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

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**HAWAII WORKFORCE DEVELOPMENT COUNCIL
BOARD MEETING- 2026 SECOND QUARTER**

AGENDA

Date: Thursday, May 21, 2026
Time: 9:30 a.m. to 12 noon
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/84276507600?pwd=gq22FlvzGpK6RkQirJLX2m0MUou5Gk.1>

Meeting ID: 842 7650 7600

Passcode: 187878

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/>

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Vision Statement

The Workforce Development Council’s vision is that all employers have competitively skilled employees and all residents seeking work or advancement have sustainable employment and self-sufficiency.

Mission Statement

It is the intent of the Workforce Development Council to support and guide the implementation of the Unified State Plan through active collaboration and regional sensitivity for the purpose of aligning, coordinating, and integrating workforce services to meet the needs of employers and residents in order to foster a robust economy.

I. **Call to Order**Keith DeMello, Workforce Development Council Chair

II. **Approval of Minutes : February 18, 2026 and April 2, 2026 Special Meeting**

III. **Ceremonial Swearing in of New and Returning Board Members by Rep Andrew Garrett (House Designee to the Workforce Development Council)**

1. **Gina Woo Anonuevo**, Vice Chair and Chief Administrative Officer/Chief Human Resources Officer, First Hawaiian Bank (representing private sector)
2. **Jason Benn**, Senior Vice President and Chief Transformation & Administrative Officer at Hawaiian Electric. (representing private sector)
3. **Douglas Chang**, General Manager, The Ritz-Carlton O’ahu, Turtle Bay (representing private sector)
4. **Cheryl Cross**, (returning)Executive Search Consultant, Inkinen Executive Search (representing private sector)
5. **Keith DeMello**, (returning) Current Chair of the Workforce Development Council and Senior Vice President of Communications & External Affairs, Ulupono Initiative (representing private sector)
6. **George Denise**, Director, Project Management, General Contractors Association (representing private sector)
7. **Rona Fukumoto**, (returning), Chief Executive Officer and President, Lanakila Pacific (representing private sector)
8. **Ashleigh Loa**, Director of Operations, Hawaiian Community Assets (representing private sector)
9. **Trang Malone**, (returning) Vice Chair of the WDC and Workforce Initiatives Manager, CVS Health (representing private sector)
10. **Cary Miyashiro**, (returning) President, Quad D Solutions (representing private sector)
11. **Sean Nakamura**, Corporate Controller and Treasurer, TradeWind Group (representing private sector)
12. **Chris Burnett**, Director of the Committee on Political Education for the Hawaii State AFL-CIO (representing labor sector)
13. **Mark Phongsavath**, Lead Organizer, IBEW Local Union 1186 (representing labor sector)

***Swearing in of New Board Members**

IV. **Recognition of retiring member: Sean Knox (term expires June 30, 2026)**

V. **Presentation: Workforce Challenges in the Defense Industry** Kimberly Lehn, Senior Director, Pacific Forum

This presentation will focus on the growing need to strengthen Hawai’i’s workforce capacity to support military and defense-related projects, particularly as current workforce projections indicate an insufficient number of skilled workers to meet the volume of work anticipated through Department of Defense projects. Representatives from the Pacific Forum will share key strategic recommendations emerging from their recent conference, including potential actions and partnerships that may help address workforce shortages, strengthen talent pipelines, and better position Hawai’i to meet current and future defense workforce demands.

VI. **Presentation: Workforce Development Council’s Strategic and Implementation Plans on Artificial Intelligence Transformation in the Workforce Systems** Nick Winfrey and Gary Albitz, Imua

Onipaa

A presentation on the Workforce Development Council’s implementation strategy for Strategic Plan Goal #5: Enable Responsible Technology Adoption.

