Form
(CAP Item 3: Customer Feedback)
- Attachment 2 – Staff Professional Development – Assessment Tool
(CAP Item 4: Staff Development)
Individual responses maintained on-site only, per 29 CFR Part 1602 (Personnel Records – Confidential).
- Attachment 3 – ADA/EEO Acknowledgment Form
(CAP Item 6: ADA/EEO Compliance)
Original personnel records available on-site only

Attachment 1 –
AJC Customer Satisfactory
Survey Form

Kaua'i American Job Center (AJC) Customer Satisfaction Survey

Your feedback helps us improve our services. Please take a moment to complete this short survey. All responses are confidential.

1. What was the purpose of your visit today? (Select all that apply)

- Unemployment Insurance Assistance
- Job Search Support
- Career Training
- Veterans Services
- Youth Program/Services
- Workshop or Assessment
- Employer Services
- Internship Program or Other Work Experience Opportunities
- Other: _____

2. Overall, how satisfied were you with the services you received today?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied



3. Was the staff courteous and helpful?

- Yes
- No
- Somewhat

4. Did you receive the information or assistance you needed?

- Yes
- No
- Partially

5. How easy was it to access our services (e.g., location, hours, accommodations)?

- Very Easy
- Easy
- Neutral
- Difficult
- Very Difficult

6. Have you used HireNet Hawaii (www.hirenethawaii.com) for job search or career services?

- Yes
- No
- I plan to



7. How satisfied are you with HireNet Hawaii services?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

8. Would you recommend the AJC and the services available to others?

- Yes
- No
- Other: _____

8. Are you currently enrolled in an AJC program, or do you plan to enroll?

- Yes
- No
- I plan to

9. Do you have any suggestions for improving our services, and/or HireNet Hawaii?



10. Optional Information:

ZIP Code: _____

Employment: Working Not Working Student

Age: Under 18 18-24 25-34 35-44 45-54 55+

11. Optional: Would you like someone to follow up with you?

Yes (Please provide contact information below)

No

Name: _____

Email Address: _____

Phone Number: _____



Attachment 2 –
WIOA Title I & AJC Training
Needs Assessment

WIOA Title I & AJC Training Needs Assessment

Purpose Statement

This assessment is designed to help us identify areas where additional training or resources may be helpful. It is not a performance evaluation—your feedback will guide us in creating a supportive training plan to strengthen WIOA compliance and AJC service delivery.

Section 1: WIOA Knowledge Check

Instructions: Please select the best answer for each question. This section helps us understand which topics may need more focus in training.

1. What does WIOA stand for?

- a) Workforce Innovation and Opportunity Act
- b) Workforce Investment and Opportunity Act
- c) Work Incentive and Opportunity Act

2. Which of the following is a core program under WIOA?

- a) TANF
- b) Adult, Dislocated Worker, and Youth Programs
- c) SNAP

3. What is primary purpose of an Individual Employment Plan (IEP)?

- a) To track employer performance
- b) To outline a participant's employment goals and steps to achieve them
- c) To determine eligibility

4. Which performance measure focuses on participants' earnings after program exit?

- a) Employment Rate
- b) Median Earnings
- c) Credential Attainment

5. True or False: WIOA requires priority of service for veterans and eligible spouses.

- a) True
- b) False



Section 2: Case Management & Workflow Self-Assessment

Instructions: Rate your confidence in the following areas on a scale of 1=Not Confident to 5=Very Confident.

Skill Area	1	2	3	4	5
1. Conducting intake and eligibility determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Developing Individual Employment Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Documenting services in case notes accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Understanding WIOA performance measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Providing career counseling and supportive services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Coordinating referrals with AJC network and other partners or services to support participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Coordinating and working with AJC partners (VR, Adult Ed., etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Using labor market information to guide case management and working with participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Timely, accurate service and information entries into HNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Explain what "warm hand-off" means to you when referring participants to other programs and/or services within the AJC partner network and/or other partners					



Section 3: Scenario-Based Questions

Instructions: Please provide the most information in your response that you feel answers the scenarios and questions the best.

1. A participant is eligible for both the Adult and Dislocated Work program. How would you decide which program to enroll them in?

2. A youth participant completed a training but is struggling to find employment. What steps would you take?

Section 4: Open-Ended Feedback

1. What challenges do you face in meeting WIOA performance measures?

2. What additional tools or resources would help you serve participants better?



3. Are there any policy areas you would like more clarity on?

Section 5: Outreach & Recruitment

Instructions: Please select the best answer for each question. This section helps us understand how the outreach and recruitment process works or may not be working.

1. What is the primary purpose of outreach in WIOA?

- a) To meet performance measures
- b) To inform and engage individuals with barriers to employment
- c) To recruit employers for job fairs

2. Which population should be prioritized during outreach?

- a) Individuals with barriers to employment
- b) Anyone seeking employment
- c) Only those already employed

3. What is the difference between outreach and recruitment?

- a) Outreach focused on awareness; recruitment focuses on enrollment
- b) Outreach is for employers; recruitment of for participants
- c) They are the same

4. Instructions: Rate your confidence level in these areas in relation to Outreach & Recruitment (Scale 1=Not confident to 5=Very confident)

	1	2	3	4	5
1. Explaining WIOA Programs and Services during/at outreach events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recruiting participants who meet WIOA eligibility criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work with and collaborate with community partners for recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5. Scenario-based: You are attending a community event where attendees are unemployed but unsure about WIOA services. How would you approach the attendees? What would you say?

6. Scenario-based: You need to recruit youth participants for a summer program. What steps would you take to reach the priority populations? How would you recruit participants?

7. Open-ended question: What additional training or resources would help you improve outreach and recruitment?

8. Open-ended question: Are there specific communities or populations you find difficult to engage with and/or to get them engage with the AJC and the programs and services available to them? Please explain why you think this is difficult.



9. Open-ended question: What outreach and recruitment activities have you (you personally, as a case manager of WIOA programs and/or other partner program and services within the AJC) been and are you currently doing?

Section 6: Feedback & Additional Information

Please provide any additional information, questions, or concerns regarding the AJC location you are a part of the AJC network overall, WIOA Title I program and services, partners, etc.

1. Provide any additional comments, questions, concerns, or suggestions to improve WIOA performance measures in your county and the overall impact of the AJC and services to the community.

County/AJC Location:

Staff First & Last Name (Print):

Staff Signature:

Date:



Attachment 3 –
ADA & WIOA EO Policy
Review & Acknowledgement
Form

Kauai American Job Center (AJC)

ADA & WIOA EO Policy Review & Acknowledgement Form

As part of the Kauai AJC Certification Determination issued by the Workforce Development Council, staff are required to review and be familiar with ADA and WIOA Equal Opportunity policies. Please review the documents below before completing this form.

ADA Policies:

DLIR Accessibility & ADA Page: <https://labor.hawaii.gov/website-accessibility/>

DLIR Directive 2011-01 – Reasonable Accommodations: <https://labor.hawaii.gov/wp-content/uploads/2014/10/WIA-MOA-Element-2-Exhibit-E1-DLIR-Directive-2011-01-Policy-Statement-on-Reasonable-Accommodations-for-Persons-with-Disabilities.pdf>

DLIR Directive 2011-03 – Policy Statement for Persons with Disabilities:
<https://labor.hawaii.gov/wp-content/uploads/2014/10/WIA-MOA-Element-2-Exhibit-E3-DLIR-Directive-2011-03-Policy-Statement-for-Persons-with-Disabilities20110805.pdf>

WIOA Nondiscrimination & EO Policy: Please review all components of the plan.
<https://labor.hawaii.gov/wioa-eo/>

Staff Information

Full Name:

Position Title:

Work Email:

Manager/Supervisor Name:

Acknowledgement of Review (check all)

- I reviewed all ADA policy materials listed above.
- I reviewed the WIOA Nondiscrimination & Equal Opportunity Plan.
- I understand these policies apply to all AJC service delivery and WIOA Title I operations.



Understanding & Compliance

By signing below, I acknowledge that:

- I have reviewed the ADA and WIOA nondiscrimination policies listed above.
- I understand my responsibility to follow these policies in all program and service activities.
- I will request guidance or reasonable accommodations when needed.

Staff Signature:

Date:

Optional Comments:



2| ADA&EO Acknowledgment



***PROPOSED BOARD ACTION ON KAUAI AMERICAN JOB CENTER CERTIFICATION**

***REQUIRES FULL BOARD ACTION**

Status: As of February 18, 2026

The Workforce Development Council will need to act upon the recommendation of its Executive Committee to extend the current American Job Center (AJC) certification period for the Kauai American Job Center, from the originally scheduled end date of January 31, 2026, to **May 30, 2026**.

The primary reason for this requested extension is to allow the Workforce Development Council (WDC) adequate time to continue working with the Kaua'i American Job Center to support the implementation of its corrective action plan. The additional time will enable staff to provide focused technical assistance, monitor progress, and ensure that corrective actions are fully addressed prior to final certification. This approach is intended to strengthen outcomes and ensure that the certification process results in meaningful and sustainable improvements.

In addition, the timing required to complete the certification review, finalize supporting documentation, and align the process with the Executive Committee's meeting schedule presented practical constraints that limited the ability to complete the process within the original timeframe. Extending the certification period will allow for a more deliberate and comprehensive review consistent with the Council's oversight role.

WDC staff anticipate completing the certification report in time for the (Executive) Committee meeting on April 23, 2026. Based on the Executive Committee's recommendation., the full Council will then be asked to consider and take formal action on the AJC certification at its May 20, 2026 meeting.

This extension is procedural in nature and is intended to ensure that the certification process is conducted thoroughly, responsibly, and in a manner that supports continuous improvement across the system.

(Background information is included in this packet)

Background

The Workforce Innovation and Opportunity Act (WIOA) requires the certification of an American Job Center (AJC) at least once every three years to ensure the delivery of high-quality services. The certification process evaluates the AJC across a set of federal and state-defined criteria, including customer service, integration of services, responsiveness to employer needs, and continuous improvement. The local workforce development board usually undertakes the role of certifier, but because Kauai local area does not have a local board, the Workforce Development Council (as the State Board) was tasked with this assignment.

Action Taken

April 10, 2025: the WDC staff conducted the on-site visit.

April 16, 2025: the WDC staff filed its report. A copy is attached.

The recommendations were as follows:

Certification Status: *Provisionally Certified – With Conditions*

The Kauai AJC satisfies baseline certification criteria but would benefit from targeted improvements in several key areas. As part of the next phase, the center is encouraged to develop a Corrective Action Plan (CAP) within 60 days that outlines steps to:

- Evaluate staffing needs and explore options to fund an outreach/community engagement position using WIOA resources.
- Enhance engagement with the Kauai Department of Economic Development and other key partners
- Strengthen processes for capturing and utilizing customer feedback.
- Expand employees' professional development opportunities based on identified service gaps.
- Re-establish routine coordination meetings among core partners.
- Develop and implement written policies specific to this AJC to ensure compliance with the Americans with Disabilities Act (ADA). While the State has overarching policies in place, the EEOC has indicated that each AJC must establish its own localized written ADA policy. According to the designated EEOC Officer, monitoring visits will soon be conducted to assess compliance at the local area level.

June 24, 2025: the full Board voted to conditionally certify Kauai AJC pending receipt of the Corrective Action Plan.

September 30, 2025: Response letter was received with the Corrective Action Plan.

October 22, 2025: Communication was sent and based on the initial review by WDC staff on the Corrective Action Plan, we noted the following:

1. AJC needs to submit a **detailed timeline** of each planned action so that we can effectively monitor progress and milestones.
2. Please note that since the certification was previously signed off by the full Board at its June 24, 2025 board meeting, this new document will need to be placed on the Executive Committee agenda at its October 29, 2025 meeting and subsequently on the full Board meeting agenda on November 19, 2025.
3. Action plan with timelines will need to be submitted by November 7, 2025, so the **updated** document can be included in the November 19 Board packet.
4. While the Corrective Action Plan is still in the process of being fully implemented and documented, we recommend extending the provisional certification to **January 30, 2026, which will allow additional time to demonstrate progress and conduct a thorough assessment.**

October 29, 2025: This item was presented to the Executive Committee. Proposed Action: Extend the provisional certification until January 30, 2025. Executive Committee voted in favor of motion.

November 7, 2025: Updated Corrective Action Plan was submitted to WDC with timelines. Please see attachment.

November 19, 2025: The Full Board will vote to ratify the Executive Committee's recommendation on the provisional certification of the Kauai American Job Center.

January 22, 2026: The subject of extending the recertification of the Kauai AJC will be presented to the Executive Committee. Proposed Action: Extend the provisional certification until January 30, 2025

February 18, 2026: The full board will vote to ratify the Executive Committee's recommendation on the provisional certification of the Kauai American Job Center.

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS
ADMINISTRATOR

STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA
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830 PUNCHBOWL STREET, ROOM 329
HONOLULU, HAWAII 96813
<http://labor.hawaii.gov/wdd/>
Phone: (808) 586-8877 / Fax: (808) 586-8822
Email: dliir_workforce_develop@hawaii.gov

November 7, 2025

VIA EMAIL & HAND-DELIVERED: Bennette.E.Mishalucha@hawaii.gov

Ms. Bennette Misalucha, Executive Director
Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, Hawaii 96813

Dear Ms. Misalucha

SUBJECT: Corrective Action Plan in response to Kauai American Job Center Certification Determination – Revised Action Plan with Timeline

The enclosed revised Action Plan to the Corrective Action Plan (CAP) that was originally submitted by the Workforce Development Division on September 30, 2025, is in response to your request via email dated October 22, 2025.

This revised Action Plan includes a timeline for each corrective action listed.

For clarification, we have attached the June 24, 2025, WDC Quarterly Board Meeting Packet, which includes the original Kauai American Job Center Certification Determination dated April 16, 2025. In this Certification Determination, the due date for our Corrective Action is listed as September 30, 2025. However, the Certification Determination attached to your October 22, 2025, email indicates a due date of June 16, 2025.

We would like to confirm that we submitted our Corrective Action Plan on September 30, 2025, in accordance with the due date provided in the original Certification Determination we received, which was also included in the June 24, 2025, WDC Quarterly Board Meeting Packet.

Ms. Bennette Misalucha

November 7, 2025

Page 2

If you have any questions, please contact me at Maricar.R.Pilotin-Freitas@hawaii.gov or
Jaimee Tabangay at Jaimee.N.Tabangay@hawaii.gov.

Sincerely,



Maricar Pilotin-Freitas,
Administrator

Enclosures

**Corrective Action Plan:
Action Plan Revision**

November 7, 2025

IV. Action Plan (REVISED)

Area of Improvement	Corrective Action(s)	Timeline
1. Staffing & Outreach	Continue state recruiting process to fill current vacant position; Conduct analysis of current staff duties and responsibilities; Create staff schedule for outreach.	Conduct analysis of current staff duties and responsibilities and create schedule for outreach by January 30, 2026
2. Partner Engagement	Schedule quarterly meetings with Kauai Department of Economic Development; identify joint initiatives; formalize collaboration.	Schedule first meeting for quarter ending March 31, 2026
3. Customer Feedback	Develop and implement customer satisfaction survey; establish review process; integrate feedback into service planning.	Develop survey by December 30, 2025
4. Staff Development	Conduct training needs assessment; create training calendar; partner with WDC and other providers for workshops.	Assessment by January 30, 2026
5. Coordination Meetings	Re-establish quarterly meetings among core partners; rotate facilitation; document outcomes.	Schedule first meeting for quarter ending March 31, 2026
6. ADA Compliance	Draft localized ADA policy; train staff; prepare for EEOC monitoring.	Policy by February 27, 2026; training by March 31, 2026

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

MARICAR PILOTIN-FREITAS
ADMINISTRATOR

STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA
WORKFORCE DEVELOPMENT DIVISION
830 PUNCHBOWL STREET, ROOM 329
HONOLULU, HAWAII 96813
<http://labor.hawaii.gov/wdd/>
Phone: (808) 586-8877 / Fax: (808) 586-8822
Email: dlir.workforce.develop@hawaii.gov

September 30, 2025

VIA EMAIL & HAND-DELIVERED: Bennette.E.Misalucha@hawaii.gov

Ms. Bennette Misalucha, Executive Director
Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, Hawaii 96813

Dear Ms. Misalucha:

Subject: Corrective Action Plan in response to Kauai American Job Center Certification Determination

The enclosed Corrective Action Plan (CAP) is the Workforce Development Division's (WDD) response to the Kauai American Job Center Certification Executive Summary received on April 16, 2025.

The Executive Summary indicates that the Kauai American Job Center has been *Provisionally Certified – With Conditions*. In alignment with the Workforce Development Council's determination, this CAP addresses each of the areas outlined in the Certification Determination section of the report.

The WDD acknowledges the areas identified for improvement and appreciates the Council's thoughtful review and recommendations. We remain committed to strengthening service delivery and ensuring that the Kauai American Job Center continues to provide quality client-centered services to the Kauai County community.

Ms. Bennette Misalucha
September 30, 2025
Page 2

If you have any questions, please contact me at Maricar.R.Pilotin-Freitas@hawaii.gov or
Jaimee Tabangay of my staff at Jaimee.N.Tabangay@hawaii.gov.

Sincerely,



Maricar Pilotin-Freitas
Administrator

Enclosure

Corrective Action Plan

September 30, 2025

I. **Introduction**

This Corrective Action Plan (CAP) is in response to the Kauai American Job Center Certification report received on April 16, 2025. The Workforce Development Division acknowledges the Kauai AJC's certification status as *Provisionally Certified – With Conditions* and is committed to addressing the areas identified for improvement.

This CAP outlines specific actions, responsible parties, and timelines to ensure full compliance with WIOA requirements and to strengthen the delivery of quality, client-centered services in Kauai County.

II. **Background**

Under the Workforce Innovation and Opportunity Act (WIOA), American Job Centers (AJCs) must be certified at least once every three years to ensure the delivery of high-quality workforce services. In the absence of a local workforce development board for Kauai, the Workforce Development Council (WDC), serving as the State Board, conducted the certification evaluation on April 9, 2025, using a combination of self-assessment, stakeholder interviews, and site observations.

Following the decision by the Mayor of Kauai County not to be the grant recipient of the WIOA Title I funds, the Workforce Development Division (WDD) became the fiscal agent and assumed responsibility for the Kauai AJC. The AJC is currently operated by WDD's Kauai Branch, which provides WIOA Title I services along with other federal and state workforce programs administered by WDD.

WDC's evaluation recognized the dedication of the Kauai AJC team and its consistent delivery of essential services. However, the review also identified several areas where targeted improvements could enhance service integration, outreach, accessibility, and continuous improvement.

III. **Summary of Certification Conditions**

The following areas were identified as requiring corrective action in WDC's Kauai American Job Center Certification Executive Summary:

1. Evaluate staffing needs and explore options to fund an outreach/community engagement position or agency using WIOA resources.

2. Enhance engagement with the Kauai Department of Economic Development and other key partners.
3. Strengthen processes for capturing and utilizing customer feedback.
4. Expand employees' professional development opportunities based on identified service gaps.
5. Re-establish routine coordination meetings among core partners.
6. Develop and implement written policies specific to this AJC to ensure compliance with the Americans with Disabilities Act (ADA).

IV. Action Plan

Area for Improvement	Corrective Action(s)
1. Staffing & Outreach	Continue state recruiting process to fill current vacant position; Conduct analysis of current staff duties and responsibilities; Create staff schedule for outreach.
2. Partner Engagement	Schedule quarterly meetings with Kauai Department of Economic Development; identify joint initiatives; formalize collaboration.
3. Customer Feedback	Develop and implement customer satisfaction survey; establish review process; integrate feedback into service planning.
4. Staff Development	Conduct training needs assessment; create training calendar; partner with WDC and other providers for workshops.

5. Coordination Meetings	Re-establish monthly meetings among core partners; rotate facilitation; document outcomes.
6. ADA Compliance	Draft localized ADA policy; train staff; prepare for EEOC monitoring.

V. Conclusion

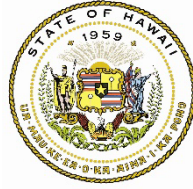
WDD and its Kauai Branch staff remain fully committed to the continuous improvement of the Kauai American Job Center and to delivering high-quality, accessible, and client-centered workforce services to the community.

To ensure the successful implementation of this Corrective Action Plan, WDD’s Administrative Office and Kauai Branch leadership will collaborate closely to monitor progress, address challenges, and adjust strategies as needed. Regular check-ins, documentation of milestones, and transparent communication with the Workforce Development Council will support accountability and alignment with WIOA goals.

This plan represents not only a response to the certification determination but also an opportunity to strengthen the Kauai AJC’s role as a vital hub for workforce development. With shared commitment and strategic investment, the Kauai AJC is well-positioned to expand its impact and better serve jobseekers, employers, and community partners across the island.

DR. JOSH GREEN
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE BUTAY
DLIR DIRECTOR

WILLIAM KUNSTMAN
DEPUTY DIRECTOR

KEN LOUI
CHAIRPERSON

BENNETTE E. MISALUCHA
EXECUTIVE DIRECTOR

STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
Department of Labor and Industrial Relations
830 Punchbowl Street, Suite 317, Honolulu, Hawaii 96813
Phone: (808) 586-8815 Web: <http://labor.hawaii.gov/wdc/>

April 16, 2025

TO: Maricar Pilotin-Freitas, Administrator
Workforce Development Division

FROM: Bennette Misalucha, Executive Director
Workforce Development Council

RE: **Kauai American Job Center Certification Executive Summary**

Date of Site Visit/Review: April 9, 2025

Certifying Body: Workforce Development Council

Background

The Workforce Innovation and Opportunity Act (WIOA) requires the certification of an American Job Center (AJC) at least once every three years to ensure the delivery of high-quality services. The certification process evaluates the AJC across a set of federal and state-defined criteria, including customer service, integration of services, responsiveness to employer needs, and continuous improvement. The local workforce development board usually undertakes the role of certifier, but because Kauai local area does not have a local board, the Workforce Development Council (as the State Board) was tasked with this assignment.

This narrative provides the certification status for the Kauai AJC based on the most recent site review and self-assessment conducted in accordance with WIOA Bulletin No. 13-16 Change 2 issued in October 2023.

Methodology

The methodology for this certification relied on a self-assessment process. The Kauai AJC

Branch Manager was asked to complete the official assessment tool to the best of her ability. Most of the responses provided were within reasonable bounds and appeared to reflect genuine understanding of local operations. In a few instances, responses may have leaned toward an optimistic characterization of service delivery. This is not unusual in self-assessments, especially when staff must balance reporting duties with ongoing service delivery.

Due to time constraints, the certification team was unable to fully validate every response.

However, the self-assessment was accepted for the purpose of certification. Self-assessment is a commonly used approach; for instance, the Maui AJC used it successfully for its 2020 certification. That said, when comparing Kauai's scoring to Maui's, some differences—particularly around coordination of services—suggested that further exploration and clarification of the assessment scores, might be warranted.

To complement the self-assessment, we conducted interviews with AJC staff, one core partner agency, the Kauai County office of economic development, the Department of Labor and Industrial relations Equal Employment Opportunity Officer and several AJC past clients. A summary of the client interviews is attached to this report.

These conversations with Kauai stakeholders confirmed that staff are often deeply engaged in operational and administrative duties, leaving limited bandwidth for broader outreach or routine coordination with other WIOA partners. While these conditions reflect systemic resource limitations, they also point to opportunities for strategic investment and support.

Evaluation Summary

The Kauai AJC meets several baseline WIOA requirements and reflects a dedicated effort by a small but hardworking team to serve the community. The center, currently staffed by three individuals under the Workforce Development Division, provides essential services in a responsive and client-centered manner.

However, several opportunities exist to strengthen the AJC's service model. Staffing limitations continue to constrain the center's capacity to conduct proactive outreach, engage with employers, and fully integrate local partnerships. These are not reflections of individual shortcomings, but rather indicators of a system stretched to deliver on a broad mandate with limited resources.

Deeper collaboration with the very pro-active Kauai County Department of Economic Development could offer significant benefits. At present, engagement between the two entities is minimal, albeit the county office is considered the AJC's landlord. Exploring ways to align efforts could help elevate the AJC's visibility and strengthen its impact. The use of WIOA funds

to support a dedicated outreach or community engagement position is one practical strategy that merits consideration.

Key Observations:

- **Customer Service and Feedback:** The AJC has systems in place to collect feedback, and formalizing the way that data is analyzed and applied would enhance continuous improvement efforts.
- **Continuous Improvement:** While training does occur on a limited basis, a more intentional approach to staff development aligned with service priorities would be beneficial.
- **Participant Services:** Basic services are being delivered consistently, though some enhancements could be made to support individualized career planning and soft skills development.
- **Employer Engagement:** There is potential to expand relationships with the local business community, particularly the Kauai Chamber of Commerce, through more consistent outreach and customized services.
- **Integration of Services:** Increasing the visibility of the “American Job Center Hawaii” brand and strengthening coordination with partners would support a more seamless customer experience.
- **Facility and Accessibility:** The center is clean and welcoming, with opportunities for improvement in signage and ADA-related resources.

Certification Determination

Certification Status: *Provisionally Certified – With Conditions*

The Kauai AJC satisfies baseline certification criteria but would benefit from targeted improvements in several key areas. As part of the next phase, the center is encouraged to develop a Corrective Action Plan (CAP) within 60 days that outlines steps to:

- Evaluate staffing needs and explore options to fund an outreach/community engagement position using WIOA resources.
- Enhance engagement with the Kauai Department of Economic Development and other key partners
- Strengthen processes for capturing and utilizing customer feedback.
- Expand employees’ professional development opportunities based on identified service gaps.
- Re-establish routine coordination meetings among core partners.
- Develop and implement written policies specific to this AJC to ensure compliance with the Americans with Disabilities Act (ADA). While the State has overarching policies in

place, the EEOC has indicated that each AJC must establish its own localized written ADA policy. According to the designated EEOC Officer, monitoring visits will soon be conducted to assess compliance at the local area level.

WDC and the Workforce Development Division will continue to work in partnership to provide guidance and technical assistance as the CAP is developed and implemented.

This certification determination will be presented to the Workforce Development Council for formal action at its next quarterly meeting on **June 19, 2025** where it will appear as an agenda item for board consideration.

Next Steps

1. **Corrective Action Plan Due:** September 30, 2025
 2. **Technical Assistance Support to Staff:** To be coordinated by WDC in collaboration with WDD
 3. **Follow-Up Review:** A check-in will be conducted within six months to assess progress and provide further support as needed
 4. **Board Review and Certification:** WDC will review and certify the results at its June 19 board meeting
-

Conclusion

This certification exercise has served as a valuable opportunity for the Workforce Development Council to gain foundational insight into the current landscape on Kauai, in preparation for assuming the responsibilities of the local board as mandated by WIOA. A US Department of Labor technical assistance training, to be facilitated by Safal Partners, on this very topic is scheduled to be conducted during the Quarterly Board meeting on June 19th.

It should be made clear that WDC does not seek to manage the day-to-day operations of the AJC, as it does not have the staffing or resources to do so. Instead, its focus will be on providing stronger policy and governance support for the local Kauai workforce system.

The Kauai American Job Center continues to provide essential workforce services under challenging conditions, thanks to the dedication of its staff and leadership. This certification process has surfaced opportunities not only for improvement but also for greater alignment, collaboration, and support at the state and local levels. With thoughtful investment and shared commitment, the Kauai AJC is well-positioned to enhance its role as a central workforce hub in the county of Kauai.

CLIENT FEEDBACK INTERVIEWS/ CONDUCTED 4/15/2025

Client A:

Enrollment: Client A was referred by Division of Vocational Rehabilitation (DVR) and co-enrolled in WIOA Title I Adult and Wagner-Peyser (WP) programs. The client participated in the Hele Imua and Quest Internship Programs.

Work Experience:

- Successfully completed three 89-day temporary work periods within one department.
- Completed two additional 89-day periods in a second department.
- Reported an overall positive experience, finding the process easy to navigate.
- Noted a delay of about one year between placements in the two departments.

Service Experience:

- Participated in a work environment and interest survey, and felt his placements were well-matched to his preferences.
- Did not receive individualized services such as pre-employment training or skills assessments.
- Found the American Job Center (AJC) accessible, with services that met his needs.
- Valued on-the-job feedback and instruction, reporting positive support at his worksites.

Next Steps:

- Client is scheduled to meet with Kaua'i AJC staff to explore permanent job opportunities.

Client B:

Enrollment: Client B was referred to the AJC by a staff member from EAH Housing. She enrolled in WIOA Title I Adult, WP, and the Senior Community Service Employment Program (SCSEP).

She was familiar with the AJC from having used its services when she moved to Kaua'i 15 years ago.

Service Experience:

- Received support completing SCSEP enrollment paperwork and updating her resume, noting her limited digital literacy.
- Reported the enrollment process as easy and well-supported, noting staff were patient and encouraging.
- Currently has a job placement she enjoys, sharing that it brings meaning and enjoyment to her weekly routine and much needed income.
- Maintains regular contact with AJC staff through biweekly paycheck pickups.

Suggestions for Improvement:

- Reported a communication gap during enrollment when follow-up was delayed due to her case worker being on vacation.
- Recommended greater outreach to other low-income senior housing residents, as some may also be interested in working but need help overcoming barriers.

Next Steps:

- Client plans to continue with SCSEP for the full 4-years possible.

Client C:

Enrollment: Client C was referred to the AJC by an Instructor at Kaua'i Community College (KCC) from her Medical Assisting Certificate Program. She was enrolled in WIOA Title I Adult and WP services.

Service Experience:

- Reported that the AJC process was easy to navigate and very helpful.

- Expressed high satisfaction with the support and services received.
- Received financial assistance for tuition, books, and uniforms, which allowed her to reduce work hours and focus more on her studies.
- Shared that services were well-coordinated, and staff responded quickly and effectively when she encountered an issue purchasing her uniform.

Education:

- Enrolled in a one-year Medical Assisting Certificate program, which will be fully covered through WIOA support.
- She is on track to complete the program in May 2025.

Suggestions:

- Suggested that posting WIOA opportunities on school bulletin boards could help more students access support.

Next Steps:

- Upon graduation, she plans to transition to full-time employment at the clinic where she currently works.

Client D:

Enrollment: Client D is an Out-of-School Youth (OSY) who was referred to the Kaua'i AJC by a family member working at a Neighbor Island AJC. She participated in the Hele Imua internship program and is currently enrolled in the Quest internship program.

Service Experience:

- Reported the enrollment process was fairly easy, taking approximately 2–3 weeks.
- Expressed high satisfaction with the support received.
- Received resume-building assistance and access to training videos to prepare for her clerical internship role.
- Enjoyed participating in Hele Imua monthly team check-in meetings and has since transitioned into a QUEST internship.
- Currently receives follow-up support from AJC staff every 2–3 weeks.

Next Steps:

- Client D plans to seek a permanent clerical position within the Department of Education with the assistance of the Kauai AJC staff.

Committee Restructure

Employer Engagement Committee and Sector Strategies Committee



**PRESENTATION TO THE WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE
May 8, 2026
9:30 am**

Proposed Action Plan for Employer Engagement

Strategic Rationale

Employer engagement is often the most challenging leg of the workforce development tripod:

1. Job Seekers
2. Public Workforce System
3. Employers

Historically, employer participation tends to be the weakest link nationally and locally. Strengthening this pillar is essential if Hawai'i intends to become more demand-driven, agile, and economically competitive.

Background

The recently approved Hawai'i Unified Plan identified employer engagement and sector strategies as central priorities for strengthening the State's workforce system and advancing long-term economic resilience.

Under **Goal 3: Advance Economic Mobility and Sector Resilience**, the Plan specifically calls for stronger sector partnerships in high-demand industries through the following priority tactics:

- Continue supporting sector partnership models convened across industries
- Prioritize sectors demonstrating sustained demand and wage potential

In addition, the Unified Plan emphasizes that employer engagement from a State and local area perspective, must evolve from a supportive activity into a core workforce strategy.

While Hawai'i's workforce system has historically focused appropriately on job seekers and service delivery, **the next phase requires employers to serve as active co-designers of workforce solutions.**

The Plan recognizes that current employer engagement efforts at the local area level have not yet achieved the scale, consistency, visibility, or responsiveness necessary to fully align workforce investments with real-time industry demand. For instance, only Oahu Workforce Development Board has a dedicated business outreach unit.

Accordingly, the Board has already approved a strategic direction that includes:

- Elevating employer engagement as a core governance priority
- Strengthening sector strategies through employer-led models
- Enhancing labor market intelligence and sector analysis
- Conducting structured employer listening sessions
- Exploring intermediary models to support sustained employer outreach and partnership development

Because implementation of this strategy requires adjustments to committee structure and governance processes, the matter is being presented to the Executive Committee in the interest of transparency and orderly execution.

Proposed Committee Realignment

As part of this implementation strategy, the following structural changes are proposed:

1. Reposition Sector Strategies Under Employer Engagement

Sector strategies are inherently employer-facing and require continuous engagement with industry leaders. Accordingly, the "sector strategies" function will transition from the current "Sector Strategies and Career Pathways Committee" to become the purview of the **Employer Engagement Committee** as a dedicated subcommittee.

2. Rename Sector Strategies and Career Pathways Committee

The current **Sector Strategies and Career Pathways Committee** will be renamed the:

Education and Career Pathways Committee

This committee will focus on:

- Alignment between education, training, and workforce needs

- Career pathway development
- Postsecondary and credential strategies
- Coordination with K-12, community colleges, universities, and training providers

This distinction allows employer engagement and career pathway development to operate in complementary but separate lanes.

Proposed Implementation Timeline

May 8, 2026 – Executive Committee Meeting

Discussion and possible action on the proposed Employer Engagement Strengthening Plan, including:

- Moving sector strategies under Employer Engagement Committee
- Renaming Sector Strategies and Career Pathways Committee to Education and Career Pathways Committee
- Recommending bylaw amendments to the full Board

May 21, 2026 – Full Board Meeting

Board consideration of Executive Committee recommendations.

May–September 2026 – Employer Listening Sessions

Led by the Employer Engagement Committee in partnership with Hawai'i Employers Council, these listening sessions will feature a panel representing each of the following eight top employment sectors:

- a) Hospitality industry
- b) Construction
- c) Defense
- d) Energy
- e) Health Care
- f) IT/Technology
- g) Public sector
- h) General Services (Banks, etc)

The listening sessions will cover such topics as workforce challenges, preparing for AI transformation, creative ideas on employee retention. The eight listening sessions will be spaced as follows:

- Late May 2026: 1 session
- June: 2 sessions
- July: 2 sessions
- August: 2 sessions
- Early September: 1 session

These listening sessions will lead up to the planned agenda for the 2027 Future of Work Conference which is slated for September 23, 2026.

May 2026 – External Support Contracts

Contracts utilizing the Council’s General Funds (already approved by the Executive Committee on October 29, 2025, and by the Board at the November 19, 2025 meetings) for:

- Employer engagement / sector strategy intermediary support
- Research initiative on Artificial Intelligence and future workforce impacts

September 23, 2026 – Future of Work Conference

December 2026 : Unveiling of AI Research Report

Proposed Bylaws Amendment

Article VI – Committees

Section 6.3 Standing Committees

The following standing committees of the Council shall be:

- Executive Committee
- Employer Engagement Committee
- Performance Management and Finance Committee
- [~~Sector Strategies and Career Pathways Committee~~] **Education and Career Pathways Committee**
- Youth Services Committee

- Special Projects Committee

The Executive Committee's recommendation would be forwarded to the full Board for further action at its May 21, 2026 meeting.

Conclusion

This Plan does not alter the strategic direction already approved within the Unified State Plan. Rather, it operationalizes that direction through clearer governance alignment, stronger employer engagement efforts, and more intentional execution.

By elevating employer engagement, the Council can better position Hawai'i's workforce system to respond to changing labor market needs, support business growth, and create stronger economic pathways for residents.

Fiscal Reports
Ariel Nault
Administrative Services Office

WORKFORCE INNOVATION AND OPPORTUNITY ACT
Grants Summary As of 03/31/2026

PY23: 04/01/2024-06/30/2026

County	Allocated	Expenditures	Balance	
			As of 03/31/2026	Lapsed 6/30/26
Honolulu	4,816,645.00	3,465,879.00	1,350,766.00	
Hawaii	1,697,603.00	1,104,907.00	592,696.00	
Maui	1,039,013.00	719,455.00	319,558.00	
WDD-Kauai	537,493.00	204,202.00	333,291.00	
Subtotal By County	8,090,754.00	5,494,443.00	2,596,312.00	
Rapid Response	511,366.00	352,034.00	159,332.00	
WIOA State Level	1,518,020.45	1,145,759.00	372,261.45	
Total by County	10,120,140.45	6,992,236.00	3,127,904.45	-

PY23-Unexpended Funds-07/01/25-06/30/2026

Unexpended Funds from County/States	Unexpended Funds	Expenditures	Balance As of 03/31/2026	Encumbrances	Unexpended/Unencumbered Balance
WIOA Adult	940,457.85	565,472.98	374,984.87	352,525.93	22,458.94
WIOA Youth	1,167,003.35	642,723.28	524,280.07	348,586.04	175,694.03
WIOA DW	861,112.24	352,705.88	508,406.36	236,955.96	271,450.40
Subtotal By County/States	2,968,573.44	1,560,902.14	1,407,671.30	938,067.93	469,603.37
WIOA RR	511,366.00	352,034.00	159,332.00		
TOTAL	3,479,939.44	1,912,936.14	1,567,003.30	938,067.93	469,603.37

Encumbrances (07/01/25-06/30/2026)	Budgeted	Expenditures	Balance
Ready to Work Program			
Castle HS - PO 00104985	285,230.00	145,014.75	140,215.25
Konawaena HS - PO 00104991	157,260.00	71,664.87	85,595.13
Kapolei HS - PO 00104986	318,570.00	216,629.32	101,940.68
Leilehua HS - PO 00104987	311,550.00	152,655.20	158,894.80
Maui HS - PO 00104988	284,930.00	206,927.78	78,002.22
Waiakea HS - PO 00104990	295,230.00	51,532.39	243,697.61
Roosevelt HS - PO 00104989	311,550.00	181,827.76	129,722.24
	1,964,320.00	1,026,252.07	938,067.93

PY24-LAPSE 06/30/2027

County	Budgeted	Training/Career	Salaries/Fringe	Other Expenses	Total Expenditure	Funds Available As of 03/31/26
Honolulu	4,485,627.00	657,199.37	1,095,672.59	818,188.04	2,571,060.00	1,914,567.00
Hawaii	1,409,305.00	636,438.55	116,344.85	50,356.60	803,140.00	606,165.00
Maui	1,024,734.00	50,514.00	241,223.00	293,325.00	585,062.00	439,672.00
WDD-Kauai	516,204.00	9,703.00	123,889.91	20,416.09	154,009.00	362,195.00
Subtotal By County	7,435,870.00	1,353,854.92	1,577,130.35	1,182,285.73	4,113,271.00	3,322,599.00
Rapid Response	506,828.00				0.00	506,828.00
WIOA State Level	1,401,653.00	188,059.97	20,694.95		208,754.92	1,192,898.08
Total by County	9,344,351.00	1,541,914.89	1,597,825.30	1,182,285.73	4,322,025.92	5,022,325.08

PY24 TRAINING/CAREER EXPENDITURES

County	Training/Career	Salaries/Fringe	Balance as of 03/31/26
Honolulu			
Youth	160,414.00	420,710.92	581,124.92
Adult	466,323.19	442,435.59	908,758.78
DW	30,462.18	232,526.08	262,988.26
Total	657,199.37	1,095,672.59	1,752,871.96
Hawaii			
Youth	205,478.47	57,246.44	262,724.91
Adult	335,855.34	29,597.90	365,453.24
DW	95,104.74	29,500.51	124,605.25
Total	636,438.55	116,344.85	752,783.40
Maui			
Youth	9,500.00	133,769.00	143,269.00
Adult	32,475.00	63,552.00	96,027.00
DW	8,539.00	43,902.00	52,441.00
Total	50,514.00	241,223.00	291,737.00
Kauai			
Youth	-	12,721.59	12,721.59
Adult	5,703.00	57,067.79	62,770.79
DW	4,000.00	54,100.53	58,100.53
Total	9,703.00	123,889.91	133,592.91

**GRANT SUMMARY DETAILS
AS OF MARCH 31, 2026**

		PY23/FY24 EXPENDITURES				PY24/FY25 EXPENDITURES				
		Expenditures		PY23	PY23	Expenditures			PY24	
		PY23	PY23 Exp	% Expended	Funds Avail.	PY24	PY24 Exp	% Expended	Funds Avail.	Current
		Budget	3/31/2026	3/31/2026	3/31/2026	Budget	3/31/2026	3/31/2026	3/31/2026	Participants
Adult Program:	Hawaii	698,272.00	482,270.84	69%	216,001.16	550,121.00	365,453.24	66%	184,667.76	268
DW Program:	Hawaii	254,277.00	200,853.07	79%	53,423.93	252,020.00	124,605.25	49%	127,414.75	48
Local Admin:	Hawaii	169,760.00	60,440.11	36%	109,319.89	140,931.00	50,356.20	36%	90,574.80	
Youth Program:	Hawaii	575,294.00	361,342.39	63%	213,951.61	466,233.00	262,724.91	56%	203,508.09	97
Rapid Response	Hawaii	86,932.00	39,149.63	45%	47,782.37	86,161.00		0%	86,161.00	
Hawaii Total		1,784,535.00	1,144,056.04	64%	640,478.96	1,495,466.00	803,139.60	54%	692,326.40	413
Adult Program:	Honolulu	1,687,490.00	1,413,112.46	84%	274,377.54	1,545,579.00	1,085,164.19	70%	460,414.81	950
DW Program:	Honolulu	777,787.00	412,256.35	53%	365,530.65	756,060.00	337,579.50	45%	418,480.50	172
Local Admin:	Honolulu	481,665.00	258,988.46	54%	222,676.54	448,563.00	250,190.23	56%	198,372.77	
Youth Program:	Honolulu	1,869,703.00	1,381,521.40	74%	488,181.60	1,735,425.00	898,126.01	52%	837,298.99	234
Rapid Response	Honolulu	265,910.00	230,276.54	87%	35,633.46	258,482.00		0%	258,482.00	
Honolulu Total		5,082,555.00	3,696,155.21	73%	1,386,399.79	4,744,109.00	2,571,059.93	54%	2,173,049.07	1356
Adult Program:	Kauai	145,473.00	85,554.53	59%	59,918.47	154,648.76	64,412.39	42%	90,236.37	24
DW Program:	Kauai	194,447.00	72,881.19	37%	121,565.81	181,395.84	60,007.42	33%	121,388.42	12
Local Admin:	Kauai	53,749.00	22,709.78	42%	31,039.22	40,204.93	16,203.12	40%	24,001.81	
Youth Program:	Kauai	143,824.00	23,055.87	16%	120,768.13	139,954.47	13,385.37	10%	126,569.10	5
Rapid Response	Kauai	66,478.00	31,693.49	48%	34,784.51	60,819.00		0%	60,819.00	
Kauai Total		603,971.00	235,894.86	39%	368,076.14	577,023.00	154,008.30	27%	423,014.70	41
Adult Program:	Maui	378,230.00	276,682.44	73%	101,547.56	366,747.00	199,021.32	54%	167,725.68	191
DW Program:	Maui	269,234.00	142,637.97	53%	126,596.03	296,494.00	131,420.10	44%	165,073.90	61
Local Admin:	Maui	103,902.00	71,201.86	69%	32,700.14	102,474.00	63,563.15	62%	38,910.85	
Youth Program:	Maui	287,647.00	228,932.30	80%	58,714.70	259,019.00	191,056.47	74%	67,962.53	56
Rapid Response	Maui	92,046.00	50,913.37	55%	41,132.63	101,366.00	0.00	0%	101,366.00	
Maui Total		1,131,059.00	770,367.94	68%	360,691.06	1,126,100.00	585,061.04	52%	541,038.96	308
Grand Total		8,602,120.00	5,846,474.05	68%	2,755,645.95	7,942,698.00	4,113,268.87	52%	3,829,429.13	2118

YOUTH PROGRAM		PY23	PY23	PY23	PY23	PY24	PY24	PY24	PY24
3/31/2026		% EXPENDED	OSY	ISY	WE	% EXPENDED	OSY	ISY	WE
HONOLULU		74%	83%	17%	31%	52%	93%	6%	14%
HAWAII		63%	66%	34%	16%	56%	76%	24%	17%
MAUI		80%	75%	25%	2%	74%	73%	27%	7%
KAUAI		18%	98%	2%	0%	10%	100%	0%	0%

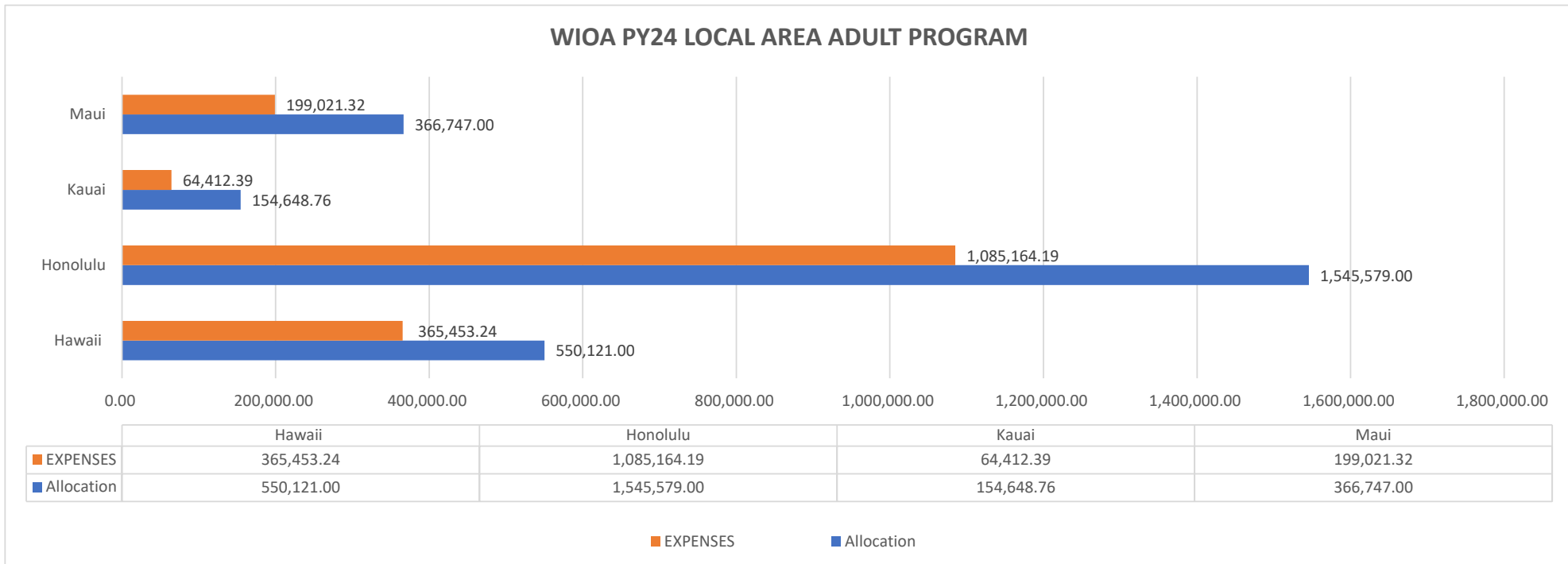
* WIOA YOUTH REQUIREMENT 75% OUT OF SCHOOL (OSY)/25% IN SCHOOL (ISY) - 20% WORK EXPERIENCE (WE)

**** Participant Report is as of 03/31/2026**

KAUAI WDD-TOTAL ADMIN PY24	
PY 22 State Level Funds	1,545,051.00
PY 23 State Level Funds	1,518,020.00
PY 24 State Level Funds	1,401,652.00
	ADULT 7,475.95
	DW 7,081.07
	YOUTH 1,646.10
	TOTAL 16,203.12

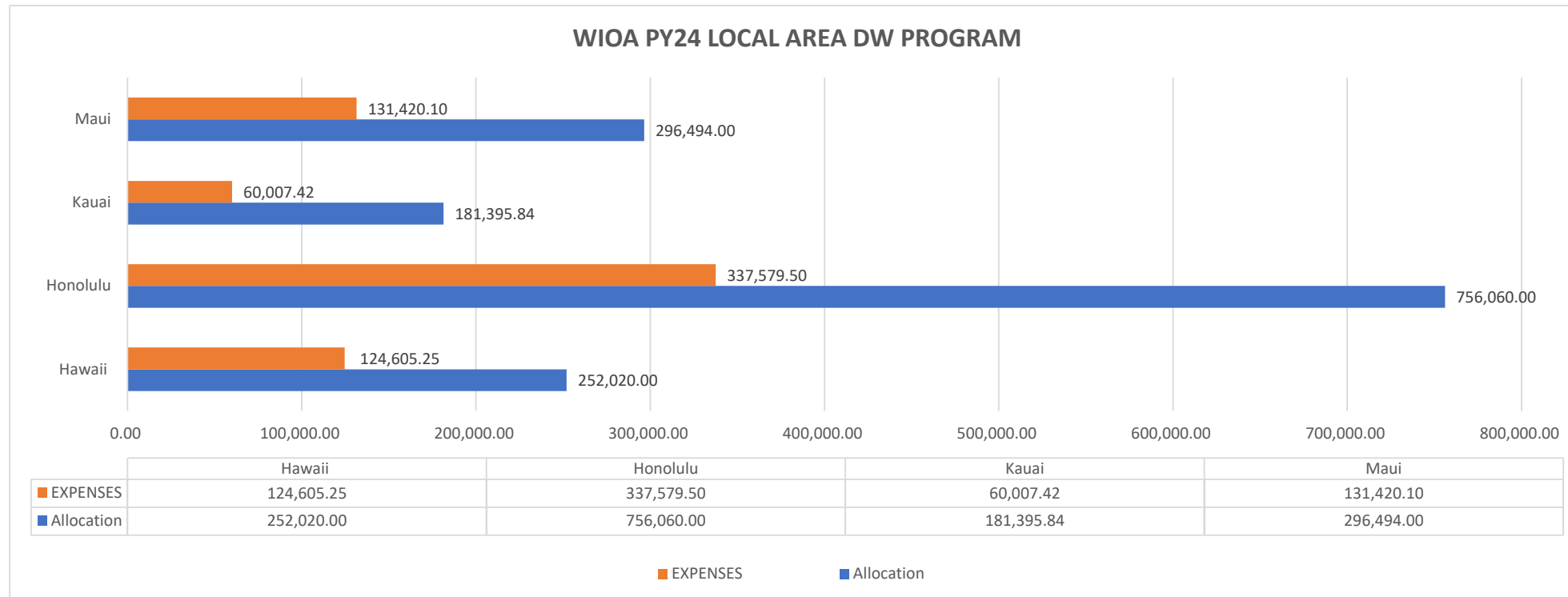
**WIOA LOCAL AREA EXPENSES
AS OF MARCH 31, 2026**

Adult Program	PY24/FY25: 07/01/2024-06/30/2027						PY25/FY26: 07/01/2025-06/30/2028					
	Expenditures		PY24	PY24			Expenditures		PY25	PY25		
	PY24 Allocation	PY24 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026	Current Participants	Cost Per Participant	PY25 Allocation	PY25 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026	Current Participants	Cost Per Participant
Hawaii	550,121.00	365,453.24	66%	184,667.76	268	\$ 1,363.63	636,607.00	0.00	0%	636,607.00	0	\$ -
Honolulu	1,545,579.00	1,085,164.19	70%	460,414.81	950	\$ 1,142.28	1,249,637.00	0.00	0%	1,249,637.00	0	\$ -
Kauai	154,648.76	64,412.39	42%	90,236.37	24	\$ 2,683.85	150,074.00	0.00	0%	150,074.00	0	\$ -
Maui	366,747.00	199,021.32	54%	167,725.68	191	\$ 1,042.00	353,670.00	0.00	0%	353,670.00	0	\$ -
Total Adult	2,617,095.76	1,714,051.14	65%	903,044.62	1433		2,389,988.00	0.00	0%	2,389,988.00	0	



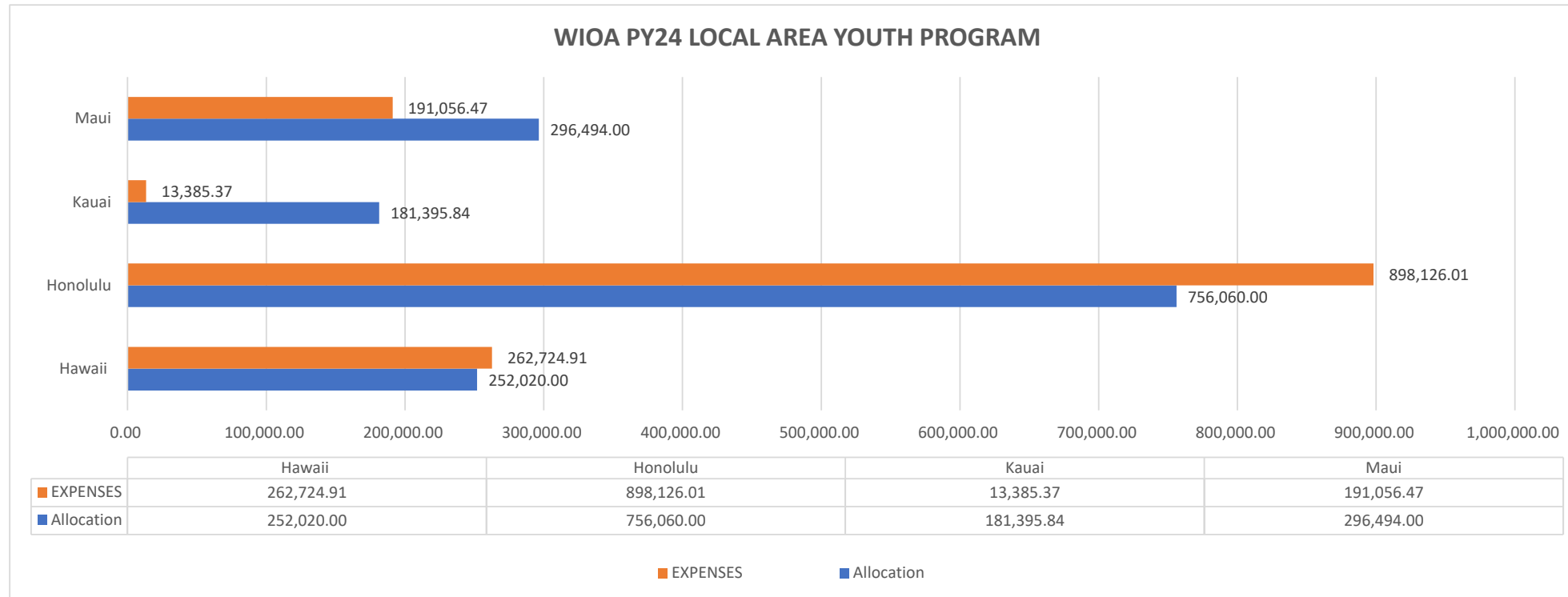
	PY24/FY25: 07/01/2024-06/30/2027	PY25/FY26: 07/01/2025-06/30/2028
--	----------------------------------	----------------------------------