The presentation will center on a four-part symposium series under the theme “The AI Transformation: Preparing Hawai’i’s Workforce for the Future,” designed to convene stakeholders over the next year to explore Artificial Intelligence (AI) trends, sector impacts, governance considerations, and strategies to prepare Hawai’i’s workforce for an AI-enabled economy.

VII. Governor’s Time *Dan Kouchi, Policy Advisor at Governor’s office and Designee for Governor Josh Green*

a) 2026 Legislative Session Wrap Up

The Legislative Session wrapped up on Friday, May 8, 2026. Roughly 300 bills will likely be considered by the Governor for his final approval. Important legislation that passed Conference include:

- HB1800, The Supplemental Budget Bill – Includes approximately \$10.63 billion in general funds and \$1.514 billion in Capital Improvement general obligation funds for FY2027. The supplemental budget also included roughly \$120 million in Green Fee related projects, with roughly 60 percent coming from the initial list that was transmitted by Governor Green and compiled by the Green Fee Advisory Council.*
- SB3125, Tax Credits Bill – This bill would keep in place the tax credits that were passed in 2024 to ensure lower and middle-income Hawai’i residents will continue to benefit from these credits. The bill would also create a new tax bracket for households earning more than \$1 million or more and single filers earning \$500,000 or more. Additionally, this bill would also see some tax credits phased out over time.*
- SB2580, Film Tax Credit Bill – This bill helps to strengthen and modernize Hawai’i’s film tax credit program to support local jobs, attract major productions, and ensures that the state can remain competitive in a rapidly evolving global entertainment industry.*

All bills that pass the legislature will still undergo review amongst Governor Green and the departments prior to the July 15th signing deadline.

b) Western Governors’ Association Annual Policy Forum

On April 20th and April 21st, Governor Green, along with New Mexico Governor Michelle Lujan Grisham, hosted a two-day forum which discussed and highlighted the aftermath of Hawai’i’s response to the 2023 Maui Wildfires. This policy forum convened disaster response experts from around the country to discuss how the people of Hawai’i mobilized in response to the Maui wildfires and highlight the collective efforts to recover and rebuild.

Additionally, Governor Green looks forward to hosting the WGA Winter Meeting this December in Hawai’i.

VIII. Labor Director’s Update.....*David Rodriguez, Designee for Department of Labor Director Jade Butay*

a. *Kona Low Initiatives*

1. *Disaster Unemployment Assistance: Federal Emergency Management Authority (FEMA) funded program operated by the United States Department of Labor as a result the Presidential Disaster Declaration by President Donald Trump on April 7, 2026. Department of Labor and Industrial Relations began accepting applications 5/7, benefits available week beginning 3/15 through week ending 10/10, filing deadline 6/15. Eligibility is for those not eligible for regular unemployment insurance benefits including workers, business owners, and self-employed individuals in the City and County of Honolulu, County of Hawai'i, and County of Maui who may be eligible for Disaster Unemployment Assistance benefits if they became unemployed or had their work hours reduced or interrupted due to the storms, floods, landslides, and mudslides that occurred between March 10, 2026 and March 24, 2026. Further information is available on the Unemployment Division's website.*
2. *National Dislocated Worker Grant: update on the status of application for a WIOA discretionary grant to assist with the economic dislocation caused by the natural disaster.*