DW PROGRAM	Expenditures		PY24	PY24			Expenditures		PY25	PY25		
	PY24 Allocation	PY24 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026	Current Participants	Cost Per Participant	PY25 Allocation	PY25 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026	Current Participants	Cost Per Participant
Hawaii	252,020.00	124,605.25	49%	127,414.75	48	\$ 2,595.94	256,792.00	0.00	0%	256,792.00	0	\$ -
Honolulu	756,060.00	337,579.50	45%	418,480.50	172	\$ 1,962.67	618,303.00	0.00	0%	618,303.00	0	\$ -
Kauai	181,395.84	60,007.42	33%	121,388.42	12	\$ 5,000.62	150,074.00	0.00	0%	150,074.00	0	\$ -
Maui	296,494.00	131,420.10	44%	165,073.90	61	\$ 2,154.43	308,818.00	0.00	0%	308,818.00	0	\$ -
Total DW	1,485,969.84	653,612.27	44%	832,357.57	293		1,333,987.00	0.00	0%	1,333,987.00	0	



RR PROGRAM	PY24/FY25: 07/01/2024-06/30/2027				PY25/FY26: 07/01/2025-06/30/2028			
	Expenditures		PY24	PY24	Expenditures		PY25	PY25
	PY24 Allocation	PY24 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026	PY25 Allocation	PY25 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026

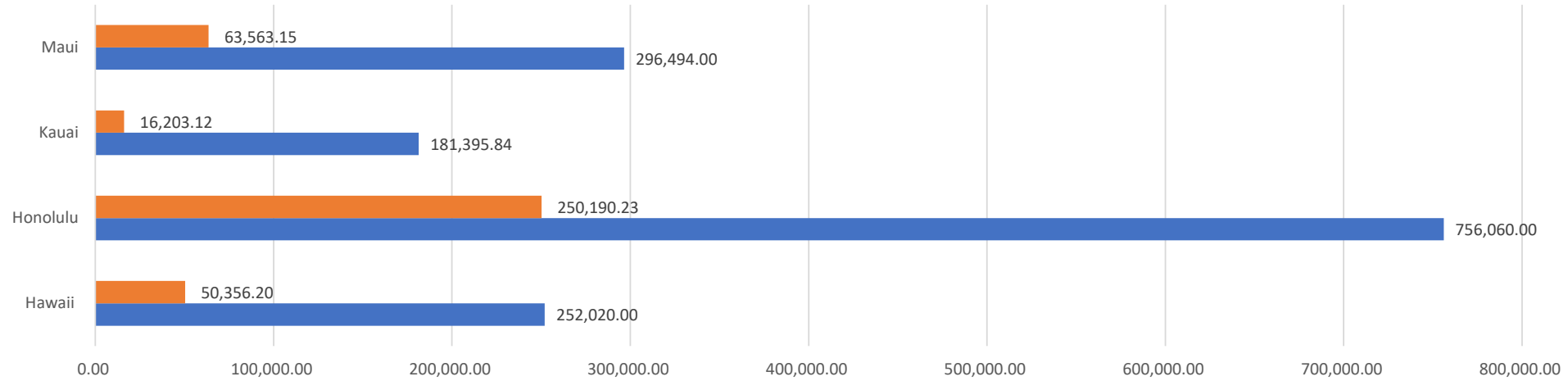
Hawaii	466,233.00	262,724.91	56%	203,508.09	97	\$ 2,708.50	393,319.00	-	0%	393,319.00	0	\$ -
Honolulu	1,735,425.00	898,126.01	52%	837,298.99	234	\$ 3,838.15	1,596,410.00	-	0%	1,596,410.00	0	\$ -
Kauai	139,954.47	13,385.37	10%	126,569.10	5	\$ 2,677.07	0.00	-	0%	0.00	0	\$ -
Maui	259,019.00	191,056.47	74%	67,962.53	56	\$ 3,411.72	231,364.00	-	0%	231,364.00	0	\$ -
Total Youth	2,600,631.47	1,365,292.76	52%	1,235,338.71	392		2,221,093.00	-	0%	2,221,093.00	0	0



ADMIN PROGRAM	PY24/FY25: 07/01/2024-06/30/2027				PY25/FY26: 07/01/2025-06/30/2028			
	Expenditures		PY24	PY24	Expenditures		PY25	PY25
	PY24 Allocation	PY24 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026	PY25 Allocation	PY25 Exp 3/31/2026	Funds Avail. 3/31/2026	% Expended 3/31/2026
Hawaii	140,931.00	50,356.20	36%	90,574.80	142,969.00	-	142,969.00	0%
Honolulu	448,563.00	250,190.23	56%	198,372.77	384,927.00	-	384,927.00	0%

Kauai	40,204.93	16,203.12	40%	24,001.81	0.00	-	0.00	0%
Maui	102,474.00	63,563.15	62%	38,910.85	99,317.00	-	99,317.00	0%
Total Youth	732,172.93	380,312.70	52%	351,860.23	627,213.00	-	627,213.00	0%

WIOA PY24 LOCAL AREA ADMIN PROGRAM



	Hawaii	Honolulu	Kauai	Maui
EXPENSES	50,356.20	250,190.23	16,203.12	63,563.15
Allocation	252,020.00	756,060.00	181,395.84	296,494.00

EXPENSES Allocation

**WIOA PY23 UNEXPENDED FUNDS
AS OF MARCH 31, 2026**

Adult Program	PY23/FY24 : 07/01/2023-06/30/2026			
	Unexpended Funds		PY23	PY23
	PY23 Allocation	PY23 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026
Hawaii	698,272.00	482,270.84	69%	216,001.16
Honolulu	1,687,490.00	1,413,112.46	84%	274,377.54
Kauai	145,473.00	85,554.53	59%	59,918.47
Maui	378,230.00	276,682.44	73%	101,547.56
Total Adult	2,909,465.00	2,257,620.27	78%	651,844.73

DW PROGRAM	PY23/FY24 : 07/01/2023-06/30/2026			
	Unexpended Funds		PY23	PY23
	PY23 Allocation	PY23 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026
Hawaii	254,277.00	200,853.07	79%	53,423.93
Honolulu	777,787.00	412,256.35	53%	365,530.65
Kauai	194,447.00	72,881.19	37%	121,565.81
Maui	269,234.00	142,637.97	53%	126,596.03
Total DW	1,495,745.00	828,628.58	55%	667,116.42

RR PROGRAM	PY23/FY24 : 07/01/2023-06/30/2026			
	Unexpended Funds		PY23	PY23
	PY23 Allocation	PY23 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026
Hawaii	86,932.00	39,149.63	45%	47,782.37
Honolulu	265,910.00	230,276.54	87%	35,633.46
Kauai	66,478.00	31,693.49	48%	34,784.51
Maui	92,046.00	50,913.37	55%	41,132.63
Total RR	511,366.00	352,033.03	69%	159,332.97

YOUTH PROGRAM	PY23/FY24 : 07/01/2023-06/30/2026			
	Unexpended Funds		PY23	PY23
	PY23 Allocation	PY23 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026
Hawaii	575,294.00	361,342.39	63%	213,951.61
Honolulu	1,869,703.00	1,381,521.40	74%	488,181.60

Kauai	143,824.00	23,055.87	16%	120,768.13
Maui	287,647.00	228,932.30	80%	58,714.70
Total Youth	2,876,468.00	1,994,851.96	69%	881,616.04

ADMIN PROGRAM	PY23/FY24 : 07/01/2023-06/30/2026			
	Unexpended Funds		PY23	PY23
	PY23 Allocation	PY23 Exp 3/31/2026	% Expended 3/31/2026	Funds Avail. 3/31/2026
Hawaii	169,760.00	60,440.11	36%	109,319.89
Honolulu	481,665.00	258,988.46	54%	222,676.54
Kauai	53,749.00	22,709.78	42%	31,039.22
Maui	103,902.00	71,201.86	69%	32,700.14
Total Youth	809,076.00	413,340.21	51%	395,735.79

PY 2024 Annual Performance Report

JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LIEUTENANT GOVERNOR



JADE T. BUTAY
DIRECTOR

WILLIAM G. KUNSTMAN
DEPUTY DIRECTOR

STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
KA 'OIHANA PONO LIMAHANA
830 PUNCHBOWL STREET, ROOM 321
HONOLULU, HAWAII 96813
www.labor.hawaii.gov

April 22, 2026

VIA U.S. MAIL & EMAIL: R06-RA-SF@dol.gov

Dr. Tamika Ledbetter
Regional Administrator
U.S. Department of Labor
Employment and Training Administration, Region 6
90 7th Street, Suite 17-300
San Francisco, California 94103-1516

Dear Dr. Ledbetter:

Subject: Submission of Performance Improvement Plan for PY 2024 WIOA Dislocated Worker Credential Attainment Indicator

Thank you for your letter requesting a Performance Improvement Plan (PIP) for the State of Hawaii's PY 2024 Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Credential Attainment indicator. We appreciate the clarity provided regarding the PY 2024 assessment and the expectations outlined under 20 CFR § 677.190 (b) and TEGL 11-19, Change 2.

In response, the State of Hawaii is submitting the enclosed PIP, which outlines the corrective actions Hawaii has taken and will be taking to address the PY 2024 adjusted performance level for the Dislocated Worker Credential Attainment indicator was 38.4%, which is below the 50% threshold. We take this performance outcome seriously and have already begun working closely with our local areas to ensure improvements moving forward.

The enclosed PIP includes:

- The specific strategies that the State and local areas will implement to improve credential documentation, data quality, and case follow-up.
- The timelines for each action; and
- The staff responsible for carrying out and monitoring these activities.

Dr. Tamika Ledbetter
April 22, 2026
Page 2

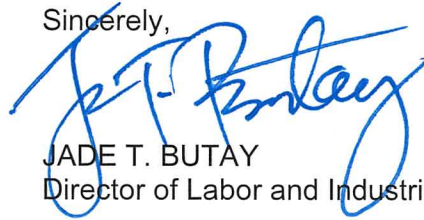
The PIP also details our approach for fully reviewing and verifying credential information for all individuals included in the "HI DW CRED TA Data Table" provided by the Regional Office. This work has already started across the counties, and the State will continue to provide technical support and oversight to ensure accuracy and timely completion.

Hawaii is committed to strengthening our processes, improving performance on the Credential Attainment indicator, and avoiding any potential sanctions. We value the ongoing partnership and technical assistance provided by the Region 6 team as we carry out this improvement effort.

Should you have any questions or need additional information, please contact me at (808) 586-8835 or Ms. Maricar Pilotin-Freitas, Workforce Development Division Administrator, at (808) 586-8817 or email her at maricar.r.pilotin-freitas@hawaii.gov.

Thank you for your support in helping improve Hawaii's performance level.

Sincerely,



JADE T. BUTAY
Director of Labor and Industrial Relations

Enclosure (4 Pages)

c: Lorraine Jamison, Division Chief & Regional Grant Officer, US DOL Region VI
Blanca Bonilla, Performance Specialist
Keith DeMello, WDC Chair
Maricar Pilotin-Freitas, WDD Administrator

Performance Improvement Plan (PIP)

State of Hawaii – WIOA Title I Dislocated Worker (DW): Credential Attainment

April 22, 2026

I) Purpose

The State of Hawaii is submitting this Performance Improvement Plan in response to the PY 2024 performance shortfall on the Dislocated Worker Credential Attainment indicator, as required under 20 CFR 677.190(b). This plan outlines the steps the State and local areas will take during PY 2025 to strengthen credential documentation, improve case follow up, and ensure accurate reporting.

This PIP applies to all individuals included in Hawaii’s PY 2024 DW credential attainment cohort, as reflected in the “HI DW CRED TA Data Table” provided by the Regional Office.

II) Actions Hawaii has Taken

Following the March 31, 2026 PY 2024 performance discussion with USDOL, the State met with each local area to review the performance issue and to coordinate corrective action to improve the levels of performance. The meetings were as follows:

- **Hawaii County:** April 6 and April 16, 2026
 - **Attendees:**
 - County Dislocated Worker Program provider supervisor, Local Workforce Development Board staff person
- **Maui County:** April 6 and April 7, 2026
 - **Attendees:**
 - County Dislocated Worker Program provider supervisor, Local Workforce Development Board Executive Director
- **City & County of Honolulu (Oahu):** April 15, 2026
 - **Attendees:**
 - County Dislocated Worker Program provider supervisor and program staff
- **Kauai County (State-administered local area):** Meeting currently being scheduled

During these meetings, the State and local staff reviewed the PY 2024 results, clarified the credential cohort definitions and timelines, and walked through the HireNet Hawaii tools that case managers can use to track performance. The State also answered detailed questions about credential definitions, documentation expectations, and reporting procedures.

Each local area received the “HI DW CRED TA Data Table,” including notes identifying which participants require credential follow up. These early discussions allowed counties to begin case review immediately.

III) Strategies to Improve the DW Credential Attainment Rate

The State will issue Corrective Action Plan (CAP) request letters to Hawaii, Maui, and Honolulu Counties by April 27, 2026, with CAPs due by May 6. Once CAPs are reviewed and accepted, the following strategies will be carried out.

Following review and acceptance of the CAPs, the state will direct and oversee the following strategies:

a) Strategy 1: Credential Verification and Data Quality

1. Actions:

- i. Local areas have already received the “HI DW CRED TA Data Table” and have begun initial case review and participant outreach.
- ii. Local areas will continue reviewing the credential status of every participant listed in the data table to ensure all individuals in the PY 2024 credential attainment cohort are accounted for.
- iii. Case managers will contact participants, collect any missing credential documentation, and update HireNet Hawaii with verified information.
- iv. For the State administered Kauai area, the State will carry out these activities directly and will also provide a standardized documentation checklist to all counties to support consistent practices statewide.
- v. State Performance/MIS staff will monitor progress in HireNet Hawaii and provide technical assistance to address data gaps, inconsistencies, or documentation issues as they arise.

2. Timeline:

- i. Outreach and verification begin: May 2026
- ii. Mid progress review: June 2026
- iii. Documentation and HireNet Hawaii updates completed: July 2026

3. Staff Responsible:

- i. Lisa Simmons, Jaimee Tabangay

b) Strategy 2: Strengthened Documentation and Reporting Procedures

1. Actions:

- i. The State will issue updated guidance covering acceptable credential documentation, case note expectations, and reporting procedures.
- ii. Local areas will adopt the updated standards and apply them to all active and exiting participants.
- iii. Case managers will track pending documentation and follow up with participants approaching completion.

- iv. Local areas will ensure all verified documents are uploaded and entered into HireNet Hawaii in a timely manner.

2. Timeline:

- i. Guidance issued: May 2026
- ii. Local implementation: May – June 2026

3. Staff Responsible:

- i. Lisa Simmons, Jaimee Tabangay

c) Strategy 3: Improving Credential Attainment for Active Participants

1. Actions:

- i. Local areas will identify participants who are 60–90 days away from expected completion and provide targeted follow up, including supportive services when appropriate.
- ii. Case managers will help participants gather any final documentation needed for credential verification.
- iii. Local areas will review credential status for active participants each month to catch issues early.
- iv. The State will provide monthly feedback to local areas to support timely documentation and case management.

2. Timeline:

- i. Implementation begins: May 2026
- ii. Monthly updates begin: June 2026
- iii. Mid-year progress review: July 2026

3. Staff Responsible:

- i. Lisa Simmons, Jaimee Tabangay

d) Strategy 4: Monthly Data Quality Monitoring

1. Actions:

- i. The State MIS/Performance team will run monthly reports to identify missing or incomplete credential information and participants nearing the end of their credential attainment window.
- ii. Local areas will review all flagged cases and complete required updates in HireNet Hawai‘i within 10 business days.
- iii. Local areas will also run their own credential and documentation reports on a periodic basis, as demonstrated by the State MIS/Performance staff during prior technical assistance meetings (April 2026), to proactively identify missing or outdated information.
- iv. The State will provide support and ensure that local areas are meeting data quality expectations.

2. Timeline:
 - i. Monthly monitoring begins: June 2026
 - ii. Ongoing throughout PY 2025
3. Staff Responsible:
 - i. Lisa Simmons, Jaimee Tabangay

IV) Expected Outcomes

- a) All credential data for the PY 2024 cohort will be verified and complete.
- b) Local areas will apply consistent documentation and reporting standards statewide.
- c) Improved timeliness and accuracy of documentation entered into HireNet Hawaii.
- d) Stronger case management and follow up for active participants nearing completion.
- e) Improved statewide PY 2025 DW Credential Attainment performance, meeting or exceeding the 50 percent threshold.

V) Commitment

The State of Hawai'i is committed to improving performance on the Dislocated Worker Credential Attainment indicator and ensuring accurate, timely documentation and reporting. The State will continue to work in close partnership with the local workforce development areas, the State-administered Kauai area, and the USDOL Regional Office to implement this plan and support improved participant outcomes.

Statewide Performance Report Certified in WIPS: 9/29/2025 4:48 PM EDT

PROGRAM WIOA Adult		TITLE (select one):			
STATE: Hawaii	Title I Local Area:	<input type="checkbox"/> Title I Adult	<input type="checkbox"/> Title II Adult Education	<input type="checkbox"/>	<input type="checkbox"/>
REPORTING PERIOD COVERED (Required for current and three preceding years.)		<input type="checkbox"/> Title I Dislocated Worker	<input type="checkbox"/> Title III Wagner-Peyser	<input type="checkbox"/>	<input type="checkbox"/>
From (mm/dd/yyyy) : 7/1/2024 To (mm/dd/yyyy) : 6/30/2025		<input type="checkbox"/> Title I Youth	<input type="checkbox"/> Title IV Vocational Rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Title I and Title III combined			

SUMMARY INFORMATION

Service	Participants Served Cohort Period:	Participants Exited Cohort Period: 4/1/2024-3/31/2025	Funds Expended Cohort Period: 7/1/2024-6/30/2025	Cost Per Participant Served Cohort Period: 7/1/2024-6/30/2025
Career Services	899	547	\$404,836	\$450
Training Services	380	227	\$715,520	\$1,883
Percent training-related employment¹:		Percent enrolled in more than one core program:		Percent Admin Expended:
18.0%		67.6%		61.0%

BY PARTICIPANT CHARACTERISTICS

		Total Participants Served Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited Cohort Period: 4/1/2024-3/31/2025		Employment Rate (Q2) ² Cohort Period: 7/1/2023-6/30/2024		Employment Rate (Q4) ² Cohort Period: 1/1/2023-12/31/2023		Median Earnings Cohort Period: 7/1/2023-6/30/2024	Credential Rate ³ (Cohort Period: 1/1/2023-12/31/2023)		Measurable Skill Gains ³ Cohort Period: 7/1/2024-6/30/2025	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide		900	548	Negotiated Targets		72.5%		74.0%	\$7,500		50.4%		50.4%
				Actual	181	70.4%	140	75.3%	\$7,858	51	56.0%	168	53.7%
Sex	Female	483	309		114	74.0%	80	72.1%	\$6,897	32	47.8%	97	54.5%
	Male	416	237		65	64.4%	59	79.7%	\$9,007	18	78.3%	71	52.6%
Age	< 16												
	16 - 18	18	13		6	85.7%		60.0%	\$4,552		75.0%	6	60.0%
	19 - 24	145	90		24	75.0%	14	77.8%	\$6,559	5	50.0%	57	72.2%
	25 - 44	502	297		94	71.8%	90	79.6%	\$8,860	32	55.2%	81	48.8%
	45 - 54	110	68		31	68.9%	24	70.6%	\$6,448	9	64.3%	11	34.4%
	55 - 59	54	38		13	61.9%	7	87.5%	\$8,067		66.7%	6	42.9%
	60+	71	42		13	61.9%		25.0%	\$7,822			7	58.3%
Ethnicity/Race	American Indian / Alaska Native	40	25		10	83.3%	4	57.1%	\$4,971		75.0%	8	42.1%
	Asian	369	227		71	78.0%	47	78.3%	\$8,374	24	64.9%	98	62.4%
	Black / African American	58	41		10	52.6%	8	57.1%	\$5,715		37.5%	14	56.0%
	Hispanic / Latino	123	76		27	69.2%	14	58.3%	\$4,771	7	58.3%	19	52.8%
	Native Hawaiian / Pacific Islander	398	226		73	70.2%	68	74.7%	\$7,888	29	61.7%	64	47.4%
	White	287	184		73	71.6%	58	77.3%	\$7,822	20	58.8%	52	52.5%
	More Than One Race	223	143		50	73.5%	38	79.2%	\$7,873	19	65.5%	48	53.3%

BY EMPLOYMENT BARRIER ⁴												
	Total Participants Served	Total Participants Exited		Employment Rate (Q2) ²		Employment Rate (Q4) ²		Median Earnings	Credential Rate ³		Measurable Skill Gains ³	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	900	548	Negotiated Targets		72.5%		74.0%	\$7,500		50.4%		50.4%
			Actual	181	70.4%	140	75.3%	\$7,858			168	53.7%
Displaced Homemakers	12	10		4	66.7%		50.0%	\$10,182		50.0%		50.0%
English Language Learners, Low Levels of Literacy, Cultural Barriers	113	75		11	57.9%	8	66.7%	\$10,714		75.0%	13	40.6%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)												
Ex-offenders	13	9		13	86.7%	14	73.7%	\$8,374	5	83.3%	5	71.4%
Homeless Individuals / runaway youth	62	46		13	65.0%	6	60.0%	\$3,161		100.0%	7	70.0%
Long-term Unemployed (27 or more consecutive weeks)	240	155		43	58.1%	31	57.4%	\$7,088	10	52.6%	27	48.2%
Low-Income Individuals	691	414		132	66.7%	110	73.3%	\$6,769	34	48.6%	110	51.2%
Migrant and Seasonal Farmworkers												
Individuals with Disabilities (incl. youth)	92	57		7	33.3%	4	50.0%	\$5,898		50.0%	7	43.8%
Single Parents (Incl. single pregnant women)	67	39		18	78.3%	15	83.3%	\$8,653	8	57.1%	17	56.7%
Youth in foster care or aged out of system												

ADDITIONAL COMMENTS:



¹Applies to Title I only.
²This indicator also includes those who entered into a training or education program for the Youth program.
³Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.
⁴Barriers to Employment are determined at the point of entry into the program.
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Public Burden Statement (1205-ONEW)
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Dislocated Worker PY 24

PROGRAM WIOA Dislocated Worker		TITLE (select one):			
STATE: Hawaii	Title I Local Area:	Title I Adult	<input type="checkbox"/>	Title II Adult Education	<input type="checkbox"/>
REPORTING PERIOD COVERED (Required for current and three preceding years.)		Title I Dislocated Worker		Title III Wagner-Peyser	
From (mm/dd/yyyy) : 7/1/2024 To (mm/dd/yyyy) : 6/30/2025		Title I Youth		Title IV Vocational Rehabilitation	
		Title I and Title III combined			

SUMMARY INFORMATION				
	Participants Served Cohort Period:	Participants Exited Cohort Period: 4/1/2024-3/31/2025	Funds Expended Cohort Period: 7/1/2024-6/30/2025	Cost Per Participant Served Cohort Period: 7/1/2024-6/30/2025
Service				
Career Services	197	125	\$147,252	\$747
Training Services	51	23	\$95,851	\$1,879
Percent training-related employment ¹ :		Percent enrolled in more than one core program:		Percent Admin Expended:
15.8%		94.4%		68.0%

BY PARTICIPANT CHARACTERISTICS													
		Total Participants Served Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited Cohort Period: 4/1/2024-3/31/2025		Employment Rate (Q2) ² Cohort Period: 7/1/2023-6/30/2024		Employment Rate (Q4) ² Cohort Period: 1/1/2023-12/31/2023		Median Earnings Cohort Period: 7/1/2023-6/30/2024	Credential Rate ³ (Cohort Period: 1/1/2023-12/31/2023)		Measurable Skill Gains ³ Cohort Period: 7/1/2024-6/30/2025	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide		197	125	Negotiated Targets		72.0%		77.5%	\$9,500		50.5%		50.5%
				Actual	46	71.9%	38	80.9%	\$10,330	4	26.7%	25	61.0%
Sex	Female	118	81		25	73.5%	18	78.3%	\$10,965		12.5%	11	52.4%
	Male	78	43		21	70.0%	20	83.3%	\$10,154		42.9%	14	70.0%
Age	< 16												
	16 - 18												
	19 - 24	7	4			100.0%		100.0%	\$7,568				50.0%
	25 - 44	51	30		9	75.0%	15	83.3%	\$10,025		40.0%	5	45.5%
	45 - 54	50	32		15	75.0%	11	78.6%	\$10,507		28.6%	5	83.3%
	55 - 59	33	24		10	83.3%	5	100.0%	\$14,314			8	80.0%
	60+	56	35		11	57.9%	6	66.7%	\$8,966			5	50.0%
Ethnicity/Race	American Indian / Alaska Native	6	4			100.0%			\$9,588				100.0%
	Asian	69	51		21	77.8%	12	80.0%	\$10,507		20.0%	15	83.3%
	Black / African American	11	9			100.0%	4	100.0%	\$9,383				100.0%
	Hispanic / Latino	23	12			50.0%		50.0%	\$10,965			6	75.0%
	Native Hawaiian / Pacific Islander	69	40		19	86.4%	9	69.2%	\$13,900		33.3%	7	43.8%
	White	76	42		16	76.2%	16	88.9%	\$9,605		20.0%	9	60.0%
	More Than One Race	40	29		14	87.5%	8	100.0%	\$10,266		33.3%	8	80.0%