b. *2026 Legislature Important Measures*

- o *House Bill 1800 RELATING TO THE STATE BUDGET: 2.5% across the board cuts to the DLIR's general-funded functions, intending to seek flexibility in the application of the ongoing 10% restriction (5% hard, 5% soft) contained in the Executive Memorandum for Fiscal Year Budget Execution Policies and Instructions, and*
- o *House Bill 1800: Loss of a relatively small number of positions, which avoids the time-consuming process of requesting new positions as part of the budget approval process through Budget and Finance, Governor, and the Legislature as well as the time-consuming process of establishing positions and recruitment.*
- o *Senate Bill 3282 RELATING TO THE WORKFORCE PELL PROGRAM: the DLIR offered comments. The structure proposed in the measure did not reflect approaches under consideration in other States, especially as federal rulemaking was in progress with the U.S. Department of Education. The DLIR has extensive experience and expertise in managing federal grants, supported by dedicated staff with specialized knowledge and a proven track record. The Workforce Pell Grants will involve complex compliance, reporting, and audit requirements. Effective administration demands dedicated personnel, specialized expertise, and demonstrated success in managing federal grants. The Department strongly objected to the data sharing provision contained in this measure, which presented legal, operational, and federal compliance challenges for the DLIR's Unemployment Insurance (UI) program.*
- o *House Bill 2468 RELATING TO INTERNSHIP PROGRAMS: failed to pass and was an effort to clarify the responsibilities of the department and explicitly authorize the DLIR to contract with trade organizations or apprenticeship program sponsors to expand the private sector internships. Nonetheless, although reduced, the department still has a significant budget allocation for Hele Imua and seeks WDC members support in connecting interns with internship opportunities, especially for the well-developed public sector portion of Hele Imua.*

c. *Governor's Delegation to Director*

- o *Director's/department's overarching focus continues to be the provision of services to the intended beneficiaries of WIOA funds—the vulnerable Adult, Dislocated Worker, and Youth populations. Included in that, and with the assistance of the Council, is the goal to increase the quantity and quality of service delivery at the Local Level and the use of WIOA funds.*

- o *The WIOA program continues to encounter challenges, for examples, that have resulted in the development and submission to U.S. DOL of a Performance Improvement Plan for the Dislocated Worker Credential Attainment Rate and continuing dialogue with the U.S. DOL on Corrective Action Plan for Inaccurate Cost Allocation, Insufficient Policies and Procedures for Effective Cost Controls, and Insufficient Budget Controls for Maui County.*
- o *Sustainability of staffing and resources remains a top concern as WIOA funding is cyclical and the State’s unemployment rate, particularly in comparison to the national average, is a key factor in determining how WIOA funds are allocated among the states. As with other federal programs, workforce funding has experienced delays and reductions and, in some cases, temporary elimination (notably the Senior Community Service Employment Program) followed by restoration. Planning amid shifting federal policies and limited fiscal clarity has posed significant challenges and has required the reprioritization of staffing allocations. Sustainability concerns also play a role in the obligation to the U.S. DOL to be a steward of the funding and to meet the grant requirements, regulations, and grant terms and conditions.*
- *Salary Increase for Employees Exempt from Bargaining Unit (BU)13*
- o *Pursuant to an Executive Order in conjunction with BU13 civil service salary increases, effective 7/01/2026 for exempt employees, “Employees not administratively assigned to the salary schedule shall receive a two and ninety-five hundredths percent (2.95%) pay increase; or be adjusted at the discretion of the appointing authority from funds allowed for this purpose provided that the pay increase shall be no less than two and ninety-five hundredths percent (2.95%).”*
- o *Standing DLIR policy is to extend exempt positions only through the next fiscal year. That’s how we handle it across the board, with no exceptions.*
- o *And beyond our internal policy, State fiscal law and DHRD policy don’t let us extend any exempt position past the fiscal biennium unless there’s explicit statutory authority that provides otherwise, like for the Hawaii Labor Relations Board.*

c. *A Report on the Department of Labor and Industrial Relations Fiscal Year 2027 Budget*

IX. Update on Workforce Pell

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 Department of Labor and Industrial Relations Workforce Development Division, the Hawaii Department of Education, University of Hawaii, University of Hawaii Community Colleges), which is 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.

X. Legislative Update of 2026 Legislative SessionKeith 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

Title: RELATING TO WORKFORCE DEVELOPMENT

[HB1859 HD1](#)

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)
Title: RELATING TO STATE EMPLOYEE BENEFITS.