BY EMPLOYMENT BARRIER ⁴												
	Total Participants Served	Total Participants Exited		Employment Rate (Q2) ²		Employment Rate (Q4) ²		Median Earnings	Credential Rate ³		Measurable Skill Gains ³	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	197	125	Negotiated Targets		72.0%		77.5%	\$9,500		50.5%		50.5%
			Actual	46	71.9%	38	80.9%	\$10,330			25	61.0%
Displaced Homemakers												
English Language Learners, Low Levels of Literacy, Cultural Barriers	22	16			100.0%			\$10,965				50.0%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)												
Ex-offenders					100.0%		100.0%	\$16,540				
Homeless Individuals / runaway youth					50.0%		66.7%	\$7,568				
Long-term Unemployed (27 or more consecutive weeks)	21	18		12	66.7%	10	76.9%	\$10,495				66.7%
Low-Income Individuals	176	104		37	74.0%	31	79.5%	\$10,154	4	33.3%	25	62.5%
Migrant and Seasonal Farmworkers												
Individuals with Disabilities (incl. youth)	13	13			25.0%		100.0%	\$7,801				100.0%
Single Parents (Incl. single pregnant women)	6											50.0%
Youth in foster care or aged out of system												

ADDITIONAL COMMENTS:

¹Applies to Title I only.
²This indicator also includes those who entered into a training or education program for the Youth program.
³Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.
⁴Barriers to Employment are determined at the point of entry into the program.
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Public Burden Statement (1205-ONEW)
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Youth PY 24

Statewide Performance Report		Certified in WIPS: 9/26/2025 3:30 PM EDT			
PROGRAM WIOA Youth		TITLE (select one):			
STATE: Hawaii	Title I Local Area:	<input type="checkbox"/> Title I Adult	<input type="checkbox"/> Title II Adult Education	<input type="checkbox"/>	
REPORTING PERIOD COVERED (Required for current and three preceding years.)		<input type="checkbox"/> Title I Dislocated Worker	<input type="checkbox"/> Title III Wagner-Peyser	<input type="checkbox"/>	
From (mm/dd/yyyy) : 7/1/2024 To (mm/dd/yyyy) : 6/30/2025		<input type="checkbox"/> Title I Youth	<input type="checkbox"/> Title IV Vocational Rehabilitation	<input type="checkbox"/>	
		<input type="checkbox"/> Title I and Title III combined			

SUMMARY INFORMATION				
Service	Participants Served Cohort Period:	Participants Exited Cohort Period:	Funds Expended Cohort Period:	Cost Per Participant Served Cohort Period:
Career Services	171	44	\$230,744	\$1,349
Training Services	84	42	\$182,392	\$2,171
Percent training-related employment¹:		Percent enrolled in more than one core program:		Percent Admin Expended:
		16.8%		61.0%

BY PARTICIPANT CHARACTERISTICS														
		Total Participants Served Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited Cohort Period: 4/1/2024-3/31/2025		Youth Employment/Education/ Training Rate (Q2) Cohort Period: 7/1/2023-6/30/2024		Youth Employment/Education/ Training Rate (Q4) Cohort Period: 1/1/2023-12/31/2023		Median Earnings Cohort Period: 7/1/2023-6/30/2024		Credential Rate ³ (Cohort Period: 1/1/2023-12/31/2023)		Measurable Skill Gains ³ Cohort Period: 7/1/2024-6/30/2025	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate	
					Negotiated Targets									
Total Statewide		273	79			67.0%		64.0%	\$5,000		62.0%		50.5%	
				Actual	21	67.7%	30	66.7%	\$6,488	29	69.0%	86	47.5%	
Sex	Female	145	36		14	73.7%	19	70.4%	\$8,342	19	73.1%	42	42.0%	
	Male	128	43		7	58.3%	11	61.1%	\$3,763	10	62.5%	44	54.3%	
Age	< 16													
	16 - 18	168	44		16	72.7%	20	66.7%	\$6,621	20	74.1%	59	51.3%	
	19 - 24	102	35		5	62.5%	10	71.4%	\$5,406	9	64.3%	27	42.2%	
	25 - 44													
	45 - 54													
	55 - 59													
	60+													
Ethnicity/Race	American Indian / Alaska Native	14	6			100.0%		33.3%	\$8,627	4	80.0%		37.5%	
	Asian	151	41		11	78.6%	17	70.8%	\$6,488	17	73.9%	48	46.2%	
	Black / African American	16	7			50.0%		50.0%	\$542			8	61.5%	
	Hispanic / Latino	60	15		7	77.8%	7	63.6%	\$6,753	8	80.0%	17	41.5%	
	Native Hawaiian / Pacific Islander	184	57		13	59.1%	23	63.9%	\$6,753	23	67.6%	65	50.4%	
	White	109	27		9	75.0%	8	53.3%	\$6,440	10	76.9%	34	45.9%	
	More Than One Race	138	39		9	69.2%	13	56.5%	\$6,753	15	71.4%	45	47.4%	

BY EMPLOYMENT BARRIER ⁴												
	Total Participants Served	Total Participants Exited		Youth Employment/Education/ Training Rate (Q2)		Youth Employment/Education/ Training Rate (Q4)		Median Earnings	Credential Rate ³		Measurable Skill Gains ³	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	273	79	Negotiated Targets		67.0%		64.0%	\$5,000		62.0%		50.5%
			Actual	21	67.7%	30	66.7%	\$6,488			86	47.5%
Displaced Homemakers												
English Language Learners, Low Levels of Literacy, Cultural Barriers	178	41		18	69.2%	29	67.4%	\$6,621	27	67.5%	57	44.9%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)												
Ex-offenders	15				75.0%	5	83.3%	\$5,406	6	100.0%	4	40.0%
Homeless Individuals / runaway youth	10				100.0%		100.0%	\$12,659		100.0%		25.0%
Long-term Unemployed (27 or more consecutive weeks)	9											75.0%
Low-Income Individuals	257	72		18	72.0%	26	70.3%	\$6,464	23	65.7%	78	46.7%
Migrant and Seasonal Farmworkers												
Individuals with Disabilities (incl. youth)	55	22		5	71.4%	6	75.0%	\$4,804	4	50.0%	11	36.7%
Single Parents (Incl. single pregnant women)	4				100.0%		50.0%	\$16,010		50.0%		50.0%
Youth in foster care or aged out of system	18				100.0%		60.0%	\$10,502		75.0%	5	38.5%

ADDITIONAL COMMENTS:

¹Applies to Title I only.

²This indicator also includes those who entered into a training or education program for the Youth program.

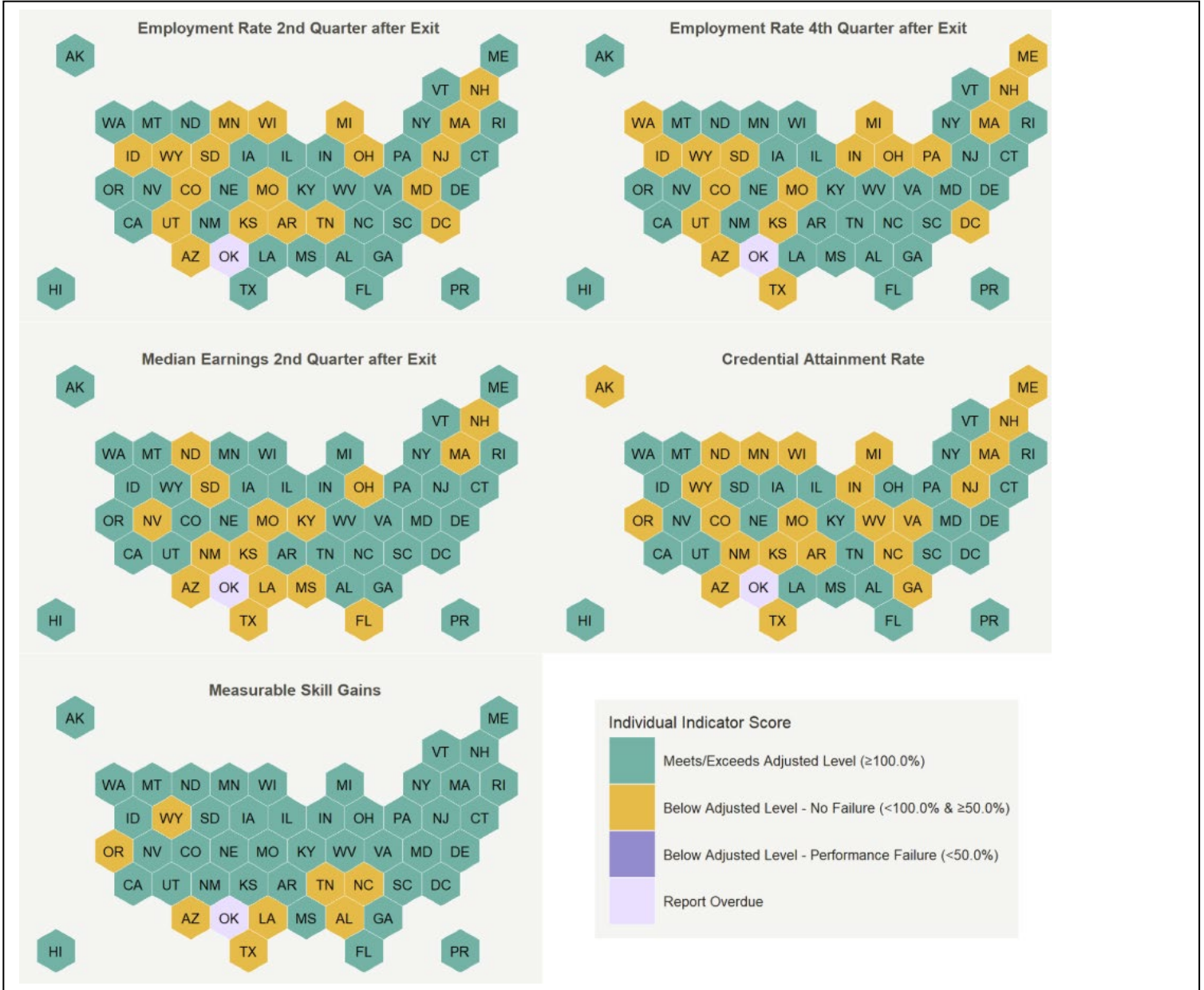
³Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

⁴Barriers to Employment are determined at the point of entry into the program.

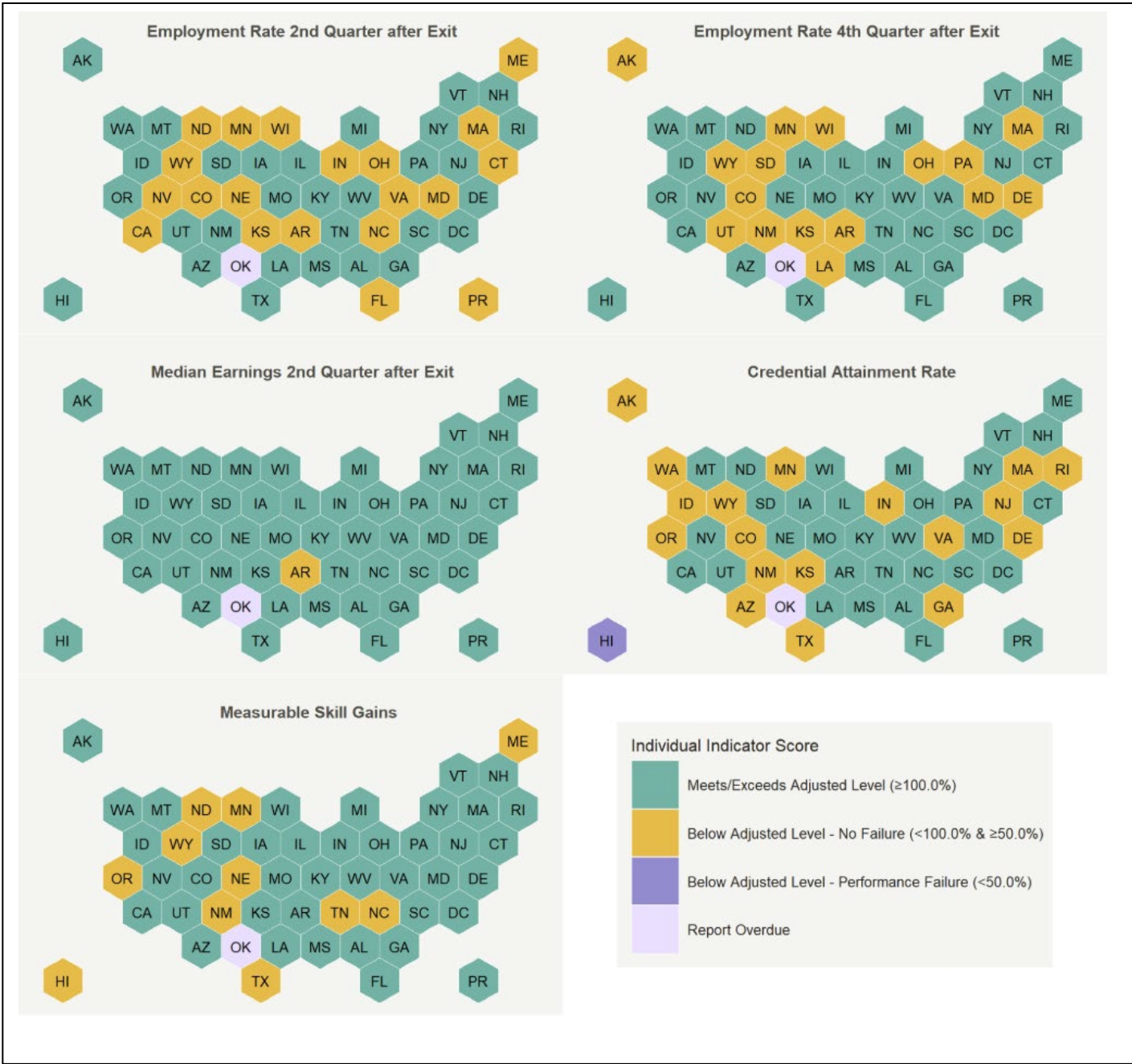
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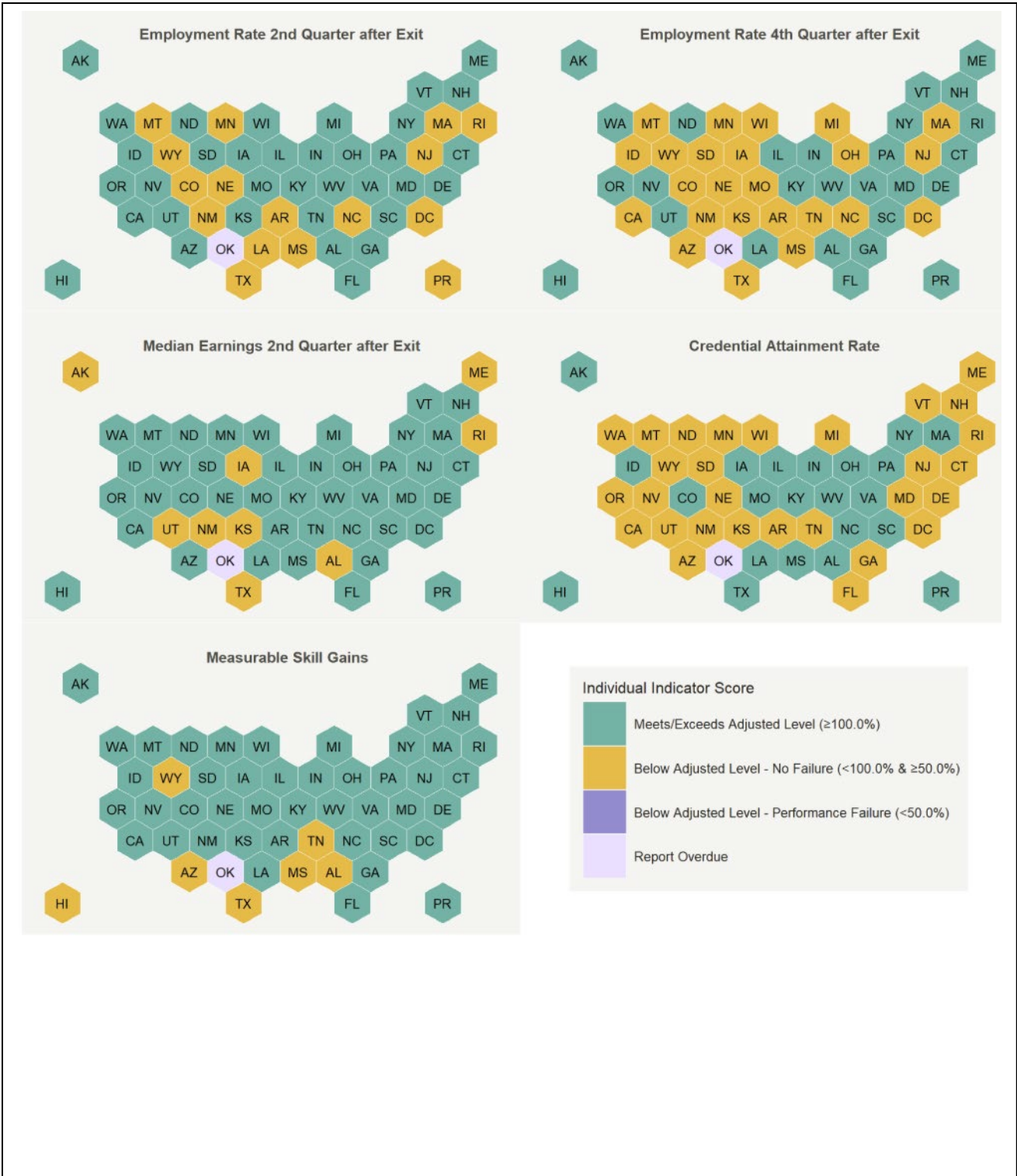
ADULT PROGRAM Program Year 2024



DISLOCATED WORKER Program Year 2024



NATIONAL YOUTH PROGRAM INDICATOR SCORES Program Year 2024



Attachment II
Participation Level Services Chart
WIOA Title I Adult, Title I Dislocated Worker, and
Title III Employment Service Programs¹

Attachment II			
Adult/DW/ES Service Type (WIOA Sec. 134 (c))	Does this service trigger inclusion in participation?	Category of Service (i.e. Basic, Individualized, Training)	Applicable PIRL Data Element Number(s)
Eligibility Determination	No	Basic Career Service	N/A
Outreach, Intake, Orientation	No	Basic Career Service	N/A
Initial assessment of skill levels & supportive service needs	Yes	Basic Career Service	1003, 1004, 1102
Job search assistance (Self-directed)	No	Basic Career Service	N/A
Job search assistance (Staff-assisted)	Yes	Basic Career Service	1003, 1004, 1104
Placement assistance (includes "Referred to Employment") (Staff-assisted)	Yes	Basic Career Service	1003, 1004, 1105, 1106, 1107, 1108, 1109, 1110, 1111
Career Counseling (includes "Staff-assisted career guidance")	Yes	Basic Career Service	1003, 1004, 1102
Providing info on in-demand sectors, occupations, or nontraditional employment	No	Basic Career Service	1100, 1101
Provision of referrals and associated coordination of activities with other programs and services	No	Basic Career Service	1100, 1101, 1113, 1115
Provision of workforce and labor market employment statistics information	No	Basic Career Service	1100, 1101, 1103

¹ Note this this chart does not include all available services that may be provided, but rather those services specifically authorized under WIOA sec. 134(c)(2). Additionally, these services do not indicate whether or not an individual is a participant, but rather which services trigger an individual to become a participant.

Attachment II			
Adult/DW/ES Service Type (WIOA Sec. 134 (c))	Does this service trigger inclusion in participation?	Category of Service (i.e. Basic, Individualized, Training)	Applicable PIRL Data Element Number(s)
Provision of info on job vacancies	No	Basic Career Service	1100, 1101, 1103
Provision of info on job skills necessary to fill vacancies	No	Basic Career Service	1100, 1101, 1103
Provision of info on local demand occupations, with earnings, skill requirements, and opportunities for advancement for those jobs	No	Basic Career Service	1100, 1101, 1103
Provision of performance and program cost info for providers of education and training	No	Basic Career Service	1100, 1101
Provision of info on local performance	No	Basic Career Service	1100, 1101
Provision of info on availability of supportive services or assistance	No	Basic Career Service	1100, 1101
Referral to supportive services	No	Basic Career Service	1113
Provision of information and meaningful assistance filing for UI	Yes	Basic Career Service	1003,1004, 1112
Assistance establishing eligibility for financial aid	Yes	Basic Career Service	1003,1004, 1116
Comprehensive and specialized assessments	Yes	Individualized Career Service	1004, 1200, 1201
Development of IEP	Yes	Individualized Career Service	1004, 1200, 1201, 1202
Group Counseling	Yes	Individualized Career Service	1004, 1200, 1201
Individual Counseling	Yes	Individualized Career Service	1004, 1200, 1201
Career Planning	Yes	Individualized Career Service	1004, 1200, 1201

Attachment II			
Adult/DW/ES Service Type (WIOA Sec. 134 (c))	Does this service trigger inclusion in participation?	Category of Service (i.e. Basic, Individualized, Training)	Applicable PIRL Data Element Number(s)
Short-term prevocational services	Yes	Individualized Career Service	1004, 1200, 1201, 1210
Internships and work experiences (including transitional jobs)	Yes	Individualized Career Service	1004, 1200, 1201, 1203, 1205, 1211
Workforce preparation activities	Yes	Individualized Career Service	1004, 1200, 1201
Financial literacy services	Yes	Individualized Career Service	1004, 1200, 1201, 1206
Out-of-area job search assistance and relocation assistance	Yes	Individualized Career Service	1004, 1200, 1201
English-language acquisition and integrated education and training programs	Yes	Individualized Career Service	1004, 1200, 1201, 1207
Follow up services	n/a (must be a participant first to receive)	Follow up Service	1503
Training services under Sec. 134(c)(3)(D) with exception of Sec. 134(c)(3)(D)(iii) (incumbent worker training)	Yes	Training	1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319
Incumbent Worker Training	No ²	Training	907

*Note: Receipt of any of the three types of services (Basic, Individualized, or Training) makes an individual a “Reportable Individual” while it only takes the receipt of one service that triggers participation to be considered a participant.

² While Incumbent Worker Training is not a self-service or information-only service, individuals are not required to meet eligibility requirements for the Adult or Dislocated Worker programs to receive Incumbent Worker Training.

MEMORANDUM

TO: Workforce Development Council

FROM: Ryan Mandado, EdD | Educational Specialist - Adult Education

RE: Program Year 2024 Statewide Performance Results WIOA Title II

Executive Summary

This memorandum provides a summary of the performance results for the Hawaii WIOA Title II Adult Education program for the reporting period of July 1, 2024, to June 30, 2025. During this period, the program served a total of 3,813 participants. We are pleased to report that the state has successfully met or exceeded all five of its primary negotiated performance metrics.

Performance Against Negotiated Metrics

The following table outlines our actual performance compared to the targets negotiated with the U.S. Department of Education/Labor. Our results demonstrate consistent success in helping adult learners gain skills and transition into the workforce.

Performance Indicator	Negotiated Target	Actual Performance	Status
Measurable Skill Gains (MSG)	37.50%	44.29%	Exceeded
Employment Rate (Q2 Post-Exit)	20.00%	29.48%	Exceeded
Employment Rate (Q4 Post-Exit)	22.00%	38.23%	Exceeded
Median Earnings (Q2 Post-Exit)	\$6,000.00	\$6,195.00	Exceeded
Credential Attainment Rate	17.00%	43.89%	Exceeded

Program Contact: Ryan Mandado, EdD | 808-784-6454 | ryan.mandado@k12.hi.us

MEMORANDUM

Key Highlights & Participant Demographics

- Measurable Skill Gains:
 - A total of 1,689 participants achieved measurable skill gains during the reporting period.
- Credential Success:
 - Of the 467 participants in the credential cohort, 205 individuals successfully earned a recognized postsecondary credential or secondary school diploma.
- Participant Diversity:
 - The program served a diverse population, with the largest ethnic groups being Asian (1,272 participants) , Hispanic/Latino (709 participants) , and More Than One Race (644 participants).
- Barriers to Employment:
 - Our program remains a critical resource for high-need populations, serving 364 low-income individuals and 343 long-term unemployed individuals.

Conclusion

The PY2024 results reflect a robust and effective adult education system in Hawai‘i. By exceeding every negotiated target, most notably the Credential Attainment Rate, which outperformed the target by nearly 25 percentage points, we are ensuring that our workforce is better equipped with the skills and credentials necessary for economic self-sufficiency.

Current Status: Forging New Pathways

Beyond the formal reporting period, our real-time data management systems indicate continued momentum. Currently, we have reached 1,739 participants who have already earned 594 Measurable Skill Gains (MSG).

Our current strategic focus centers on delivering statewide learning experiences and building interdependent systems with our partners. Our work is best captured through two transformative initiatives:

- Holistic Recovery on Maui (Ka La‘i Ola):
 - In response to the Lahaina fires, our adult community schools are partnering with the Dept. of Human Services to provide learning opportunities directly within temporary housing centers, demonstrating a multi-departmental service model.
 - <https://www.hinowdaily.com/2026/04/14/career-foundations-curriculum-offered-maui-wildfire-survivors-ka-lai-ola-through-state-partnership/>
- Expanding the Continuum in Mililani:
 - This partnership redefines the HIDOE as a K-12 + Adult Education system, proving that we are a lifelong partner for the community, supporting learners well beyond graduation.
 - <https://www.hinowdaily.com/2026/04/22/mililani-high-school-partners-with-career-foundations-advance-agriculture-education-aina-kitchen-network/>

These projects, powered by our Career Foundations curriculum (entrepreneurship, workforce, and agriculture), illustrate how Adult Education is sparking community change across Hawai‘i. We look forward to continuing to elevate our communities together.

Program Contact: Ryan Mandado, EdD | 808-784-6454 | ryan.mandado@k12.hi.us

Statewide Performance Report

PROGRAM/TITLE (select one):	State:	Title I Local Area:	REPORTING PERIOD COVERED
Title I Adult	HAWAII		07/01/2024 - 06/30/2025
Title I Dislocated Worker			
Title I Youth			
<input checked="" type="checkbox"/> Title II Adult Education			
Title III Wagner-Peyser			
Title IV Vocational Rehabilitation			
SUMMARY INFORMATION			
Grant Summary Item	Career Services	Training Services	Additional Information
Participants Served	3,813	69	
Participants Exited	3,014	44	
Funds Expended	\$185,110.05	\$1,164.77	
Cost Per Participant Served	\$48.54	\$16.88	
Percent Training Related Employment ¹			
Percent Enrolled in More than One Program			2.10%
Percent Admin Expended			

BY PARTICIPANT CHARACTERISTICS - Total Statewide

Performance Item	Total Participants Served (Cohort Period: 07/01/2024 - 06/30/2025)	Total Participants Exited (Cohort Period: 04/01/2024 - 03/31/2025)	Employment Rate (Q2) ² Num	Employment Rate (Q2) ² Denom	Employment Rate (Q2) ² Rate	Employment Rate (Q4) ² Num	Employment Rate (Q4) ² Denom	Employment Rate (Q4) ² Rate	Median Earnings	Credential Rate ³ Num	Credential Rate ³ Denom	Credential Rate ³ Rate	Measurable Skill Gains ³ Num	Measurable Skill Gains ³ Denom	Measurable Skill Gains ³ Rate
Total Statewide - Negotiated Target					20.00%			22.00%	\$6,000.00			17.00%			37.50%
Total Statewide - Actual	3,813	3,014	860	2,917	29.48%	1,051	2,749	38.23%	\$6,195.00	205	467	43.89%	1,689	3,813	44.29%

BY PARTICIPANT CHARACTERISTICS - Sex

Performance Item	Total Participants Served (Cohort Period: 07/01/2024 - 06/30/2025)	Total Participants Exited (Cohort Period: 04/01/2024 - 03/31/2025)	Employment Rate (Q2) ² Num	Employment Rate (Q2) ² Denom	Employment Rate (Q2) ² Rate	Employment Rate (Q4) ² Num	Employment Rate (Q4) ² Denom	Employment Rate (Q4) ² Rate	Median Earnings	Credential Rate ³ Num	Credential Rate ³ Denom	Credential Rate ³ Rate	Measurable Skill Gains ³ Num	Measurable Skill Gains ³ Denom	Measurable Skill Gains ³ Rate
Female	2,025	1,522	494	1,462	33.78%	522	1,372	38.04%	\$5,659.00	92	218	42.20%	784	2,025	38.71%
Male	1,788	1,492	366	1,455	25.15%	529	1,377	38.41%	\$6,957.00	113	249	45.38%	905	1,788	50.61%
Did Not Self Identify															

BY PARTICIPANT CHARACTERISTICS - Age

Performance Item	Total Participants Served (Cohort Period: 07/01/2024 - 06/30/2025)	Total Participants Exited (Cohort Period: 04/01/2024 - 03/31/2025)	Employment Rate (Q2) ² Num	Employment Rate (Q2) ² Denom	Employment Rate (Q2) ² Rate	Employment Rate (Q4) ² Num	Employment Rate (Q4) ² Denom	Employment Rate (Q4) ² Rate	Median Earnings	Credential Rate ³ Num	Credential Rate ³ Denom	Credential Rate ³ Rate	Measurable Skill Gains ³ Num	Measurable Skill Gains ³ Denom	Measurable Skill Gains ³ Rate
< 16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16 - 18	854	623	190	531	35.78%	154	437	35.24%	\$3,900.00	64	144	44.44%	527	854	61.70%
19 - 24	767	707	242	741	32.65%	357	807	44.23%	\$5,652.00	72	195	36.92%	383	767	49.93%
25 - 44	1,414	1,150	273	1,153	23.67%	417	1,087	38.36%	\$7,920.50	63	112	56.25%	605	1,414	42.78%
45 - 54	393	274	83	245	33.87%	73	228	32.01%	\$8,144.00	5	10	50.00%	82	393	20.86%
55 - 59	125	91	34	80	42.50%	25	69	36.23%	\$7,745.50	~	~	~	26	125	20.80%
60+	260	169	38	167	22.75%	25	121	20.66%	\$4,923.00	~	~	~	66	260	25.38%

BY PARTICIPANT CHARACTERISTICS - Ethnicity/Race

Performance Item	Total Participants Served (Cohort Period: 07/01/2024 - 06/30/2025)	Total Participants Exited (Cohort Period: 04/01/2024 - 03/31/2025)	Employment Rate (Q2) ² Num	Employment Rate (Q2) ² Denom	Employment Rate (Q2) ² Rate	Employment Rate (Q4) ² Num	Employment Rate (Q4) ² Denom	Employment Rate (Q4) ² Rate	Median Earnings	Credential Rate ³ Num	Credential Rate ³ Denom	Credential Rate ³ Rate	Measurable Skill Gains ³ Num	Measurable Skill Gains ³ Denom	Measurable Skill Gains ³ Rate
American Indian / Alaska Native	14	13	0	14	0.00%	0	10	0.00%	\$0.00	0	~	~	12	14	85.71%
Asian	1,272	896	301	889	33.85%	306	824	37.13%	\$6,631.00	28	93	30.10%	392	1,272	30.81%
Black / African American	255	250	24	272	8.82%	92	249	36.94%	\$7,068.50	18	22	81.81%	174	255	68.23%
Hispanic / Latino	709	624	127	593	21.41%	191	527	36.24%	\$5,526.00	50	85	58.82%	350	709	49.36%
Native Hawaiian / Pacific Islander	542	420	147	372	39.51%	155	386	40.15%	\$5,846.00	19	71	26.76%	223	542	41.14%
White	377	329	62	314	19.74%	98	294	33.33%	\$7,798.50	34	67	50.74%	199	377	52.78%
More Than One Race	644	482	199	463	42.98%	209	459	45.53%	\$5,458.00	56	127	44.09%	339	644	52.63%

BY EMPLOYMENT BARRIER ⁴															
Performance Item	Total Participants Served (Cohort Period: 07/01/2024 - 06/30/2025)	Total Participants Served (Cohort Period: 07/01/2024 - 06/30/2025)	Employment Rate (Q2) ² Num	Employment Rate (Q2) ² Denom	Employment Rate (Q2) ² Rate	Employment Rate (Q4) ² Num	Employment Rate (Q4) ² Denom	Employment Rate (Q4) ² Rate	Median Earnings	Credential Rate ³ Num	Credential Rate ³ Denom	Credential Rate ³ Rate	Measurable Skill Gains ³ Num	Measurable Skill Gains ³ Denom	Measurable Skill Gains ³ Rate
Displaced Homemakers	85	72	28	67	41.79%	14	35	40.00%	\$7,595.00	4	5	80.00%	35	85	41.17%
English Language Learners, Low Levels of Literacy, Cultural Barriers	3,813	3,014	860	2,917	29.48%	1,051	2,749	38.23%	\$6,195.00	205	467	43.89%	1,689	3,813	44.29%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	76	56	18	45	40.00%	11	27	40.74%	\$5,432.00	4	7	57.14%	27	76	35.52%
Ex-offenders	137	136	40	124	32.25%	24	69	34.78%	\$5,848.00	~	15	~	62	137	45.25%
Homeless Individuals / runaway youth	61	46	20	55	36.36%	19	55	34.54%	\$4,266.00	8	15	53.33%	22	61	36.06%
Long-term Unemployed (27 or more consecutive weeks)	343	246	64	212	30.18%	36	129	27.90%	\$5,088.00	10	31	32.25%	146	343	42.56%
Low-Income Individuals	364	266	102	260	39.23%	53	149	35.57%	\$5,258.50	10	35	28.57%	162	364	44.50%
Migrant and Seasonal Farmworkers	76	56	24	55	43.63%	17	38	44.73%	\$5,530.50	~	4	~	28	76	36.84%
Individuals with Disabilities (incl. youth)	89	51	16	57	28.07%	7	36	19.44%	\$5,056.50	~	13	~	36	89	40.44%
Single Parents (Incl. single pregnant women)	142	105	28	93	30.10%	20	58	34.48%	\$7,783.00	~	8	~	53	142	37.32%
Youth in foster care or aged out of system	68	54	20	63	31.74%	16	36	44.44%	\$4,421.50	~	4	~	32	68	47.05%

¹Applies to Title I only. Individuals for whom it is unknown whether their employment in the 2nd quarter after exit was related to the training they received are included in this measure and are considered to be a negative outcome for the purposes of this calculation.

²This indicator also includes those who entered into a training or education program for the Youth program.

³Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

⁴Barriers to Employment are determined at the point of entry into the program.

*Cells are populated based on the combination of the corresponding specifications for that row and column. For example, the cell in the row "Sex: Female" and the column "Employment Rate (Q2) Num" will be the count of female participants in the Employment Rate (Q2) Numerator for that report period.

~Data were suppressed to protect the confidentiality of individual participant data.

Public Burden Statement (1205-0526)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is required to obtain or retain benefits (Workforce Innovation and Opportunity Act, Section 185(a)(2)). Public reporting burden for this collection of information is estimated to range between 240 and 360 minutes which averages 300 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Policy Development and Research • U.S. Department of Labor • Room N-5641 • 200 Constitution Ave., NW, • Washington, DC • 20210. Do not send the completed 9169 application to this address.

Hawaii DVR PY25 Q3 (January 1 – March 31, 2026) Performance Measures Workforce Innovation and Opportunity Act (WIOA)		
Participants served (VR)	3795	
Participants exited	64 closed other than rehab & 21 closed with rehab	
WIOA Program Involvement	Adult	202
	Dislocated Worker	4
	Youth	72
	Wagner-Peyser	7
	Adult Education	13
	Job Corps	5
	Youth Build	8
	Total	311

Indicator	PY25 Q3		PY 2025 Negotiated / Required Level
Measurable Skill Gains (MSG)	61/350	YTD Rate: 17.43%	42%
Credential Attainment Rate (CA)	7/18	YTD Rate: 38.89% as of PY2025-Q2	44%
Employment (Second Quarter After Exit)	123/328	YTD Rate: 37.50% as of PY2025-Q2	43.5%
Employment (Fourth Quarter After Exit)	64/148	YTD Rate: 43.24% as of PY2025-Q2	36.5%
Median Earnings (Second Quarter After Exit)	\$7,441		\$5,470

Q1: Successful Closure in Competitive Integrated Employment (CIE)			
7/1/25 – 9/30/25			
Job Title	Participant	Wage	Hour Worked
Aerospace Engineers	1	45.10	40.00
Bookkeeping, Accounting, and Auditing Clerks	1	17.31	20.00
Building Cleaning Workers, All Other	1	14.00	20.00
Cashiers	3	16.54	23.67
Chemical Technicians	1	28.00	40.00
Childcare Workers	1	16.85	40.00
Cleaners of Vehicles and Equipment	1	16.00	25.00
Combined Food Preparation and Serving Workers, Including Fast Food	1	16.00	15.00
Computer and Information Systems Managers	2	47.08	40.00
Computer Network Support Specialists	1	17.99	40.00
Construction and Building Inspectors	1	20.19	40.00
Cooks, Institution, and Cafeteria	1	27.48	40.00
Customer Service Representatives	2	14.00	31.00
Dining Room and Cafeteria Attendants and Bartender Helpers	1	14.00	40.00
Dishwashers	2	18.00	36.50
Facilities Managers	1	40.00	40.00
First-Line Supervisors of Housekeeping and Janitorial Workers	1	18.94	40.00
First-Line Supervisors of Production and Operating Workers	1	19.62	40.00
Flight Attendants	1	60.02	26.00
Food Preparation and Serving Related Workers, All Other	2	17.87	40.00
General and Operations Managers	1	100.00	40.00
Healthcare Practitioners and Technical Workers, All Other	1	20.00	30.00
Healthcare Social Workers	1	23.08	40.00
Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1	30.03	40.00
Hotel, Motel, and Resort Desk Clerks	1	40.00	40.00
Human Resources Managers	1	25.96	40.00

Janitors and Cleaners, Except Maids and Housekeeping Cleaners	6	16.56	25.67
Landscaping and Groundskeeping Workers	3	16.40	21.67
Managers, All Other	1	24.48	40.00
Medical Scientists, Except Epidemiologists	1	40.00	40.00
Mobile Heavy Equipment Mechanics, Except Engines	1	43.10	40.00
Occupational Health and Safety Technicians	1	46.34	40.00
Office and Administrative Support Workers, All Other	2	18.83	40.00
Office Clerks, General	1	17.00	40.00
Packers and Packagers, Hand	1	19.00	30.00
Pharmacists	1	87.08	40.00
Postal Service Mail Carriers	1	28.85	40.00
Probation Officers and Correctional Treatment Specialists	1	53.84	40.00
Producers and Directors	1	64.90	40.00
Production Workers, All Other	1	15.50	20.00
Property, Real Estate, and Community Association Managers	1	92.31	10.00
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1	40.00	40.00
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1	17.73	40.00
Shuttle Drivers and Chauffeurs	1	14.00	25.00
Stock Clerks and Order Fillers	1	14.00	40.00
Substance Abuse and Behavioral Disorder Counselors	1	28.85	40.00
Tax Preparers	1	55.38	10.00
Teachers and Instructors, All Other	1	45.85	18.00
Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education	1	16.50	40.00
Average Total	63	28.63	32.92
Median Total	63	20.19	40.00

Q2: Successful Closure in Competitive Integrated Employment (CIE)			
10/1/25 – 12/31/25			
Job Title	Participant	Wage	Hour Worked
Adult Basic and Secondary Education and Literacy Teachers and Instructors	1	20.00	40.00
Aircraft Cargo Handling Supervisors	1	27.05	40.00
Bus Drivers, School	1	22.00	20.00
Business Operations Specialists, All Other	1	28.85	40.00
Childcare Workers	1	14.00	30.00
Civil Engineers	1	29.50	40.00
Cooks, Restaurant	1	15.00	30.00
Dishwashers	1	14.00	40.00
Electricians	2	45.50	40.00
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1	19.23	40.00
First-Line Supervisors of Construction Trades and Extraction Workers	1	43.96	40.00
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand	1	41.13	40.00
First-Line Supervisors of Office and Administrative Support Workers	1	30.00	35.00
Fitness Trainers and Aerobics Instructors	1	22.59	30.00
Flight Attendants	1	90.00	10.00
General and Operations Managers	1	69.71	40.00
Hairdressers, Hairstylists, and Cosmetologists	1	14.00	24.00
Health Information Technologists and Medical Registrars	1	37.95	40.00
Human Resources Specialists	1	26.70	40.00
Landscaping and Groundskeeping Workers	3	14.41	25.00
Medical and Clinical Laboratory Technicians	1	18.40	40.00
Nursing Assistants	1	17.94	40.00
Occupational Health and Safety Technicians	1	24.57	40.00
Office and Administrative Support Workers, All Other	1	27.00	40.00
Physicists	1	76.92	40.00
Producers and Directors	1	28.19	40.00

Retail Salespersons	1	14.77	18.00
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1	40.38	40.00
Security Guards	2	23.23	40.00
Social and Human Service Assistants	2	17.25	32.50
Stock Clerks and Order Fillers	2	17.85	28.00
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	1	20.00	40.00
Average Total	38	28.55	34.55
Median Total	38	23.90	40.00
Q3: Successful Closure in Competitive Integrated Employment (CIE)			
1/1/26 – 3/31/26			
Job Title	Participant	Wage	Hours Worked
Agricultural Technicians	1	19.00	40.00
Cement Masons and Concrete Finishers	1	48.96	40.00
Construction Managers	1	40.00	40.00
Customer Service Representatives	1	16.25	40.00
Dishwashers	1	17.62	18.00
Financial Managers	1	55.92	40.00
Human Resources Managers	1	32.00	40.00
Laborers and Freight, Stock, and Material Movers, Hand	2	25.18	29.50
Landscaping and Groundskeeping Workers	1	30.00	40.00
Laundry and Dry-Cleaning Workers	2	22.00	18.00
Maintenance and Repair Workers, General	1	26.82	40.00
Managers, All Other	1	72.12	13.00
Office Clerks, General	1	16.60	40.00
Order Clerks	1	26.19	40.00
Purchasing Managers	1	27.12	40.00
Social Workers, All Other	1	38.46	40.00
Stock Clerks and Order Fillers	1	16.00	25.00
Teachers and Instructors, All Other	1	36.92	15.00

Waiters and Waitresses	1	16.00	21.00
Average Total	21	30.69	32.61
Median Total	21	26.97	40.00

Cumulative Successful Closures in Competitive Integrated Employment (CIE)			
(7/1/25 to 6/30/26)			
	Participant	Wage	Hours Worked
Average Total	122	30.76	34.10
Median Total	122	24.53	40.00

PY 24 Performance Assessment					
					Indicator Score
WIOA Performance Indicators	Negotiated Level	Adjustment Factor	Adjusted Level	Actual Level	(Actual Level/Adjusted Level)
Measurable Skill Gains Rate	40.0%	5.5%	45.5%	40.0%	87.9%
Employment Rate - 2nd Quarter After Exit	42.5%	-1.2%	41.3%	28.9%	70.0%
Median Earnings - 2nd Quarter After Exit	\$5,460	-\$274	\$5,186	\$5,355	103.3%
Employment Rate - 4th Quarter After Exit	34.5%	0.3%	34.8%	27.3%	78.5%
Credential Attainment Rate	43.0%	2.9%	45.9%	29.6%	64.5%
					Overall State Program Score
					(Sum of the Indicator Scores Divided by 5)
					80.80%

Program Year 2025 WIOA Performance Improvement Plan

Between: The Hawaii Division of Rehabilitation Services (DVR) and the Rehabilitation Services Administration (RSA).

Purpose: Hawaii DRS will avoid Overall State Program Score failure in PY 25 thereby averting fiscal sanctions to the Hawaii Governor's discretionary funds provided under section 128(a) of WIOA.

Scope: DRS will engage in technical assistance with RSA and other partners as needed to maximize accurate and complete WIOA performance reporting. Technical assistance will focus on program year 2025 achievement across the five primary indicators of performance. RSA will assist HDVR's efforts to:

- diagnose under-performance in PY 24,
- identify appropriate steps to maximize PY 25 WIOA Performance,
- operationalize lessons learned from the experience of PY 24 and PY 25 to improve and sustain future performance outcomes.

Steps: Hawaii DVRS and RSA will hold a kick-off meeting on 3/25/2026 for an orientation to the above and to discuss the plan for performance improvement:

1. Employment Rate in the 2nd and 4th Quarters After Exit
 - Homework
 - Collaboration – March 17 – 2pm Eastern?
 - Intervention
 - Take-Away
2. Measurable Skill Gains
 - Homework
 - Collaboration – April 15 – 2pm Eastern?
 - Intervention
 - Take-Away
3. Credential Attainment Rate
 - Homework
 - Collaboration – May 13 – 2pm Eastern?
 - Intervention
 - Take-Away

4. Wrap-Up – June 10 – 2pm?

- Final meeting to wrap up loose ends, check in on performance, and determine next steps.

All substantive actions under this plan must be completed by August 15, 2026, the due date for quarter 4 of the RSA-911, to have an impact upon PY 2025 Performance.

Staff Vacancy Report	
DVR is actively hiring qualified individuals for various positions	
Staff Vacancies as of 4/28/26	
County	Vacancies
Oahu/Administration and Staff Services Office	5
Oahu Branch	10
Services for the Blind Branch (Ho’opono)	9
Hawaii Branch (Hilo/Kona)	5
Maui Branch (Maui, Molokai/Lanai)	3
Kauai	3.5
Total	35.5/112 (31.5% vacant)

Agency Updates

1. AJC

- a. Statewide: HDVR collaborates with community, government, and business partners in various work groups to promote competitive, integrated employment and Diversity, Equity, and Inclusion for individuals with disabilities. These include the statewide American Job Centers (AJCs), the Hawaii Employment First Task Force, the Association for People Supporting Employment First (APSE), Disability: IN, and the Society for Human Resource Management.

- b. Oahu Branch (OB) meets with AJC monthly to discuss referrals, participants, and services. Vocational Rehabilitation Specialists (VRS) are co-located at certain AJCs statewide on scheduled days to complete intakes and provide assistance.
- c. Services for the Blind Branch (SBB) aka Ho`opono: Stationed at the Oahu AJC twice per month, the SBB Employment Services Specialist (ESS) is available to assist clients with disabilities in job search and collaborates with other staff in the employment section of the City and Dept of Labor. Ho`opono staff are helping AJC staff assess job seekers' abilities, capabilities, and, when appropriate, accessibility and accommodations for individuals with disabilities.
 - DVR staff collaborate on providing an integrated service model at the AJCs.
 - DVR continues working with AJC staff to find a way to track dual enrollments between programs.
 - Ongoing support from AJC partners includes providing tours and information sharing with new VR staff assigned for weekly on-site services for Hawaii residents with disabilities eligible for VR services.
 - MOU/IFAs with all counties but Kauai have been signed by VRA.

2. Timeliness

- The timeframe for processing DVR applications (30 days) and eligibility determinations (60 days) for persons with disabilities seeking VR services continues to be shortened with DVR's rapid engagement initiatives. DVR's rate is in compliance at or above 90 percent.

3. Vacancies

- Still working to hire qualified individuals for various positions within DVR. We are currently at a 31.5% vacancy rate agency-wide, which is an improvement.

4. Administrative

- VRA continues to be active on the WDC; we also have representation on the WDBs statewide.

Executive Director's Report

Bennette Misalucha



WORKFORCEDEVELOPMENT
COUNCIL

Executive Director's Report

Executive Committee
Thursday, May 8, 2026

Bennette E. Misalucha



Agenda

Report on First Quarter 2026 Event and Activities
Focus on Second and Third Quarter

First Quarter 2026 Activities

- *First Internship Summit – March 4, 3036*
- *Internship Excellence Awards*
- *Submission of the modified State Unified Plan – April 3, 2028*
- *Implementation of the State Unified Plan- Planning with Gen. Commitment Leadership Hui*
- *webinar series on the Transformation Journey of other states: Maine, North Dakota and North Carolina*
- *Workforce Pell Grant working group*
- *Eligible Training Provider List Task Force*
- *Eligible Training Provider Platform Modernization project with University of Hawaii*
- *Restructuring of the Employer Engagement Committee and the Sector Strategies and Career Pathways Committee*

Hawaii State Unified Plan Timeline



Second/Third Quarter Focus

- *Orientation session for new Council members in May*
- *Preparation for the implementation of the Workforce Pell Grant/ NGA Academy*
- *Eligible Training Provider List (ETPL) Task Force (A specialized task force to streamline and strengthen the process for approving and monitoring eligible training providers.)*
- *State Board Acting as the Local Board on Kaua'i (Training will be conducted to ensure the State Board can fully meet its responsibilities when acting as the Local Workforce Board for Kaua'i)*
- *Certification of the Kaua'i American Job Center*
- *Prepare to conduct a Request for Proposals (RFP) for the operation of the Kauai American Job Center*
- *Mandatory Board Member Training - State and Local Boards (We are planning an in-person statewide joint training session in July, focusing on roles, governance, and compliance).*
- *Symposium Series on Artificial Intelligence, starting with April 30, 2026 event. (Other dates include June 25, September 3, October 29)*

Second/Third Quarter Focus

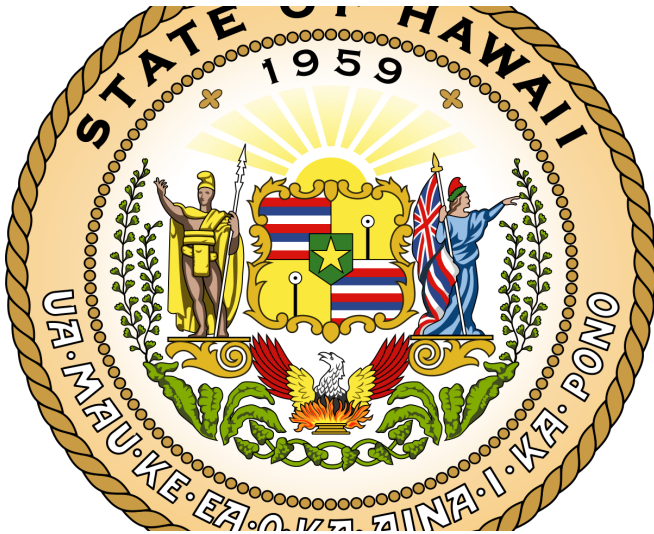
- *Procurement of contracts using General Funds -Encumbered by June 30, 2026*
- *Synergy Summit in July 2026 (TBD)*
- *Future of Work Conference on September 23, 2026*
- *Employer Engagement Listening Series (eight sessions) for May, June, July, August and September*
- *Research Project in collaboration with the Hawaii Employers Council*
- *Artificial Intelligence (AI) Research Project/ How are Hawaii companies preparing for AI?*
- *Building Staff Capacity(The Council will continue to strengthen its team and align staffing for optimum efficiency.)*
- *Establishing Parameters for WDC Grants and Procurement of these services.*
- *Continuing to maximize the relevance of existing committees and adjust as needed.*

UPCOMING EVENTS

- **April 30, 2026: Symposium 1: Where is AI Today and Where is it Going? 8:30 to 4:30 at Capitol Auditorium**
- **May 21, 2026 - WDC Quarter 2 Board Meeting**
- **May (TBD) - Listening Session 1**
- **June 2026 (TBD) - Listening Session 2 and 3**
- **June 25, 2026: AI Symposium 2**
- **July TBD : Synergy Summit III**
- **July 2026 (TBD) : Listening Sessions 4 and 5**
- **July 27, 2026: Mandatory Board Training**
- **August, 2026 (TBD) : Listening Sessions 6 and 7**
- **September 2026 (TBD) - Listening Session 8**
- **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!

Renewal of Executive Director's Contract



Agenda Item: Renewal of Executive Director’s Employment Contract

Purpose

The purpose of this agenda item is for the Executive Committee to discuss and take appropriate action regarding the renewal of the Executive Director’s employment contract, which is currently scheduled to expire on **June 30, 2026**.

Background

The Chair has consulted with the Hawaii Department of Labor and Industrial Relations Human Resources Office to confirm applicable requirements related to contract renewal. Necessary administrative paperwork is currently in process to ensure timely action.

Proposed Timeline

- May 8, 2026 – Executive Committee discussion and recommendation to the full Workforce Development Council
- May 21, 2026 – Full Council consideration and appropriate action
- By May 30, 2026 – Submission of required paperwork, including Request for Action and supporting board minutes, to DLIR Human Resources

Clarification Regarding Scope of Agenda Item

This agenda item pertains solely to the question of contract renewal and should not be construed as the formal annual performance evaluation of the Executive Director.

Pursuant to the Council’s bylaws, the next formal annual performance review is scheduled to occur during the first quarter of 2027.

Relevant By-laws Provision

Under Article VII, Section 7.3 of the Council’s bylaws:

The Council shall conduct an annual performance review of the Executive Director. The review shall be coordinated by the Executive Committee and completed within the first quarter of each fiscal year.

Per the approved addendum on Page 7, the next annual evaluation cycle was deferred until the **first quarter of 2027**, as a full evaluation had recently been completed in 2025.

Recommended Executive Committee Action

Recommend renewal of the Executive Director’s employment contract to the full Council for a **four-year term**, subject to annual performance review requirements and completion of all applicable administrative processes.

Rationale for a Four-Year Term

1. Stability and Continuity of Leadership

The Workforce Development Council is responsible for long-range workforce planning, interagency coordination, and implementation of major initiatives that extend across multiple years. A four-year term provides leadership continuity necessary to advance complex priorities without disruption caused by frequent contract renewal cycles.

2. Alignment with Multi-Year Strategic Work

Many of the Council’s core responsibilities operate on multi-year timelines, including:

- Implementation of the State Unified Plan under WIOA (the development of the Unified Plan is every four years)
- Workforce Pell and emerging federal opportunities
- Employer engagement and sector strategy efforts
- Long-term performance improvement goals

A longer contract term better aligns executive leadership with these planning and implementation cycles.

3. Annual Performance Review Provides Accountability

A four-year term does **not** reduce accountability. Under the Council’s bylaws, the Executive Director remains subject to a formal **annual performance review**, coordinated by the Executive Committee and presented to the full Council.

This creates an ongoing mechanism to assess performance outcomes , provide feedback, establish annual priorities , address concerns in a timely manner and ensure leadership remains aligned with Council expectations.

4. Stronger Positioning for Recruitment and Retention

Executive leadership roles that require specialized knowledge of workforce systems, federal law, state government, board governance, and stakeholder coordination benefit from continuity. A four-year term helps attract and retain qualified leadership capable of sustaining momentum and institutional knowledge.