[HB2315 HD1](#)

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 pay out to provide home purchase down payment assistance. Requires reports to the Legislature. Requires reports to the Legislature. Sunsets 6/30/2029. (SD1)
Title: RELATING TO THE WORKFORCE PELL GRANT PROGRAM.

[HB2383 HD1](#)

Description: Establishes a statewide framework for the implementation of the federal Workforce Pell Grant Program to provide financial aid for certain short-term workforce education and training programs. Establishes a Workforce Pell Grant Program Approval Committee within the Workforce Development Council. Effective 7/1/3000. (HD1)

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.

Description: See Title

[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.

Description: See Title

[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.

Description: See Title

[GM626](#)

Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, **SEAN NAKAMURA**, for a term to expire 06-30-2027.

Description: See Title

[GM627](#)

Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, **GINA ANONUEVO**, for a term to expire 06-30-2026.

Description: See Title

[GM629](#)

Title: Submitting for consideration and confirmation to the Hawai'i Workforce Development Council, Gubernatorial Nominee, **TRANG MALONE**, for a term to expire 06-30-2029.

Description: See Title

[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.

Description: See Title

[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.

Description: See Title

[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.

Description: See Title
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.

[GM792](#) Description: See Title
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.

[GM793](#) Description: See Title
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.

[GM779](#) Description: See Title
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.

XI. Certification of the Kauai American Job Center *

Certification of an American Job Center (AJC) normally falls within the purview of their local board. However, because Kauai does not have a board, the responsibility, by default, goes to the State Board. It granted provisional certification to the Center but with some conditions. The provisional certification will lapse on May 31, 2026. A Corrective Action Plan was submitted. The Workforce Development Council conducted a site visit on April 27, 2026 as part of the certification process. This is an update on the certification process; to request that the provisional certification be extended to December 31, 2026.

The Corrective Action Plan will be part of the Meeting packet.

The Full Board will vote to ratify the Executive Committee's recommendation on the extension of the

provisional certification of the Kauai American Job Center.

*** Requires Board Action**

XII. 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.

At its May 8, 2026 meeting, the Executive Committee unanimously voted to amend the by laws and recommends passage by the full Board.

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 Board action***

XIII. Fiscal Reports :Workforce Innovation and Opportunity Act GrantsAriel Nault, Administrative Services Office and Bennette Misalucha, Executive Director, WDC

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

XIV. Workforce Innovation and Opportunity Act (WIOA) Title I and III Annual Performance Report: Program Year 2024..... Jeanne Ohta, Employment Service Specialist V, and Bennette Misalucha, Executive Director, 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 results.

XV. Executive Director's Report

A. Projects/ Activities

The Executive Director will report on the status of the following projects/activities

- *Strategic Planning meeting in December 2025*
- *First Hawaii Internship Summit held in March 2026*
- *Internship Excellence Awards*
- *Modification of the Unified Plan that was submitted on April 3, 2026*
- *Implementation of the State Unified Plan*
- *Completion of the webinar series on the Transformation Journey of other states: Maine, North Dakota and North Carolina*
- *Workforce Pell Grant: deliberations of the working group*
- *Eligible Training Provider List Task Force*

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 in 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.

XVI. Acceptance of Written Reports from Core Partners of Workforce Innovation and Opportunity Act (No Oral Presentation)

This agenda item is informational only and does not include oral presentations.
Written reports are included in the Board Packet and will be accepted into the record.

A. Workforce Innovation and Opportunity Act (WIOA) Title I and Title III – Workforce Development Division*..... Maricar Pilotin-Freitas, Administrator, Workforce Development Division

*PowerPoint slide deck will be part of the Board Packet

1. WIOA Title I Performance Report
2. Wagner-Peyser (Title III) Performance Report
3. Registered Apprenticeship Status Report
4. Hele Imua Internship Program Update
5. Community Outreach
6. Success Stories

B. WIOA Title II – Adult Education Family Literacy Act (AEFLA)..... Wanelle Kaneshiro, Hawaii Department of Education, Workforce Division