5. Reduced Administrative Disruption

More frequent renewals can consume board and staff time through repetitive administrative processing, agenda actions, and approval steps. A four-year term allows the Council to focus more fully on strategic priorities while preserving annual review safeguards.

6. Confidence in Leadership with Built-In Oversight

Where performance management systems are already in place, a longer term reflects confidence in leadership while preserving the Council's authority to evaluate performance annually and act as appropriate under applicable rules and policies.

No Pay Increase

The proposed renewal does not include any pay increase connected to the renewal itself. Compensation would remain at the current salary level, with only any standard statewide adjustments or negotiated bargaining increases that may apply.

LETTERS OF SUPPORT FOR THE CONTRACT RENEWAL
OF
WDC EXECUTIVE DIRECTOR BENNETTE MISALUCHA
Executive Committee
May 8, 2026

1) Senator Sharon Y. Moriwaki

Vice Chair, Ways and Means Committee
Hawai'i State Senate

2) Senator Glenn Wakai

State Senator
Hawai'i State Senate

3) Representative Andrew Takuya Garrett

Chair, House Committee on Higher Education
Hawai'i State House of Representatives

4) Representative Jackson D. Sayama

Chair, Labor Committee
Hawai'i State House of Representatives

5) Derek S. K. Kawakami

Mayor
County of Kaua'i

6) Randy Perreira

Executive Director
Hawai'i Government Employees Association
AFSCME Local 152, AFL-CIO

7) Keith T. Hayashi

Superintendent
State of Hawai'i, Department of Education

8) Benson Medina

Director
Department of Research and Development
County of Hawai'i

9) Sherry Menor

President & CEO
Chamber of Commerce Hawaii

10) Lui Hokoana

Interim Vice President for Community Colleges
University of Hawai'i

11) Sarah Guay

President and CEO
Hawaii Employers Council

12) Lea Dias, M.Ed.
Administrator
Hawai'i Division of Vocational Rehabilitation (WIOA Title IV)

13) Matthew Stevens
Executive Director
Hawai'i Workforce Funders Collaborative

14) Leyton Torda
Interim Business Manager/Financial Secretary
International Brotherhood of Electrical Workers, Local 1186

15) Jason Chang
President and CEO
The Queen's Health Systems

16) Derek Kanehira
Senior Vice President, Human Resources
Alexander & Baldwin

17) Alan Hayashi
Owner
Consult 808

18) Gina Anonuevo
Chief Administrative Officer
First Hawaiian Bank

19) Carla Kurokawa
Employment & Training Manager
Alu Like, Inc.

20) David Miyashiro
Founding Executive Director
HawaiiKidsCAN

21) Manu Bermudes
Vice President, Human Resources
Hawai'i Gas

22) Kendi Ho, Ph.D.

23) Sierra Whiteside
Chair
Hawai'i State Council on Developmental Disabilities

24) Daintry Bartoldus
Executive Administrator

Hawai'i State Council on Developmental Disabilities

25) Peter Ganaban

Business Manager/Secretary-Treasurer

Laborers' International Union of North America, Local 368

26) Josh Wisch

President and Executive Director

Holomua Collective

27) Matt Prellberg

Policy and Communications Director

Holomua Collective

28) Susan M. Gonsalves, O.D.

Curriculum Coordinator

'Aiea High School

29) Stephen Schatz

Executive Director

Hawai'i P-20

30) Paul Chen

Vice President & Talent Acquisition Manager

First Hawaiian Bank

31) Roseann Freitas

CEO

Building Industry Association of Hawai'i

32) Kehaulani Kukahiko

Manager, Education & Workforce Development

Kaua'i Economic Development Board

33) Denise Yamaguchi

Executive Director

Hawai'i Agricultural Foundation

34) Kazu Hayashida

Workforce Development Manager

Hawaiian Electric

35) Carl W. Hinson

Retired Director

Workforce Development

Hawai'i Pacific Health

36) Amber Akana

Safety Director

Seafarers International Union

37) Rosella Guardascione

Director of Human Resources
King Kamehameha Kona Beach Resort

38) Benjamin Ancheta
President
Inkinen Executive Search

39) Rona Yagi Fukumoto
President & CEO
Lanakila Pacific

40) Helen Sanpei
Principal
McKinley Community School for Adults

41) Brian Miyamoto
Executive Director
Hawaii Farm Bureau

42) Dane Wicker
Deputy Director
Department of Business, Economic Development & Tourism

43) Rosalee Agas Yuu
President
Hawaii Nurses Association

44) Christine Beale
Director of Workforce Development
University of Hawaii

45) Shelli Ihori
Hawaii Pacific Health
Associate Director
Hawaii Pacific Health

46) Mimi Sroat
Director
Hawai'i Electricians Joint Apprenticeship Committee



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

April 13, 2026

Mr. Keith DeMello, Chair
Workforce Development Council
State of Hawai'i

Re: Renewal of Executive Director Bennette Misalucha

Dear Chair DeMello,

I write to express my strong support for the renewal of Bennette Misalucha as executive director of the Workforce Development Council (WDC).

Having served in the Hawai'i State Senate as former chair and current member of the Senate Labor Committee, I have seen how the WDC has thrived since Ms. Misalucha was appointed as its executive director. It is clear that she understands and has been able to lead the WDC to effectively carry out its role in workforce policy development and system coordination in advancing economic opportunity and community well-being.

Ms. Misalucha brings a deep understanding of workforce policy and the practical realities of implementation. Her leadership has strengthened the WDC's role as a strategic partner to the workforce stakeholders ensuring greater alignment between policy priorities and on-the-ground execution.

She has also demonstrated a strong commitment to collaboration. Previously, the WDC did not empower members from diverse sectors —government, education, non-profit, philanthropic, business and labor. Now, they are strong partners addressing Hawai'i's workforce challenges in a coordinated and thoughtful manner. This systems-level approach is essential as we continue to navigate issues such as workforce shortage, economic transitions, and the need for sustainable career pathways for our residents.

Equally important, Ms. Misalucha has provided steady and principled leadership during a time of significant change. Her ability to maintain continuity in advancing key initiatives has strengthened the credibility and effectiveness of the WDC.

Given the importance of experienced leadership, I urge the Council to renew Ms. Misalucha's contract as executive director. Her continued service will ensure Hawai'i's workforce system is responsive, aligned, and well-positioned to meet the changing needs of our communities and economy. Thank you for your consideration.

Sincerely,

Sharon Y. Moriwaki

OFFICE OF SENATOR SHARON MORIWAKI
Hawaii State Senate, District 12 - Ala Moana, Kakaako, McCully, Moiliili, Sheridan, Waikiki
415 South Beretania Street, Room 223 | Honolulu, Hawaii, 96813
Phone: (808) 586-6740 | Fax: (808) 586-6829 | Email: senmoriwaki@capitol.hawaii.gov



SENATOR GLENN WAKAI
HAWAII STATE SENATE

April 30, 2026

Dear Mr. DeMello,

I am thrilled to support my former colleague and friend Bennette Misalucha. I have witnessed her exemplary work for the people of Hawaii. The community would greatly benefit from Ms. Misalucha's continual work with the Workforce Development Council.

I have known Ms. Misalucha since our days as reporters for KHON2. Over the decades I have been able to assess her work ethic and output. More recently, I had the pleasure of working with her when she was appointed to the State Senate in 2020.

Ms. Misalucha became a Senator in the middle of the COVID epidemic. The world was figuring out how to function in a new normal. I recall how Ms. Misalucha aggressively chased down wifi access for economically challenged residents in her district. She saw how providing internet access was imperative to accessing education, healthcare, and working from home.

At the same time, she reached out to assist small businesses in her district, by collaborating with the Chamber of Commerce and Rotary clubs to educate entrepreneurs about federal and local programs aimed at keeping their doors open. I have been awestricken with Ms. Misalucha's innovative thinking and tenacity to create meaningful outcomes. That is exactly the type of leadership needed at WDC.

During the state budget process over the past three years, I have observed Ms. Misalucha's efforts to uplift Hawaii's workforce. She works well with the WDC's 25 board members. The results show in Hawaii's 2.3% unemployment rate - one of the lowest in the nation and a testament to her good work.

Ms. Misalucha has a passion for helping others. She carries herself with dignity and puts the public's interests first. I highly encourage you to extend Ms. Misalucha's contract with WDC. Thank you for your kind consideration.

Warmest Aloha,

Glenn Wakai
Senator
Senate Majority Floor Leader



HOUSE OF REPRESENTATIVES

Hale o nā Luna Maka'āinana

STATE OF HAWAII
STATE CAPITOL
415 SOUTH BERETANIA STREET
HONOLULU, HAWAII 96813

April 13, 2026

Mr. Keith DeMello, Chair
State Workforce Development Council
State of Hawai'i

Dear Chair DeMello,

I am writing to express my strong support for the continued service of Bennette E. Misalucha as Executive Director of the State Workforce Development Council (WDC).

Over the past few years, I have had the pleasure of working closely with Ms. Misalucha in my capacity as the House of Representatives' designee to the WDC. During this time, I have come to appreciate her thoughtful leadership, collaborative approach, and deep commitment to strengthening Hawai'i's workforce pipeline. She has consistently worked to bring together stakeholders across education, industry, and government to address workforce challenges and advance meaningful solutions.

Ms. Misalucha brings extensive experience in both the public and private sectors, including service as a state senator and leadership roles in banking and community engagement. Her background, combined with her strong relationships across sectors, has helped position the WDC to effectively respond to Hawai'i's evolving workforce needs.

Continuity in leadership is especially important as we continue our work to align workforce training, education, and economic development priorities. I have valued the opportunity to work alongside Ms. Misalucha and hope to continue doing so in the years ahead.

Thank you for your leadership and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Takuva Garrett".

Andrew Takuva Garrett
Chair, House Committee on Higher Education
Hawai'i State House of Representatives



HOUSE OF REPRESENTATIVES

Hale o nā Luna Makaāinana

STATE OF HAWAII
STATE CAPITOL
415 SOUTH BERETANIA STREET
HONOLULU, HAWAII 96813

Mr. Keith DeMello, Chair
Workforce Development Council
State of Hawai'i

April 16, 2026

Re: Renewal of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to express my support for renewing Ms. Bennette Misalucha as executive director of the Workforce Development Council (WDC).

As Chair of the House Labor Committee, it has been a pleasure to see WDC thrive under Ms. Misalucha's leadership. She has effectively led the WDC in developing workforce policy and coordinating with stakeholders to advance economic opportunity and community well-being.

Ms. Misalucha brings to the WDC a deep understanding of workforce policy and the practical realities of implementation. Her leadership has strengthened the WDC's role as a strategic partner to workforce stakeholders ensuring greater alignment between policy priorities and on-the-ground execution.

She also demonstrated a strong commitment to collaboration. Previously, the WDC did not empower members from diverse sectors—government, education, non-profit, philanthropic, business, and labor. Now, they are strong partners addressing Hawai'i's workforce challenges in a coordinated and thoughtful manner. In particular, our committee appreciates her collaboration and support for a comprehensive statewide workforce strategy to provide career pathways for the people of Hawai'i. This systems-level approach is essential as we continue to navigate issues such as workforce shortage, economic transitions, and the need for sustainable career pathways for our residents.

Ms. Misalucha has provided steady and principled leadership during a time of significant change. Her ability to maintain continuity in advancing key initiatives has strengthened the credibility and effectiveness of the WDC.

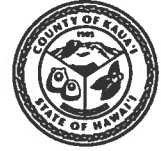
I urge the Council to renew Ms. Misalucha's contract as executive director. Her continued service will ensure Hawai'i's workforce system is responsive, aligned, and well-positioned to meet the changing needs of our communities and economy. Thank you for your consideration.

Sincerely,

Jackson Sayama

Representative Jackson D. Sayama

District 21 – St. Louis Heights | Palolo Valley | Maunalani Heights | Wilhelmina Rise | Kaimuki
Hawaii State Capitol, Room 443 | Honolulu, Hawaii 96813
Phone: (808) 586-6900 | Email: repsayama@capitol.hawaii.gov



April 14, 2026

Workforce Development Council Chair Keith DeMello
830 Punchbowl Street
Honolulu, Hawai'i 96813

Dear Chair DeMello,

I am writing on behalf of the County of Kaua'i to express our strong support for the continued leadership of Ms. Bennette E. Misalucha as Executive Director of the State Workforce Development Council.

Over the past several years, Bennette has proven to be an exceptional partner to Kaua'i. She brings not only a deep understanding of workforce challenges across the state but also a genuine appreciation for the unique barriers faced by our island communities. Her ability to listen, communicate clearly, and work collaboratively with a wide range of stakeholders, from government agencies to private sector partners, has been instrumental in advancing workforce solutions that are both practical and impactful.

Bennette has been especially supportive in helping Kaua'i navigate ongoing challenges related to WIOA and Workforce Development Division matters. She approaches complex issues with professionalism, persistence, and a solutions-oriented mindset, while skillfully navigating the broader political landscape. Her leadership style builds trust and fosters meaningful progress.

Beyond her professional capabilities, Bennette has been a true ally to our island, consistently demonstrating her commitment to strengthening Hawai'i's workforce and improving opportunities for our residents. Her passion for this work is evident, and her continued leadership would be a tremendous asset to the state.

For these reasons, we strongly support the renewal of Bennette's contract and respectfully urge the Council to continue to entrust her with this important role.

Please feel free to contact me if you have any questions.

Mahalo for your time and consideration.

With warmest aloha,

Derek S.K. Kawakami
Mayor, County of Kaua'i



HAWAII GOVERNMENT EMPLOYEES ASSOCIATION

AFSCME Local 152, AFL-CIO

RANDY PERREIRA, Executive Director • Tel: 808.543.0011 • Fax: 808.528.0922

April 15, 2026

Keith DeMello, Chair
Hawaii Workforce Development Council
Department of Labor and Industrial Relations
State of Hawaii

Dear Chair DeMello,

The Hawaii Government Employees Association, AFSCME Local 152, AFL-CIO strongly supports the extension of Bennette Misalucha as the Executive Director of the Hawaii Workforce Development Council.

Ms. Misalucha has been an advocate for government employees her entire career. Her collaboration and efforts to address workforce challenges especially within State government has been tremendous. Whether working with government agencies, educators, or employers, she focuses on creating pathways that lead to meaningful employment and long-term growth. We believe that Ms. Misalucha has been a valuable asset to the Council as it plays a vital role in aligning workforce programs with the state's economic development strategies and addressing unmet workforce and economic development needs.

We offer our full support and endorsement of Ms. Misalucha and would respectfully urge the Hawaii Workforce Development Council to extend her contract as Executive Director.

Respectfully submitted,

Randy Perreira
Executive Director



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 13, 2026

Mr. Keith DeMello
Chairperson, Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, HI 96813

Dear Chair DeMello,

Ms. Bennette Misalucha, the current Executive Director of the Workforce Development Council, has been a strong supporter of the Hawai'i State Department of Education (HIDOE) and our role in workforce development. She has engaged HIDOE in a number of workforce development initiatives and ensures that we have a seat at the table when workforce-related discussions take place. Ms. Misalucha understands that building pipelines to workforce requires public and private sector collaboration and has intentionally included various stakeholders across state agencies and private industry to facilitate a robust conversation on how to address the Hawai'i's workforce needs. This is evident in the State Unified Plan for the Workforce Innovation and Opportunity Act grant (WIOA State Plan) and in the Generational Commitment, Hawai'i's Workforce North Star and collective agreement to enable all people of Hawai'i to learn, work, and thrive here at home.

Ms. Misalucha has prioritized workforce development and advocated for stronger pipelines to needed industry fields, such as healthcare, transportation, and innovative technology. She has exhibited a passion for this work and continues to see through the establishment and implementation of initiatives set forth in the WIOA State Plan.

Thank you for this opportunity to share our support for Ms. Misalucha.

Sincerely,


Keith T. Hayashi
Superintendent

AN EQUAL OPPORTUNITY EMPLOYER

C. Kimo Alameda, Ph.D.
Mayor



Benson Medina
Director

William V. Brilhante, Jr.
Managing Director

Dennis Lin
Deputy Director

County of Hawai'i

DEPARTMENT OF RESEARCH AND DEVELOPMENT

25 Aupuni Street, Room 1301 • Hilo, Hawai'i 96720-4252
(808) 961-8366 • Fax (808) 935-1205
E-mail: chresdev@co.hawaii.hi.us

April 29/2026

Via email: KDeMello@ulupono.com

Keith DeMello, Chair
Workforce Development Council
State of Hawai'i

Dear Chair DeMello,

I am writing to offer my strong support for the continued appointment of Bennette E. Misalucha as Executive Director of the State Workforce Development Council.

In my capacity as a member of the Workforce Development Council Board, serving as Mayor Alameda's designee for the County of Hawai'i, I have had the opportunity to work closely with Bennette and observe her leadership firsthand. I can state without hesitation that her contributions to workforce development across our state—and particularly her engagement with Hawai'i Island—have been both impactful and meaningful.

Bennette's leadership style reflects the Hawaiian values of *laulima* (many hands working together) and *pilina* (building meaningful relationships). She takes a participatory approach that actively engages stakeholders across education, industry, and the nonprofit sector, ensuring that decisions are inclusive, grounded, and aligned with real community needs. This ability to bring people together is one of her greatest strengths.

A significant example of her leadership is the establishment of the first County of Hawai'i Workforce Development Summit, scheduled for May 6th. This convening will bring together leaders from education, industry, and nonprofit sectors to align resources and opportunities in support of the State's Generational Commitment to workforce development. Bennette's guidance and support have been instrumental in making this milestone possible.

In addition to her collaborative approach, Bennette brings a high level of organization and professionalism to her role. She manages complex initiatives with clarity and purpose, ensuring that efforts remain focused, coordinated, and outcomes-driven.

For these reasons, I strongly recommend that Bennette E. Misalucha be retained as Executive Director of the State Workforce Development Council. Her leadership is not only effective—it is essential to the continued progress of workforce development efforts across Hawai'i.

Mahalo for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Benson Medina".
Benson Medina
Director

Cc: Bennette E. Misalucha



Chamber of Commerce

HAWAII

LETTER OF SUPPORT

April 14th, 2026

Aloha Workforce Development Chair DeMello and Board of Directors,

Thank you for the opportunity to provide a Letter of Support for the reconfirmation of Bennette Misalucha, Executive Director, Workforce Development Council.

The Chamber of Commerce Hawaii supports the confirmation of Bennette Misalucha as Executive Director for the Workforce Development Council. The Chamber and its Education and Workforce Development team have had the privilege of partnering closely with Ms. Misalucha on a number of critical workforce initiatives aimed at strengthening Hawaii's economic future. Through efforts such as Hawaii's Generational Workforce Commitment, the State Unified Plan, Future of Work initiatives, and the advancement of Sector Partnerships, Ms. Misalucha has demonstrated a commitment to aligning workforce development with the evolving needs of Hawaii's employers and communities.

Ms. Misalucha's leadership is both strategic and deeply collaborative. She has consistently shown an ability to engage stakeholders across the full spectrum of Hawaii's workforce system—including business leaders and employers, educators, government agencies, and community-based organizations. Her inclusive approach ensures that diverse perspectives are not only heard but meaningfully incorporated into policy and program development.

Equally important is Ms. Misalucha's genuine passion for the people of Hawaii. She approaches her role with a deep sense of purpose and commitment to improving opportunities for local residents, strengthening career pathways, and supporting businesses in building a skilled and sustainable workforce.

For these reasons, the Chamber of Commerce Hawaii strongly supports Ms. Misalucha's reconfirmation. Her continued leadership will be vital to advancing the state's workforce development goals and ensuring a prosperous future for Hawaii's economy.

Thank you for the opportunity to provide support for Ms. Misalucha's confirmation.



Chamber *of* Commerce

HAWAII

Best regards,

Sherry Menor, President & CEO, Chamber of Commerce Hawaii



**UNIVERSITY
of HAWAII***
SYSTEM

'Ōnaehana Kulanui o Hawai'i

Lui Hokoana
Interim Vice President for Community Colleges

April 15, 2026

Mr. Keith DeMello
Chairperson
Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, HI 96813

Dear Chair DeMello:

I would like to express my appreciation for the work that Bennette Misalucha has been doing in support of workforce development for the state of Hawai'i. She has been an effective leader in bringing stakeholders to the table to update the State Unified Plan and develop Hawai'i's Workforce North Star. She has been an enthusiastic partner to the University, specifically in regards to our current efforts to implement the new Workforce Pell program, the development of stronger connections between our campuses and the statewide WIOA teams, and the modernization of our statewide training database.

Most importantly, Bennette has shown critical leadership in convening and coordinating efforts between government, industry, and education. Her thorough and thoughtful dedication to promoting a "one team" effort will surely benefit our young people, and our entire community, as we all work towards creating a thriving workforce environment for our state.

Sincerely,

Lui Hokoana
Interim Vice President for Community Colleges

2444 Dole Street, Bachman Hall 202
Honolulu, Hawai'i 96822
Telephone: (808) 956-7038
Fax: (808) 956-5286
An Equal Opportunity/Affirmative Action Institution



HAWAII EMPLOYERS COUNCIL

April 20, 2026

Mr. Keith DeMello, Chair
Workforce Development Council
Department of Labor & Industrial Relations
830 Punchbowl Street, Room 417
Honolulu, HI 96813

Dear Chair DeMello,

I am pleased to offer my support for Bennette Misalucha's continued service as Director of the Workforce Development Council. I have had the opportunity to work directly with Bennette and observe her leadership up close—both in how she engages partners and how she moves important work forward.

Bennette brings a rare combination of thoughtfulness, discipline, and genuine commitment to this work. She listens carefully, brings people together in a meaningful way, and then ensures that the work translates into action.

In my interactions with her, I've been particularly impressed by her commitment to collaboration among stakeholders. She shows up prepared, open, and focused on solutions. Bennette creates an environment where voices are heard—but also where there is a clear expectation that we move forward together. That balance between input and action is critical, and it's been my observation that she handles it with professionalism and consistency.

I've also seen firsthand the level of effort Bennette puts into advancing the state's unified workforce plan. She has been intentional about ensuring alignment across systems and key stakeholders, while also reinforcing that this work requires a long-term, generational commitment.

At a time when Hawai'i needs collaborative leadership in workforce development, Bennette provides both continuity and forward momentum. Based on my experience working with her, I strongly support her continued service in this role. Mahalo for the opportunity to share my perspective and support for her continued leadership.

Sincerely,

Sarah Guay, President & CEO
Hawaii Employers Council

Ms. Misalucha has championed key priorities such as employer engagement, career pathway development, and deeper system integration—areas that are critical to improving outcomes for individuals with barriers to employment, including individuals with disabilities and other groups facing barriers to employment. Her leadership reflects both strategic vision and a commitment to practical, forward-moving solutions.

Equally important is how she leads. She fosters a culture of partnership, respect, and shared purpose. She recognizes the strengths each core partner brings and creates space for collaboration that is authentic and results-driven. Under her leadership, Hawai'i's workforce system is positioned to move forward in a coordinated and impactful way.

Strong, collaborative leadership at the Council level is essential to the success of our statewide workforce system. I am confident that Ms. Misalucha will continue to guide the Workforce Development Council with integrity, clarity of vision, and a deep commitment to improving outcomes for the people of Hawai'i.

For these reasons, I respectfully and strongly encourage the Council to renew Ms. Misalucha's contract as Executive Director. Continuity in her leadership will be critical to sustaining the momentum that has been built and to advancing a more aligned, effective, and responsive workforce system for our state.

Mahalo for the opportunity to share my support.

Sincerely,

A handwritten signature in black ink that reads "Lea Dias". The signature is written in a cursive, flowing style.

Lea Dias, M.Ed.
Administrator
Hawai'i Division of Vocational Rehabilitation (WIOA Title IV)



HAWAII ELECTRICIANS TRAINING FUND

Joint Apprenticeship Committee • Joint Training Committee • Joint Safety Committee

1935 HAU STREET, SUITE 400 • HONOLULU, HAWAII 96819-5003 • PHONE (808) 847-0629 • FAX (808) 843-8818

April 17, 2026

Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Recommendation for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to strongly support the continued employment of Bennette Misalucha as Executive Director of the Workforce Development Council (WDC). As a joint labor-management apprenticeship program, we have had the opportunity to work with Bennette and have experienced firsthand the impact of her leadership.

Bennette brings a unique ability to translate workforce strategy into practical, coordinated action. She understands both policy and execution, and her leadership has strengthened alignment between workforce programs and the evolving needs of employers, particularly as industries navigate rapid change and increasing competition for talent.

She is highly collaborative, engages meaningfully with the private sector, and ensures that employer perspectives are reflected in statewide strategies. I have also been particularly impressed with her focus on data and modernization to improve workforce outcomes—an approach that aligns closely with how leading organizations operate today.

Just as importantly, Bennette has built strong trust and credibility among partners. She leads with professionalism, integrity, and a clear commitment to expanding opportunities for the people of Hawai'i.

Given the importance of continuity and experienced leadership, we strongly encourage the Council to renew her contract. Her continued leadership will help ensure the WDC remains effective and well-positioned to support Hawai'i's workforce and economic priorities.

Thank you for your consideration.

Sincerely,

Mimi Sroat
Director

For the Hawaii Electricians Joint Apprenticeship Committee



4/14/2026

Dear Chair DeMello and Members of the Hawai'i Workforce Development Council,

I am writing on behalf of the Hawai'i Workforce Funders Collaborative to express our support for Bennette Misalucha's continued leadership as Executive Director of the Workforce Development Council.

Over the past three years, we have had the opportunity to work alongside Bennette and the Workforce Development Council on several key efforts. We have directly engaged in convenings she has helped lead, including the Workforce Synergy Summits, Future of Work conferences, and webinar series that have brought forward promising practices from other states. These efforts have created important space for cross-sector dialogue and alignment.

We have also observed the development and implementation of Hawai'i's 2024-2027 State Unified Plan for Workforce Development. This work has helped establish a shared direction across agencies and partners, including the articulation of Hawai'i's Generational Workforce Commitment—a long-term goal to ensure that by 2045, all people in Hawai'i have a path to a career that enables them to learn, work, and thrive locally, contributing to a vibrant economy grounded in community values. This commitment has begun to serve as a unifying North Star for the system, with many organizations and agencies aligning their efforts around this shared direction.

As this work moves from planning into implementation, continuity of leadership will be important to sustain momentum, maintain alignment across partners, and support ongoing coordination across the system. The Workforce Development Council plays a critical role in this effort.

We support Bennette Misalucha's continued service in this role and appreciate the Council's consideration.

Thank you for your time and leadership.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Stevens", is positioned above the typed name.

Matt Stevens
Executive Director
Hawai'i Workforce Funders Collaborative



International Brotherhood of Electrical Workers

LOCAL UNION NO. 1186 **Affiliated with AFL-CIO**

1935 HAU STREET, ROOM 501 • HONOLULU, HI 96819-5003
TELEPHONE (808) 847-5341 • FAX (808) 847-2224

April 16, 2026

To: Keith DeMello, Chair

Workforce Development Council, State of Hawai'i

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

In my role as a representative of the International Brotherhood of Electrical Workers, Local Union 1186 (IBEW 1186), I have worked directly with Bennette Misalucha and have seen firsthand the impact of her leadership on Hawai'i's workforce system. Representing more than 3,000 members across electrical construction, telecommunications, Spectrum, motor and marine, civil service, and professional educators at Kamehameha Kapālama and Mid-Pacific Institute, I value leadership that delivers coordination, accountability, and results—qualities Ms. Misalucha consistently demonstrates.

I am writing to express my strong support for the continuation of Ms. Misalucha's service as Executive Director of the Workforce Development Council (WDC). With her contract set to expire on June 30, maintaining her leadership is critical to ensuring stability and continuity at a time when Hawai'i's workforce system is in transition.

Ms. Misalucha has strengthened the WDC's role as a statewide convener and policy leader, ensuring alignment across partners while maintaining a clear strategic direction. She brings a deep understanding of the Workforce Innovation and Opportunity Act (WIOA), federal compliance requirements, and the day-to-day realities faced by workforce partners. Her ability to connect policy with practical implementation has kept Hawai'i's workforce system both compliant and responsive to local needs.

Her leadership is grounded in collaboration and transparency. She has built strong, lasting relationships with state agencies, county partners, educational institutions, and nonprofit organizations—relationships that are essential to the effectiveness of the workforce system. Through this approach, she has improved communication, strengthened alignment, and supported more coordinated service delivery statewide.

She has also advanced key initiatives that position Hawai'i for long-term success, including sector-based workforce strategies, modernization of workforce data systems, and closer alignment with statewide economic development priorities. Her

professionalism, integrity, and solutions-oriented approach have earned the trust of partners across the state and enhanced the credibility of the Council.

Just as important, Ms. Misalucha demonstrates a genuine commitment to the people of Hawai'i, working to expand opportunities for jobseekers, employers, and communities statewide.

At a time when experienced leadership and continuity are essential, I respectfully urge the Council to renew Ms. Misalucha's contract as Executive Director. Her continued leadership will help sustain momentum, provide stability, and ensure the WDC remains an effective and trusted leader in Hawai'i's workforce system.

Thank you for your consideration.

Sincerely,



Leyton Torda

Interim Business Manager/Financial Secretary

IBEW Local 1186



THE QUEEN'S HEALTH SYSTEMS

OFFICE OF THE PRESIDENT AND CEO • 1301 Punchbowl Street • Honolulu, HI 96813 • PH: 808-691-4688

Aloha,

I am writing to express my support for the reappointment of Bennette Misalucha as Executive Director of the Hawai'i Workforce Development Council. In her role as Director, Bennette has provided steady, thoughtful leadership at a time when Hawai'i's workforce system faces both significant challenges and important opportunities. Her service reflects a clear commitment to aligning workforce development strategies with the real needs of employers, workers, and communities across the state. Bennette has developed deep institutional knowledge and a practical understanding of how policy, funding, and implementation intersect to strengthen Hawai'i's workforce pipeline.

Bennette's leadership style is collaborative and outcomes oriented. She consistently works across agencies and sectors to ensure that workforce programs are responsive, data-informed, and aligned with the needs of private employers. This is particularly important as Hawai'i continues to address workforce shortages by preparing participants for high-demand, high-need careers. The work of the WDC has been to build pathways that support economic mobility and resilience.

Bennette's integrity has built credibility among stakeholders. She is widely respected for her collaborative nature and ability to navigate complex issues with professionalism and clarity. These qualities are essential for the Executive Director of the Workforce Development Council, whose work requires balancing diverse perspectives to steward the connection between the Federal and local programs.

I support the reappointment of Bennette Misalucha as Executive Director of the Hawai'i Workforce Development Council. I am confident that her continued leadership will serve Hawai'i well and contribute meaningfully to a stronger, more resilient workforce system.

Sincerely,

Jason Chang

President and Chief Executive Officer

The Queen's Health Systems

The mission of The Queen's Health Systems is to fulfill the intent of Queen Emma and King Kamehameha IV to provide in perpetuity quality health care services to improve the well-being of Native Hawaiians and all of the people of Hawai'i.



ALEXANDER & BALDWIN
PARTNERS FOR HAWAII

April 10, 2026

To: Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am pleased to offer my endorsement of Bennette Misalucha's continued service as Executive Director of the Hawai'i Workforce Development Council. In my roles as a WDC Council Member representing the Private Sector and Vice Chair of the Employer Engagement Committee, I have had the opportunity to work closely with Ms. Misalucha and to observe her leadership and impact firsthand.

Since assuming the role of Executive Director, Ms. Misalucha has strengthened the WDC's capacity to serve as a statewide convener and strategic leader, advanced employer engagement, and promoted stronger alignment between workforce programs and industry needs. Her understanding of the Workforce Innovation and Opportunity Act (WIOA), paired with a practical, solution-oriented approach, has helped ensure that policy priorities translate into meaningful outcomes.

Ms. Misalucha leads with professionalism, integrity, and a clear focus on long-term system improvement. She has demonstrated a strong commitment to transparency, accountability, and partnership, which have strengthened the Council's work and enhanced its credibility among stakeholders statewide. As Vice Chair of the Employer Engagement Committee, she consistently encourages thoughtful dialogue and supports our efforts to strengthen employer participation across the workforce system.

For these reasons, I strongly support Ms. Misalucha's continued service as Executive Director and believe her leadership remains an important asset to the Council's ability to advance effective, employer-responsive workforce strategies for Hawai'i.

Thank you for your consideration.

Sincerely,

Derek Kanehira

Senior Vice President, Human Resources

Workforce Development Council Member and Vice Chair, Employer Engagement Committee

From: Alan S. Hayashi alan.hayashi2@gmail.com
Subject: Bennette Misalucha extension of her tenure as Executive Director of the WDC
Date: April 10, 2026 at 10:10 PM
To: Kdemello@ulupono.com
Cc: Bennette Misalucha Bennette.e.misalucha@hawaii.gov, Cheryl Cross ccross@inkinen.com



ALAN HAYASHI
446 KAWAIHAE STREET
APARTMENT M255
HONOLULU, HAWAII , 96825

To: Chair Keith Demello, and members of the Workforce Development Council (WDC).

I am writing this letter in support of Ms Bennette Misalucha, and another term in her role as Executive Director of the WDC.

During Ms Misalucha's first term as executive director of the WDC, she faced many challenges including: no funding line for WDC; strained relations at the legislature and DLIR, and a depleted WDC staff. I know these assertions to be true because I was the incoming Chairman of the WDC at the time. Together with key members of the WDC we managed to restore the funding line, and Bennette began rebuilding legislative relationships, the staff, and began strategic planning with the WDC executive committee.

While I believe the WDC is in an ascending position of respect and competence, more organizational and relationship work needs to be done.

Since Ms Misalucha has indicated a strong desire to continue in her role as the Executive Director of the WDC, I am respectfully writing this letter in support, as I believe her management record is deserving of continuation.

My sincere best wishes to you and the WDC, as there are great opportunities and workforce needs in Hawaii's future. A hui hou. Aloha, Alan Hayashi 808-255-6699

Sent from my iPhone



Gina Woo Anonuevo
Chief Administrative Officer
First Hawaiian Bank
April 10, 2026

Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Recommendation for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to strongly support the continued employment of Bennette Misalucha as Executive Director of the Workforce Development Council (WDC). In my role as Chief Administrative Officer for a \$25 billion financial institution, I have worked with Bennette and experienced firsthand the impact of her leadership.

Bennette brings a unique ability to translate workforce strategy into practical, coordinated action. She understands both policy and execution, and her leadership has strengthened alignment between workforce programs and the evolving needs of employers, especially as industries navigate rapid change and growing competition for talent.

She is highly collaborative, engages meaningfully with the private sector, and ensures employer perspectives are reflected in statewide strategies. I have also been particularly impressed with her focus on data and modernization to improve workforce outcomes, an approach that aligns closely with how leading organizations operate today.

Just as important, Bennette has built strong trust and credibility across partners. She leads with professionalism, integrity, and a clear commitment to improving opportunities for the people of Hawai'i.

Given the importance of continuity and experienced leadership, I strongly encourage the Council to renew her contract. Her continued leadership will ensure the WDC remains effective and well-positioned to support Hawai'i's workforce and economic priorities.

Thank you for your consideration.

Sincerely,
Gina Woo Anonuevo
Chief Administrative Officer
First Hawaiian Bank



*E alu like mai kākou, e nā 'ōiwi o Hawai'i
Let Us Work Together, Natives of Hawai'i*

04/10/2026

To: Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to express my strong support for the continued employment of Bennette Misalucha as Executive Director of the Workforce Development Council (WDC). With her contract set to expire on June 30, I believe her continued leadership is essential to maintaining stability, strategic direction, and systemwide coordination during a period of significant workforce transition for our state.

Ms. Misalucha has strengthened the WDC's role as a statewide convener, collaborator, and policy leader. She brings a deep understanding of the Workforce Innovation and Opportunity Act (WIOA), federal compliance requirements, and the operational realities faced by local workforce partners. Her ability to balance policy vision with practical implementation has ensured that Hawai'i's workforce programs remain aligned with federal expectations while responsive to the unique needs of our islands.

Her leadership has been marked by transparency, partnership, and a commitment to systemwide coordination. She has built and maintained strong relationships across state agencies, county partners, educational institutions, and nonprofit organizations—relationships that are foundational to the Council's work and not easily replicated. Her collaborative approach has improved communication, increased alignment, and supported more coordinated service delivery across the workforce system.

Ms. Misalucha has also guided the Council through key initiatives that advance Hawai'i's long-term workforce and economic goals, including sector strategies, workforce data modernization, and improved alignment with statewide economic development priorities. Her professionalism, integrity, and solutions-oriented mindset have earned the trust of partners statewide and strengthened the Council's credibility.

Equally important, Ms. Misalucha has demonstrated a deep commitment to the people of Hawai'i. She approaches her work with a genuine desire to elevate opportunities for jobseekers, employers, and communities statewide. Her continued leadership will ensure that the WDC maintains momentum on priority initiatives and remains a strong, effective leader for Hawai'i's workforce system.

Given the importance of continuity and experienced leadership at this critical time, I respectfully urge the Council to renew Ms. Misalucha's contract as Executive Director. Her continued service will provide the stability and strategic direction needed to support Hawai'i's workforce system during this period of transition.

Thank you for your consideration.

Sincerely,

Carla Kurokawa
Employment & Training Manager II, ALU LIKE, Inc.
WDC Board Member | Youth Services Committee Chair

*Hawai'i Island Center: 32 Kino'ole Street, Suite 102 • Hilo, Hawai'i 96720
Phone: 808.961.2625 • Fax: 808.935.6084 • Email: info@alulike.org • Website: www.alulike.org*



HAWAIIKIDSCAN

david.miyashiro@hawaiikidscan.org
hawaiikidscan.org

David Miyashiro
Executive Director

April 14, 2026

Keith DeMello
Chair
Workforce Development Council
830 Punchbowl St
Honolulu, HI 96813

Aloha Mr. DeMello,

I am writing to offer my strong support for Bennette Misalucha as Executive Director of the Hawaii Workforce Development Council (WDC).

As a member of the WDC's Youth Services Committee and supporter of Hawaii's Generational Workforce Commitment, I've directly seen the impact of Bennette's leadership. She has demonstrated a consistent ability to build partnerships across sectors, align stakeholders around shared goals, and deliver results that strengthen both workforce systems and community well-being. Under her vision and leadership, WDC is in a position of statewide influence to move Hawaii in a positive direction that provides greater economic outcomes for our residents and communities.

Bennette has an inclusive and proactive approach, and she is constantly looking for opportunities to build bridges, connect partners, and share best practices. She has invited me to present at various WDC convenings, and she has also consulted me on opportunities to bring national partners like the Strada Education Foundation to share what is happening around the country on workforce development.

I am confident that Bennette Misalucha will continue to serve with integrity, vision, and a deep sense of responsibility to the people of Hawaii. At a time when Hawaii is working to diversify its economy and invest in a resilient, future-ready workforce, her leadership is more important than ever.

Mahalo for your consideration,

David Miyashiro
Founding Executive Director
HawaiiKidsCAN

Ms. Manu Bermudes
Vice President Human Resources
Hawaii Gas
1140 Waimanu St.
Honolulu, HI 96814

April 14, 2026

Keith DeMello, Chair
State of Hawaii
Workforce Development Council

RE: Written Testimony in Strong Support of Ms. Bennette Misalucha

Aloha Chair DeMello,

I am honored to offer my heartfelt support for Ms. Bennette Misalucha's reappointment to serve a second term as Executive Director of the Hawaii Workforce Development Council. In my role as Vice President of Human Resources for Hawaii Gas, and as a proud member of the Council, I have had the privilege of witnessing Bennette's leadership, integrity, and deep commitment to advancing the state's workforce priorities firsthand.

Bennette is an extraordinary leader whose strength lies not only in her experience and insight but in her authenticity and compassion. She leads with both heart and purpose — ensuring that every voice on the Council is heard, valued, and guided toward meaningful impact. Bennette's calm and steady presence in meetings and discussions fosters collaboration, even in challenging times, and her thoughtful leadership has been instrumental in aligning our objectives around the shared goal of growing Hawaii's workforce and opportunities for our residents.

Her leadership style embodies integrity and empathy, setting a tone that reflects the very best of public service. Bennette brings stability, transparency, and unity to every initiative she touches, inspiring confidence across the Council and among community partners. She elevates those around her through encouragement, mentorship, and genuine support — qualities that have strengthened our collective work tremendously.

As both a Council member and workforce advocate, I have seen the lasting impact of Bennette's leadership. Her reappointment will ensure continuity, vision, and the continued advancement of Hawaii's workforce development goals. I wholeheartedly and enthusiastically support Ms. Misalucha's second term and am confident she will continue to lead with the same grace, wisdom, and dedication that have defined her service thus far.

Respectfully Submitted,



Manu Bermudes
Vice President, Human Resources
Council Member, Hawaii Workforce Development Council

April 13, 2026

State Workforce Development Council

Hawai'i Department of Labor Industrial Relations

Dear Workforce Development Council,

I am writing to support Ms. Bennette E. Misalucha's re-appointment as Executive Director for the State Workforce Development Council because of her impact on workforce development for vulnerable populations like adult immigrants and our kupuna, convening a broad range of stakeholders, and pursuing innovative strategies from other states.

As the co-chair of Hawai'i Pacific Gerontological Society's (HPGS) Workforce Development Committee, I worked with Ms. Misalucha as she facilitated stakeholder efforts in the Council of State Government's Long-Term Care Summit in collaboration with the Executive Office of Aging and Senator Sharon Moriwaki.

Ms. Misalucha has shown she is a hard-working leader in her support of vulnerable populations in Hawai'i by her convening a variety of stakeholders from public and private sectors to complete the State Unified Plan for WIOA. I want to applaud her efforts on inviting key successful states from the National Governor's Association to highlight different strategies implemented to create a coherent and innovative workforce infrastructure for newcomers and incumbent workers.

Moreover, as a member of the UH's Curriculum Research Design Group evaluation team that completed the 2021 Comprehensive Local Needs Assessment to inform Hawai'i's Perkins V Planning, I believe Ms. Misalucha will be key in aligning WIOA funded outcomes with Perkins V funded secondary and post-secondary programs of study. For example, as a former ESL instructor at McKinley Community School for Adults, I witnessed how our English Language Learners, Adult Basic Education, and GED students benefitted from two C3 workforce grants that promoted college and career readiness within the WIOA funded ecosystem. Much work is needed to braid funding for our underemployed residents like adult immigrants, and Ms. Misalucha's has already shown she can bring both public and private funders to the table.

Sincerely,

Kendi Ho, Ph.D.

From: Bartoldus, Daintry Daintry.Bartoldus@doh.hawaii.gov
Subject: Letter of support for Ms. Misalucha
Date: April 11, 2026 at 5:07 PM
To: dliir.workforce.council dliir.workforce.council@hawaii.gov, kdemello@ulupono.com
Cc: Sierra Whiteside sierrawhiteside13@gmail.com

DB

Dear Chair DeMello,

On behalf of the Hawai'i State Council on Developmental Disabilities, I am writing to express our strong support for the renewal of Ms. Bennette Misalucha's contract.

We first worked with Ms. Misalucha during her time in the Senate, and from the very beginning she demonstrated a rare and meaningful commitment to individuals with disabilities and the organizations that serve them. She proactively reached out to us, asked directly what we needed, and invited our advocates to share their priorities in their own voices. Too often, decisions affecting individuals with disabilities are made for them, not with them. Ms. Misalucha has always chosen the collaborative, person-centered path, even when it requires more time and thoughtful engagement, because she understands that this is how real, lasting progress is made.

Over the past three years as the Executive Director of the State Workforce Development Council, Ms. Misalucha has brought that same philosophy and practice into her leadership. She has consistently demonstrated her aspiration to strengthen and uplift Hawai'i's workforce, and she has done so by ensuring that diverse stakeholders, including individuals who experience barriers to employment, are heard, respected, and included in the solutions. Her convenings have been meaningful, intentional, and grounded in the realities and needs of our community.

A clear example of this commitment was her support of our Mock Hearing during Developmental Disabilities Awareness Month at the State Capitol. Ms. Misalucha worked one-on-one with self-advocate Mr. Kaili Swan to help him prepare for giving testimony, coaching him on managing nervousness, understanding the legislative process, and presenting his message with confidence. That experience had a lasting impact; to this day, Mr. Swan proudly and actively advocates for others through the legislative process. Moments like these demonstrate not only her leadership, but her genuine care for empowering individuals with developmental disabilities to speak for themselves.

Ms. Misalucha's leadership has helped strengthen partnerships, improve communication across systems, and advance efforts that are crucial for individuals with developmental disabilities to access meaningful employment. Her steady commitment to inclusion, her deep understanding of the challenges facing our workforce, and her ability to bring people together have made her an invaluable leader during a period of change and rebuilding.

Because she has demonstrated this dedication so clearly over the past three years and because there is still important work ahead, we strongly support her continued service as the Executive Director. Her vision, integrity, and collaborative approach are assets to the Council and to the State of Hawai'i.

Thank you for your consideration.

Sincerely,

Sierra Whiteside, Chair, State Council on Developmental Disabilities

Olivera Whitehead, Chair, State Council on Developmental Disabilities
and

Daintry Bartoldus, Executive Administrator
Hawaii State Council on Developmental Disabilities

Princess Victoria Kamamalu Building
1010 Richards Street, Room 122

Honolulu, HI 96813

Office Ph.: (808) 586-8100 Fax: (808) 586-7543

<https://hiddcouncil.org/>

<https://www.facebook.com/Hawaii-State-Council-on-Developmental-Disabilities-107220501051848>



LIUNA!

April 15, 2026

Keith DeMello, Chair
Workforce Development Council, State of Hawaii

Re: Support for Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to offer my support for Bennette Misalucha and her continued service as Executive Director of the Workforce Development Council. As Business Manager of the Laborers International Union of North America, Local 368, I have come to know Bennette through both professional collaboration and personal interaction, and I value the steady and thoughtful leadership she brings to her role.

In my experience, Bennette has a strong ability to bring people together around shared goals. She understands the importance of balancing policy direction with the realities faced by workers and employers on the ground. From the labor perspective, her openness to listening and engaging in meaningful dialogue has helped strengthen relationships and ensure that workforce efforts remain grounded in real needs.

She approaches her work with professionalism and consistency, and she has earned the respect of many across different sectors. Whether working with labor, business, or community partners, she demonstrates a practical and cooperative style that helps move initiatives forward without unnecessary complication.

At a time when continuity is important, I believe her ongoing leadership provides value to the Council and the broader workforce system. For these reasons, I support the continuation of her role as Executive Director.

Thank you for your consideration.

Sincerely,

Peter Ganaban

Business Manager/Secretary-Treasurer
LiUNA, local 368

PETER A. GANABAN
*Business Manager
Secretary-Treasurer*

MARTIN ARANAYDO
President

JOBY NORTH II
Vice President

RYAN MARTIN
Recording Secretary

EDWARD MEDEIROS
Executive Board

RUSSELL NAPIHAA
Executive Board

DOMINGO PERALTA JR.
Executive Board

MARIANO AGBAYANI JR.
Auditor

ESTHER AILA
Auditor

MICHAEL LOZANO
Auditor

KALA ASATO
Sergeant-At-Arms

LIUNA Local 368
1617 Palama Street
Honolulu, HI 96817
Phone: (808) 841-5877
Fax: (808) 847-7829
www.local368.org



Feel the Power



holomua

COLLECTIVE

OUR MISSION

Keep all local working families in Hawai'i by creating cross-sector solutions and executing sustainable pathways to make sure they can afford to stay.

OUR VISION

A flourishing local economy that is diverse, sustainable, and inclusive where all working families thrive, those who have left can return, and local businesses prosper.

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Josh Wisch
President & Executive Director

827 Fort Street Mall, 2nd Floor
Honolulu, Hawaii 96813

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info@holomuacollective.org

HolomuaCollective.org

Page 1 of 1

April 15, 2026

Aloha Chair DeMello, Vice Chair Malone, and Councilmembers,

We write to support Executive Director Bennette Misalucha reappointment as Executive Director of the Workforce Development Council (WDC), based on our experience working with her.

Holomua Collective and its related organization, Holomua Collaborative, are dedicated to working toward solutions that keep local working families in Hawai'i by making sure they can afford to stay. Much of our time involves convening leaders from the government, non-profit, for-profit, and labor sectors to identify areas for collaboration in reducing the high cost of living and expanding economic opportunity. We then work to translate these discussions into tangible, actionable solutions.

In her role as Executive Director, Ms. Misalucha has been a key partner in our efforts to align workforce development with the broader economic needs of our community.

A primary focus of our work is ensuring Hawai'i's economy can support its people. Data from the Hawai'i Workforce Funders Collaborative indicates that over the next decade, about 170,000 young residents will enter the local workforce, but current projections show a deficit of nearly 70,000 living-wage job openings. Without intervention, over 40% of our next generation will face a market that cannot support their desire to remain in Hawai'i.

Ms. Misalucha has been instrumental in building and amplifying the coalition behind the "Generational Commitment"—a 2045 vision to ensure every person in Hawai'i has a path to a career that allows them to thrive locally. Over the past year, we have seen her elevate this issue, creating the awareness necessary for sustained action. Her success in integrating this goal into the Modified State Unified Plan demonstrates the kind of leadership required to address our state's workforce gap.

The Generational Commitment is now moving from planning to implementation. Retaining Director Misalucha would maintain the momentum, coordination, and alignment that has been established system-wide among the stakeholders, and we support her reappointment as Executive Director of the WDC.

Sincerely,

Josh Wisch
President and Executive Director

Matt Prellberg
Policy and Communications Director



'Aiea High School
98-1276 Ulune Street
Aiea, HI 96701

April 13, 2026

Dear Chair DeMello,

I am writing in support of Ms. Bennette Misalucha's role within the Workforce Development Council. Our high school's commitment to career pathways is enhanced by the informative and insightful council convenings. Ms. Misalucha helps bring together stakeholders from industry, K-12 schools, and higher education to forge alliances leading to all students finding meaningful careers after graduation.

In addition to coordinating communication for the meetings and webinar offerings, her participation during the sessions help clarify complex discussions. She also helps ensure there are actionable next steps to follow. I am deeply appreciative of her inclusivity and efforts to ensure we are invited to participate in the virtual meetings.

Sincerely,

Susan M. Gonsalves, O.D.
Curriculum Coordinator
susan.gonsalves@k12.hi.us
(808) 305-6499



April 15, 2026

Mr. Keith DeMello
Chairperson
Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, HI 96813

Dear Chair DeMello,

Ms. Bennette Misalucha has demonstrated a proactive commitment to collaborating across the education, workforce development, and economic development sectors. Her leadership in integrating Hawaii's Generational Workforce Commitment into the Council's strategic framework reflects a deliberate effort to ensure broad stakeholder engagement. By facilitating a process where diverse voices are heard, she has helped align workforce priorities with established initiatives, such as the Hawai'i P-20 Council's Hawaii Graduates for Hawaii's Future goal.


A central component of Ms. Misalucha's work involves leading strategic conversations with the State Office of Career and Technical Education. These efforts aim to bridge the gap between Hawaii's Workforce Innovation and Opportunity Act (WIOA) plan and the Carl D. Perkins Career and Technical Education Act (Perkins) plan. Achieving synergy between these two areas is essential for a truly integrated system where the educational pipeline and workforce requirements operate in tandem.

We are currently at a pivotal juncture where stakeholders across the education, workforce development, and economic development sectors are successfully harmonizing their visions and investments. Ms. Misalucha's professional relationships and cross-sector leadership have been key drivers in this progress, helping to transform individual departmental goals into a cohesive statewide strategy.

Mahalo,

A handwritten signature in black ink, appearing to read "Stephen Schatz", is written over a horizontal line.

Stephen Schatz
Executive Director

From: Paul Chen pchen@fhb.com 
Subject: Re: Letter of Support for Bennette Misalucha
Date: April 15, 2026 at 1:23 PM
To: kdemello@ulupono.com

PC

Dear Chair DeMello,

I am writing to offer my strong and unequivocal recommendation for Bennette Misalucha to continue serving as Executive Director of the State of Hawai'i Workforce Development Council.

In my role as Vice President of Talent Acquisition as First Hawaiian Bank, I work closely with workforce leaders, employers, educators, and policymakers to address Hawai'i's most pressing workforce challenges. Over the past couple of years, I have had the privilege of working closely with Ms. Misalucha on a range of initiatives, including the Hale Imua State Internship Program, the American Job Center Youth Hawai'i Program, and the numerous Talent Summits she has produced. Few leaders I have encountered bring the depth of experience, credibility, strategic clarity, and passion that Ms. Misalucha brings to the Workforce Development Council.

As Executive Director, Ms. Misalucha has demonstrated a steady and thoughtful approach to strengthening Hawai'i's workforce system. She consistently brings the right stakeholders together to align education and training pathways with labor market demand, while elevating employer engagement across sectors. She leads with both urgency and respect—fostering collaboration while maintaining a clear focus on outcomes and accountability. Under her leadership, the Council has remained focused on long-term system alignment while responding effectively to immediate workforce disruptions and opportunities, as reflected in the Hawai'i State Unified Plan.

What I especially value is Ms. Misalucha's ability to translate policy into practice. She understands that successful workforce development is not theoretical—it is measured by whether employers can fill critical roles, whether residents can access quality jobs, and whether our economy can sustain and grow local talent. Her leadership consistently reflects this practical, results-oriented perspective.

For these reasons, I strongly support Bennette Misalucha's continued appointment as Executive Director of the Hawai'i Workforce Development Council. She is exceptionally qualified, widely respected, and uniquely positioned to lead the Council's work forward in service of Hawai'i's workers, employers, and communities.

Please feel free to contact me if additional information would be helpful. I am confident the State will continue to benefit from Ms. Misalucha's leadership.