Executive Summary

This memorandum provides a summary of the performance results for the Hawaii Workforce and Innovation Act 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 United States 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 (Quarter 2 Post-Exit)	20.00%	29.48%	Exceeded
Employment Rate (Quarter 4 Post-Exit)	22.00%	38.23%	Exceeded
Median Earnings (Quarter 2 Post-Exit)	\$6,000.00	\$6,195.00	Exceeded
Credential Attainment Rate	17.00%	43.89%	Exceeded

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 Program Year 2024 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 Department 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 Hawaii Department Of Education as a Kindergarten to Grade 12 (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.

C. **WIOA Title IV – Vocational Rehabilitation** *Lea Dias, Administrator, Division of Vocational Rehabilitation (DVR), Department of Human Services*

1. *Program Year 2024 Performance Tables can be found in the Board Packet.*

Program Year 2025 WIOA Performance Improvement Plan

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

Purpose: *Hawaii Division of Rehabilitation Services will avoid Overall State Program Score failure in Program Year 25 thereby averting fiscal sanctions to the Hawaii Governor’s discretionary funds provided under section 128(a) of WIOA.*

Scope: *Division of Rehabilitation Services 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 Hawaii Division of Vocational Rehab’s efforts to:*

- *diagnose under-performance in Program Year 24,*
- *identify appropriate steps to maximize Program Year (PY)2025 WIOA Performance,*

- operationalize lessons learned from the experience of PY 24 and PY 25 to improve and sustain future performance outcomes.

Steps: Hawaii DVR 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
4. *Take-Away/ 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 Program Year 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. *American Job Centers*
 - 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. 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.

- b. 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.*
 - Memorandum of Understanding/Infrastructure Funding Agreements with all counties but Kauai have been signed by Vocational Rehabilitation Agency.*

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 Workforce Development Council; we also have representation on the WDBs statewide.*

XVII. Acceptance of Written Reports from Local Workforce Development Board.

*This agenda item is informational only and does not include oral presentations.
Written reports are included in the Board Packet and will be accepted into the record.*

**A. Oahu Workforce Development Board..... Harrison Kuranishi,
Executive Director**

The last Oahu Workforce Development Board (OWDB) Full Board meeting was called to order at on Thursday, April 27, 2026.

Bylaw Amendments

The Board proposed amendments – following – which were approved.

a. Article III, Section 2(D); Amend to read, “Local Board members and their designees are also required to complete City Ordinance mandated trainings including Ethics, Prevention of Sexual Harassment (PoSH), and Anti-Bias & Inclusion each biennium. ...”

b. Article III, Section 8; Addition of item C to read, “The Executive Director shall be appointed by the Local Board.”

c. Article III, Section 8; Addition of item D to read, “The Executive Director shall have the sole authority over staffing decisions.”

d. Article IV, Section 2(A); Amend to read, “The OWDB members are expected to attend a majority of the full board meetings and committee meetings of the Local Board.”

e. Article IV, Section 2(B); Amend to read, “The OWDB members who do not provide a minimum of two (2) days advance notice for multiple absences or are absent for a majority of the full board meetings and committee meetings of the OWDB in the twelve (12) month period following their appointment may be asked to tender their resignation.”

f. Article IV, Section 2(D); Amend to read, “... in accordance with WIOA Section 679.110(d)(4). The designee is subject to the same membership requirements as an OWDB member. Each OWDB member shall address his or her...”

Equipment Inventory listing for return or reimbursement from Work Hawaii

a. Request for return or reimbursement for three televisions from the Inventory Equipment List.

Special Projects Request for Proposal (RFP)

Small Project Proposals Approved

a. Youth Workforce Training, LLC dba Pathway to Success Program

b. Boys and Girls Club Nānākuli Workforce Readiness Program

c. Hawai‘i Pacific Health Youth Workforce Development Program

One-Stop Operator Certification and Performance Measures

Colin Inamasu, Planner with Work Hawaii / American Job Center (AJC), provided a presentation referencing WIOA Bulletin 02-23 Terms dated April 2026 and WIOA Bulletin 01-25.