Sincerely,

Paul Chen

Paul Chen | Vice President & Talent Acquisition Manager
Human Resources Group
999 Bishop Street, Honolulu, HI 96813 | P (808)525-6248 | F (808)525-5798 | pchen@fhb.com

 **First Hawaiian Bank**  **First Hawaiian Bank.**



Keith DeMello
Chair
Workforce Development Council

April 14, 2026

Aloha Keith,

It is my pleasure to offer this letter of recommendation for Bennette Misalucha, Executive Director of the State Workforce Development Council. In her role, Ms. Misalucha has consistently demonstrated exceptional leadership, collaboration, and a deep commitment to advancing workforce development across Hawaii.

Throughout her tenure, Bennette has been a strong and effective partner to organizations throughout the state, bringing together public, private, nonprofit, and industry stakeholders to strengthen workforce pathways and align training with real-world employment needs. Her ability to collaborate across sectors and foster productive relationships has been instrumental in promoting sustainable workforce solutions that serve both employers and workers.

At BIA Hawaii, we have especially valued Bennette's leadership and engagement. She approaches workforce development with clarity, purpose, and a genuine understanding of industry needs, including the construction sector's critical role in Hawaii's economy. Her openness to dialogue, willingness to listen, and strategic perspective have helped create meaningful opportunities for partnership and progress.

Bennette is widely respected for her professionalism, integrity, and forward-thinking approach. She brings both vision and practical execution to her work, ensuring that programs and initiatives are not only well-designed but also impactful and inclusive.

I am confident that Bennette Misalucha's leadership will continue to have a lasting positive impact on workforce development in Hawaii. She has our highest recommendation and our sincere appreciation for her continued collaboration and service.

Please feel free to contact me should you require any additional information.

With gratitude,

A handwritten signature in black ink that reads "Roseann Freitas". The signature is written in a cursive, flowing style.

Roseann Freitas

CEO

Building Industry Association of Hawaii



KAUAI ECONOMIC DEVELOPMENT BOARD

04/14/2026

To: Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Support for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to express my strong support for the continued employment of Bennette Misalucha as Executive Director of the Workforce Development Council. As her contract approaches expiration, her continued leadership is essential to maintaining stability and momentum across Hawai'i's workforce system.

Ms. Misalucha brings a strong understanding of workforce policy and the workforce innovation and opportunity Act (WIOA), federal requirements, and system coordination. She has strengthened partnerships across state, county, education, and community organizations, improving alignment and collaborations statewide.

Her leadership has advanced key priorities, including sector strategies, data-informed decision-making, and alignment with economic development goals. She leads with professionalism, integrity, and a clear commitment to serving the people of Hawai'i.

I strongly encourage the Council to renew Ms. Misalucha's contract to maintain momentum and effective leadership.

Thank you for your time and consideration.

Sincerely,

Kehaulani Kukahiko

Manager, Education & Workforce Development, Kaua'i Economic Development Board
WDC Board Member



April 14, 2026

Mr. Keith DeMello
Chair
Workforce Development Council
830 Punchbowl Street
Honolulu, Hawai'i 96813

Aloha Chair DeMello:

On behalf of the Hawai'i Agricultural Foundation, I am writing to express our strong support for the reappointment of Bennette E. Misalucha as Executive Director of the State Workforce Development Council.

Through our partnership on the Hele Imua program, we have seen firsthand Bennette's ability to bring together government, industry, and community partners to deliver meaningful workforce solutions. Her leadership is collaborative, thoughtful, and grounded in a clear understanding of Hawai'i's workforce needs.

Bennette brings over 30 years of experience across business, public service, and community leadership. As a former State Senator and senior banking executive, she has demonstrated both strategic vision and a deep commitment to serving our communities. Her many recognitions reflect not only her professional accomplishments, but her dedication to making a difference.

At a time when workforce development is critical to Hawai'i's economic future—including sectors like agriculture—Bennette's continued leadership provides the consistency and credibility needed to move this work forward.

We respectfully urge your support for her reappointment.

Mahalo for your leadership and consideration.

Sincerely,

Denise Yamaguchi
Executive Director



04/10/2026

To: Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing to express my strong support for the continued employment of **Bennette Misalucha** as Executive Director of the Workforce Development Council (WDC). As her current contract approaches its June 30 expiration, I believe her continued leadership is critical to maintaining stability, strategic focus, and systemwide coordination during a pivotal period of workforce transition for the State of Hawai'i.

Under Ms. Misalucha's leadership, the WDC has strengthened its role as a statewide convener, collaborator, and policy leader. She brings a deep understanding of the Workforce Innovation and Opportunity Act (WIOA), federal compliance requirements, and the operational realities facing local workforce partners across the islands. Her ability to translate policy into action understanding our local businesses and community has ensured that Hawai'i's workforce system remains federally compliant while being responsive to the unique economic, geographic, and cultural needs of our communities.

Ms. Misalucha's leadership is grounded in transparency, partnership, and a strong commitment to systemwide alignment. She has cultivated and sustained meaningful relationships across state agencies, county partners, educational institutions, employers, and nonprofit organizations — relationships that are foundational to the effectiveness of the workforce system and not easily replicated. Through her collaborative approach, communication has improved, silos have been reduced, and service delivery has become more coordinated and impactful statewide.

Importantly, Ms. Misalucha has advanced a vision centered on **Hawai'i's Generational Commitment**—a long-term, shared responsibility to prepare current and future generations for meaningful employment and economic stability. This commitment is reflected in her work to strengthen career pathways, expand work-based learning opportunities, modernize workforce data, and better align workforce strategies with Hawai'i's broader economic development priorities.

She has also demonstrated exceptional leadership in convening high-impact, forward-looking workforce events that bring stakeholders together around shared challenges and solutions. These include statewide conversations on the **Future of Work** and the successful launch of the **inaugural Hawai'i Internship Summit**, which elevated the importance of internships and early career experiences as critical components of Hawai'i's talent pipeline. These efforts have helped shift the workforce dialogue from short-term solutions to sustainable, long-term strategies.

Throughout her tenure, Ms. Misalucha has led with professionalism, integrity, and a solutions-oriented mindset. She has earned the trust of partners across the state and strengthened the credibility and effectiveness of the Workforce Development Council. Equally important, she brings a genuine commitment to the people of Hawai'i, consistently centering jobseekers, employers, and communities in her work.

Given the importance of continuity and experienced leadership at this critical juncture, I respectfully urge the Council to renew Ms. Misalucha's appointment as Executive Director. Her continued service will ensure momentum on priority initiatives and provide the stability and strategic direction necessary to advance Hawai'i's workforce system and uphold our shared generational commitment.

Thank you for your consideration.

Sincerely,

Kazu Hayashida

Kazu Hayashida
Workforce Planning Manager
Hawaiian Electric

April 14, 2026

Letter of Recommendation for Bennette Misalucha.

WDC Chair, Keith DeMello,

It is my distinct pleasure to write this letter of recommendation for Bennette Misalucha to continue as the Executive Director of the Workforce Development Council of Hawaii. As a former member of the Council, retired - co-chair of the HAH Workforce Development Committee, and the first recipient of the Workforce Heros award, I have had the privilege of witnessing firsthand the extraordinary leadership and vision that Bennette brings to our state's workforce initiatives.

She consistently demonstrates an inclusive approach, engaging a diverse array of stakeholders from government, industry, education, and community organizations. Through creative and innovative strategies, she addresses workforce challenges with determination and foresight, ensuring that solutions are both practical and forward-thinking. Her ability to foster collaboration and harness the collective strengths of Hawaii's workforce partners has resulted in measurable progress and renewed optimism for our state's economic future.

Under her guidance, the Council has not only adapted to the evolving needs of Hawaii's workforce but has also proactively identified opportunities for growth and development. Bennette's commitment to inclusivity, creativity, and excellence sets a high standard for leadership and inspires all those who work alongside her.

I wholeheartedly endorse the reappointment of Bennette Misalucha as the Executive Director of the Workforce Development Council. Her dedication and impact on workforce development in Hawaii are truly exceptional.

Sincerely,



Carl W. Hinson,

Retired Director, Workforce Development, Hawaii Pacific Health



Seafarers

International Union

Atlantic, Gulf, Lakes and Inland Waters

606 Kalihi Street, Honolulu, HI 96819-4061 - (808) 845-5222
WWW.SEAFAARERS.ORG

April 15, 2026

DAVID HEINDEL
PRESIDENT

Keith DeMello, Chair
Hawaii Workforce Development Council
830 Punchbowl Street, Room 329
Honolulu, HI 96813

AUGUSTIN TELLEZ
EXECUTIVE
VICE-PRESIDENT

TOM ORZECZOWSKI
SECRETARY-TREASURER

Re: Letter of Support for Bennette Misalucha

GEORGE TRICKER
VICE PRESIDENT

Aloha Chair DeMello,

DEAN CORGEY
VICE PRESIDENT

I am writing to express my strong support for the continued appointment of Bennette Misalucha as Executive Director of the Hawaii Workforce Development Council.

JOSEPH T. SORESI
VICE PRESIDENT

BRYAN POWELL
VICE PRESIDENT

In my role working closely with workforce development efforts, labor, and industry stakeholders, including the Seafarers International Union. I have had the privilege of collaborating with Ms. Misalucha on initiatives aimed at strengthening Hawaii's workforce pipeline. Her leadership has been instrumental in advancing a more coordinated, forward-thinking approach to workforce development across the state.

JOE VINCENZO
VICE PRESIDENT

PAT VANDEGRIFT
VICE PRESIDENT

HAZEL GALBISO
VICE PRESIDENT

Ms. Misalucha has demonstrated a clear ability to align policy with practice, bringing together government, education, labor, and industry partners to address real workforce needs. Her leadership reflects a strong understanding of Hawaii's economic landscape including the urgent need to build sustainable career pathways, retain local talent, and expand access to training opportunities that lead to long-term employment.

SAM SPAIN
VICE PRESIDENT

KAREN HORTON-GENNETTE
UIW NATIONAL DIRECTOR

As Hawaii continues to explore expansion into critical sectors such as maritime, her leadership has been especially valuable. The development of a maritime workforce pipeline, connecting local residents to careers at sea through structured pathways involving industry partners, training institutions, and apprenticeship programs represents a significant opportunity for the state. Ms. Misalucha has been supportive of these



efforts and recognizes the importance of creating accessible entry points into maritime careers, particularly for local residents seeking stable, well-paying, and upwardly mobile employment.

Her willingness to support innovative workforce models, including partnership that bridge education, workforce systems, and employers, ensures that emerging sectors like maritime are positioned for long-term success. This type of leadership is essential as we work to build not only immediate job opportunities, but also sustainable career pathways that strengthen Hawaii's workforce and economy.

Importantly, Ms. Misalucha leads with professionalism, integrity, and a deep commitment to public service. She listens to stake holders, values diverse perspectives, and works diligently to ensure that programs and policies deliver meaningful outcomes for the people of Hawaii.


Given the challenges and opportunities facing our state's workforce, continuity in strong, effective leadership is essential. I am confident that Ms. Misalucha will continue to guide the Workforce Development Council in a direction that supports economic growth, workforce resilience, and expanded opportunity for Hawaii's residents.

Thank you for your consideration and for your continued commitment to strengthening Hawaii's workforce.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Amber Akana', written over a circular stamp or mark.

Amber Akana
Safety Director
Seafarers International Union

From: Rossella Guardascione dirhumres@konabeachhotel.com 
Subject: Bennette Misalucha
Date: April 29, 2026 at 1:03 PM
To: kdemello@ulupono.com



Aloha Keith,

I hope this message finds you enjoying your day!

I wanted to take a couple of minutes to share my appreciation for Bennette in her role. As previously shared with Ken Louie, Bennette is a powerhouse leader who works tirelessly to exceed expectations, add value, and develop and drive workforce development.

Having worked closely with Bennette for several years, I have seen firsthand her dedication to advancing workforce initiatives and her unique ability to align workforce goals with the needs of our local community. Her strategic vision, partnership building, and community advocacy is simply the best I've ever worked with. Bennette's leadership style is both innovative and collaborative.

I am confident that Bennette's expertise will continue to lead to exceptional outcomes for our community. Please don't hesitate to contact me if I can answer any questions or provide any further feedback.

Mahalo and warmest aloha,
Rossella

Mahalo,
Rossella



KING KAMEHAMEHA
KONA BEACH RESORT

ROSSELLA GUARDASCIONE
DIRECTOR OF HUMAN RESOURCES

O: 808.331.6326 E: rguardascione@konabeachhotel.com

KING KAMEHAMEHA KONA BEACH RESORT
75-5660 PALANI ROAD

KAILUA-KONA, HAWAII 96740

konabeachresort.com



[@konabeachresort](#)

[King Kamehameha Kona Beach Resort](#)



April 15, 2026

Keith DeMello, Chair
Hawaii Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, HI 96813

RE: Recommendation for Bennette Misalucha, Executive Director

Dear Chair DeMello,

I offer this letter of support for Bennette Misalucha to continue serving as Executive Director of the State of Hawaii Workforce Development Council (WDC).

As the owner of Inkinen, the premier executive search firm in Hawaii, I see the need for workforce development every day. In order to develop the leaders of the future, we need to make sure our children are prepared for the careers of tomorrow. I believe we are all stakeholders in the WDC's mission, which is why I fully support one of our most valuable search consultants, Cheryl Cross, investing her valuable time to serve on the Council.

The work of the WDC is incredibly important to the future of Hawaii and its economy because it is the kind of complex, system-changing work that requires consistent, diligent effort over many years. Bennette's leadership over the past three years has been exemplary. The members of the Council are an amazing group of professionals and community leaders in their own right. However, because councils and committees have constant turnover, having a steady person in the Executive Director Chair is critical to creating lasting impact. This is why it is so important for Bennette continuing to serve in this capacity.

Bennette is a dedicated public servant who, throughout her career, has repeatedly stepped into leadership roles that have required integrity, transparency, and dedication, and her efforts are needed now more than ever. I fully support Bennette continuing as the Executive Director of the Hawaii Workforce Development Council.

If you have any questions about this recommendation, please feel free to email me at bancheta@inkinen.com or call me at (808) 380-4175.

Respectfully,

A handwritten signature in black ink, appearing to read "B. Ancheta, Jr.", with a stylized flourish at the end.

Benjamin Ancheta, Jr.
President
Inkinen Executive Search

April 13, 2026

Keith DeMello, Chair
State of Hawaii Workforce Development Council

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello:

I am writing to express my strong support for Bennette Misalucha to continue as Executive Director of the Workforce Development Council (WDC). Ms. Misalucha's contract is set to expire on June 30, 2026; however, her work is not done. I believe we need her leadership and vision to reach the North Star set for 2045 with the Generational Workforce Commitment. Her professionalism, integrity, and commitment to her role have strengthened the WDC.

Ms. Misalucha has been instrumental in setting the foundational building blocks, for the Generational Workforce Commitment through the WDC's work on the State Unified Plan and subsequent evolution to casting a framework of Learn, Work, Thrive, Belong. That said, the Generational Workforce Commitment remains to be codified and implementation funded, and data must be collected and evaluated to inform future work. The state needs a strong leader to move this incredible commitment forward. Ms. Misalucha's ability to build networks, by asking difficult questions then going a step further to bring people together to work toward answers, is the reason we have agreement across the state and WDC partners. I believe Ms. Misalucha is the right leader to guide the work of the WDC and fulfill our role, as a partner in implementing the Generational Workforce Commitment.

In addition, as the Executive Director of the WDC she ensured that all members were well informed, received training, and were able to effectively participate in guiding the state, serving as convener and policy leader, and ensuring that Hawaii's workforce programs remain aligned with federal expectations. Ms. Misalucha tirelessly demonstrated her ability to build strong relationships and look for ways to align partners and improve resource utilization. I appreciated her ability to find information and make it available to the WDC through opportunities to learn from experts and colleagues in the field. Her ability to build relationships and her commitment to strengthening Hawaii's workforce is needed, now more than ever. We cannot let the momentum diminish. As a WDC member, I respectfully support the continued employment of Ms. Misalucha.

Sincerely,



Rona Yagi Fukumoto
President & CEO
Workforce Development Council Member

JOSH GREEN, M.D.
GOVERNOR



KEITH T. HAYASHI
SUPERINTENDENT

**STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804**

McKinley Community School for Adults
634 Pensacola St., Room 216
Honolulu, Hawaii 96814

April 15, 2026

Mr. Keith DeMello, Chairperson
Workforce Development Council
830 Punchbowl St.
Honolulu, Hawaii 96813

Dear Mr. DeMello,

I am writing to express my support for Bennette Misalucha in her role as Executive Director of the Workforce Development Council. I have had the opportunity to observe her leadership and dedication, and appreciate her commitment to strengthening our workforce and expanding opportunities for our community.

She has supported the Workforce Development Council's initiatives that promotes skills training, career readiness, and economic mobility and she has utilized financial resources to support adult education's Career Foundations Workforce Preparation curriculum and program offerings.

I support Ms Misalucha's effort as well as the Workforce Development Council's display of leadership that supports adult education initiatives. The Council's consistent vision, integrity, and deep commitment to empowering individuals through education will further strengthen workforce development and adult education program offerings.

The Executive Director along with the Council have demonstrated the ability to foster collaboration among educational institutions, employers, and community organizations. These partnerships have strengthened program effectiveness, ensuring that adult learners are not only educated but also are connected to real-world opportunities.

Sincerely,

A handwritten signature in cursive script that reads "H. Sanpei".

Helen Sanpei, Principal,
McKinley Community School for Adults



P.O. Box 253, Kunia, Hawai'i 96759
Phone: (808) 848-2074; Fax: (808) 848-1921
e-mail info@hfbf.org; www.hfbf.org

April 30, 2026

Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Aloha Chair DeMello:

I am writing on behalf of the Hawai'i Farm Bureau (HFB) to express our support for the continued employment of Bennette Misalucha as Executive Director of the Workforce Development Council.

HFB represents farmers, ranchers, and agricultural producers across the State of Hawai'i. Workforce availability remains one of the most significant challenges facing our agricultural community, and strong coordination between industry, education, and government is essential to developing practical and sustainable workforce solutions.

We have appreciated Ms. Misalucha's leadership in strengthening collaboration across sectors and her efforts to align workforce initiatives with the needs of employers. Her ability to bring together partners from the public, private, and nonprofit sectors has helped advance a more coordinated and responsive workforce system for Hawai'i.

Ms. Misalucha's experience in both government and industry, along with her commitment to building partnerships, has been valuable in supporting workforce development efforts that benefit a wide range of sectors, including agriculture. Her continued leadership will help maintain momentum on key initiatives and ensure continued progress in addressing Hawai'i's workforce needs.

For these reasons, HFB supports the continuation of her contract and respectfully asks for your consideration.

Mahalo for your time and leadership.

Sincerely,

A handwritten signature in black ink that reads "Brian Miyamoto". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian Miyamoto
Executive Director
Hawai'i Farm Bureau



**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**
KA 'OIHANA HO'OMOHALA PĀ'OIHANA, 'IMI WAIWAI
A HO'OMĀKA'IKA'I

JOSH GREEN, M.D.
GOVERNOR

KEITH A. REGAN
ACTING LT. GOVERNOR

JAMES KUNANE TOKIOKA
DIRECTOR

DANE K. WICKER
DEPUTY DIRECTOR

No. 1 Capitol District Building, 250 South Hotel Street, 5th Floor, Honolulu, Hawaii 96813
Mailing Address: P.O. Box 2359, Honolulu, Hawaii 96804
Web site: dbedt.hawaii.gov

Telephone: (808) 586-2355
Fax: (808) 586-2377

April 29, 2026

Mr. Keith DeMello, Chair
Workforce Development Council
830 Punchbowl Street
Honolulu, Hawai'i 96813
kdemello@ulupono.com

Dear Chair DeMello:

Re: Letter of Support for Bennette Misalucha

I am pleased to offer this letter of support for Bennette Misalucha, Executive Director of the Workforce Development Council (WDC) at the Hawai'i Department of Labor and Industrial Relations. Her leadership, collaborative approach, and deep understanding of Hawai'i's economic and workforce landscape have made her an invaluable partner to the Department of Business, Economic Development & Tourism (DBEDT).

The WDC plays a critical role as Hawai'i's statewide workforce policy and coordination body under the federal Workforce Innovation and Opportunity Act (WIOA). In this role, the Council brings together leaders across business, labor, education, and government to align workforce programs with the State's economic development priorities. This mission directly complements DBEDT's work to advance the "Redesigning Hawai'i's Economy for Resilience" framework, where workforce development is a core pillar of long-term competitiveness.

Under Bennette's direction, the WDC has been instrumental in strengthening coordination among State agencies, education partners, and industry stakeholders. She has demonstrated her ability to convene diverse groups, identify shared goals, and foster the collaboration necessary to build a skilled workforce that meets Hawai'i's evolving economic needs. Her leadership has helped advance statewide efforts to align training and education pathways with high-demand sectors, ensuring that Hawai'i residents have access to quality job opportunities while supporting industry growth.

DBEDT's partnership with the WDC has been especially impactful in the following areas:

- **Workforce Development:** Enhancing curriculum-to-career pathways and strengthening sector partnerships that prepare residents for in-demand careers.
- **Economic Diversification:** Supporting emerging industries—including technology, healthcare, advanced manufacturing, and value-added industries—through targeted talent development strategies.

Mr. Keith DeMello
DBEDT Letter of Support
Page 2 of 2

- **Systems Alignment:** Reducing fragmentation across programs and streamlining efforts between State, education, and industry partners to improve outcomes for both jobseekers and employers.

Bennette's commitment to building industry-driven talent pipelines and her forward-looking approach to workforce alignment have been essential in supporting Hawai'i's economic resilience. Her ability to bring people together and collaborate has significantly advanced our shared goals for a stronger, more diverse, and globally competitive economy.

I offer my support and appreciation for Bennette Misalucha's continued service and leadership. She is a trusted partner to DBEDT, and her contributions are vital to Hawai'i's long-term economic success.

Sincerely,



Dane K. Wicker
DBEDT Deputy Director

cc: Bennette Misalucha, bennette.e.misalucha@hawaii.gov



Rosalee Agas-Yuu, RN
President

1600 Ala Moana Blvd Suite 100
Honolulu, HI 96815

Tel: (808) 531-1628
Fax: (808) 524-2760

To: Keith DeMello, Chair
Workforce Development Council, State of Hawai'i

Re: Endorsement for Continued Employment of Executive Director Bennette Misalucha

Dear Chair DeMello,

I am writing in **strong** support for the continued employment of Bennette Misalucha as the Executive Director of the Workforce Development Council (WDC).

I have had the personal experience of her onboarding me as a member of the WDC. She was prompt in getting me to observe meetings, attend appropriate training sessions and get my paperwork in order. We were able to meet in person and she made the transition smooth.

Her previous experience is translated into the leadership and interpersonal skills in her present role as Executive Director. Her continued employment as Executive Director will add to the foundation that exists at the WDC and provide stability as we face the challenges of the workforce in the times ahead.

Sincerely,

Rosalee Agas-Yuu

Rosalee Agas-Yuu

President, Hawai'i Nurses' Association, OPEIU Local 50



UNIVERSITY
of HAWAII*

SYSTEM

'Ōnaehana Kulanui o Hawai'i

Christine Beaulé, PhD
Director of Workforce Development

May 1, 2026

Mr. Keith DeMello
Chairperson, Workforce Development Council
830 Punchbowl Street, Room 317
Honolulu, HI 96813

Dear Chair DeMello,

As the University of Hawai'i (UH) System's Director of Workforce Development, I am pleased to express my strong support for the renewal of Executive Director Bennette Misalucha's contract as the Executive Director of the State Workforce Development Council. Over the past two years, I have had a number of occasions to work with Executive Director Misalucha on a variety of initiatives, and have developed a deep appreciation for her strategic leadership, consistent advocacy, and unwavering commitment to the cross-agency effort to define and set Hawai'i's state workforce development goal.

Under her guidance, Executive Director Misalucha was instrumental in implementing the State Unified Plan and identifying high-growth business sectors. This initiative directly supports our academic planning for training programs and upskilling, ensuring our students graduate with marketable job skills to ensure their success well into the future. Executive Director Misalucha's role on the Career and Technical Education Coordinating Advisory Council furthers the connection between the State Unified Plan and local industries' workforce requirements.

She is also a crucial organizing partner of our cross-agency effort to define and set a state workforce development goal, and the Generational Workforce Commitment was just adopted via a joint legislative resolution. She has been a strong and consistent advocate for and partner to UH in several key areas, such as setting up Workforce Pell and modernizing the Eligible Training Provider list.

Furthermore, as an alumna of the UH with a BA in Communications and Journalism, Executive Director Misalucha intimately understands the critical need to ensure our students' future success and the significance of workforce alignment. Her dedication and commitment to cross-sector partnerships ensure persistent improvement, consistent stability, and improved collective impact.

I am confident that under Executive Director Misalucha's continued leadership, we will further advance educational excellence and workforce development across our state. I respectfully urge you to renew her contract so we may continue this important work together. Mahalo for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Christine Beaulé'.

Christine D. Beaulé, PhD

1733 Donaghho Road
Kuykendall Hall 723
Honolulu, Hawai'i 96822
Telephone: (808) 956-5841
An Equal Opportunity/ Institution

April 15, 2026

Letter of Support for the Reappointment of Bennette Misalucha
Executive Director, Hawai'i Workforce Development Council

To Whom It May Concern,

I am writing in my capacity as a member of the Hawai'i State Workforce Development Council to express my strong support for the reappointment of Bennette Misalucha as Executive Director of the Workforce Development Council.

Over the past three years, Ms. Misalucha has provided steady, strategic leadership that has strengthened Hawai'i's workforce development system and elevated the Council's role as a convener, connector, and strategic advisor. Her tenure reflects a clear commitment to collaboration, employer engagement, and the development of high-quality talent pipelines aligned with Hawai'i's economic and workforce priorities.

Ms. Misalucha's leadership has been particularly visible through her support and partnership in major statewide convenings that bring together employers, educators, workforce partners, and policymakers. The Synergy Summit exemplifies her ability to foster cross-sector dialogue focused on aligning education, training, and workforce strategies to meet Hawai'i's current and future labor market needs. By creating space for candid discussion and shared problem-solving, she has helped advance a more coordinated and responsive workforce ecosystem.

Similarly, Ms. Misalucha played a critical role in partnership with Hawai'i Employers Council on the Hawai'i Internship Summit, an effort that emphasized the importance of internships as long-term talent pipeline strategies rather than short-term placements. The Summit reinforced practical, employer-informed approaches to building high-quality internship programs, highlighted available funding and support resources, and elevated the voices of interns, employers, and educators. These efforts reflect Ms. Misalucha's focus on real-world solutions that work for employers of all sizes while expanding meaningful opportunities for Hawai'i's students and jobseekers.

Beyond these convenings, Ms. Misalucha has consistently guided the Council and has supported strong alignment between statewide plans and local workforce development efforts, and emphasized equity, access, and career pathways that lead to quality employment.

Based on her performance over the past three years, I believe Ms. Misalucha's reappointment will provide much-needed continuity, sustain momentum, and further strengthen Hawai'i's workforce development efforts. I respectfully urge your favorable consideration of her reappointment and thank you for the opportunity to offer this letter in support.

Respectfully,



Shelli Ihori
Hawai'i State Workforce Development Council

Next Meeting

Tentatively scheduled for
August 14, 2026 9:30 AM to 10:30 AM

Adjournment