Board Membership and Organizational Updates with new Board members that have recently joined OWDB, including:

- *Bridget Lai, Academy for Healthcare Innovation*
- *Kanui Bell, Institute of Human Services*
- *Steven Bond-Smith, University of Hawaii Economic Research Organization*

OWDB is exploring a future office relocation, although no move is planned at this time.

The Request for Proposal for the One-Stop Operator has officially been posted.

NAWB Conference Update

Daven Kawamura shared that he and Harrison Kuranishi attended the National Association of Workforce Boards (NAWB) conference in Las Vegas. He noted that, for the first time in 40 years, the conference was not held in Washington, D.C.

It was shared that NAWB represents more than 500 workforce boards nationwide and focuses on workforce development issues and WIOA-related matters. OWDB was also recognized with the prestigious Laurie Moran Award.

The next OWDB Full Board Meeting will be held on July 24, 2026.

The Office of Economic Revitalization will begin overseeing OWDB effective May 1, 2026.

B. Maui Workforce Development Board (MCWDB) Chentelle Rowland, Executive Director

I. Board and Sub-Committee Meetings

A. Maui County Workforce Development Board (MCWDB)

1. Program Sub-committee Meeting – Held on Monday, March 30, 2026.

- a. Program Year 2024 Updates and Performance Measures
MCWDB worked with Program Providers to develop an analysis of areas to improve the credentials attainment rate, specifically for the Dislocated Worker Program.*
- b. Program Monitoring
Program Monitoring conducted on 03/09/26-03/10/26. The purpose of the review was to ensure that WIOA programs are administered and operated in compliance with all requirements. Monitoring activities included interviews with staff from Goodwill Hawai'i, the service provider for the WIOA Adult, Dislocated Worker, and Youth programs. The review also included discussions of policies and procedures, an examination*

of twelve (12) participant files, and interviews with two (2) program participants.

Best practices: Maui staff demonstrate effective outreach and collaboration within the community. Staff are knowledgeable about available community resources and actively connect participants to supportive services that help address barriers to employment.

Concerns: While one of the best practices is the strength of our community outreach, we sometimes forget that one of our greatest resources is internal.

Recommended Corrective Actions: Strengthen integrated service delivery by enhancing its formal referral protocols and inter-agency referral tracks.

Finance Sub-committee Meeting – Held on Thursday, February 26, 2026.

- c. Program Year (PY) 24 Updates
 - i. On the Job Training (OJT) Program
 - Working on increasing OJT reimbursements from 50% to 90%
 - Discussed budding industries and positions that could benefit from OJT participation
 - i. Construction Industry
 - ii. Agricultural
 - ii. Carpenters Union Pre-Apprenticeship Program
 - Currently postponed with no specific date to begin program
 - i. Challenges Faced
 - 1. Low enrollment numbers
 - 2. Referrals received were facing issues that needed to be addressed before considering employment (i.e. houselessness, substance abuse, mental health challenges, etc.)
 - 3. Location challenges – Difficulty finding a location to be able to provide hands-on training

B. Program Service/Enrollment

Total Participants Served Program Year 24 (07/01/25-05/01/26)

- Adult – 109
- Dislocated Worker – 27
- Youth – 41

Total Enrollments Program Year 24 (01/01/26-05/01/26)

- Adult – 15
- Dislocated Worker – 3
- Youth – 3
 - In-School-Youth (ISY): Three youth have secured unsubsidized employment, Department of Education, Goodwill Retail, and Ohana Pacific Health. One youth has subsidized employment with our Community Work Experience Program (CWEP) with Oshima Surf Co.

◦ Out-of-School-Youth (OSY): Employed: Fifteen youth have secured unsubsidized employment. The employers include Coconuts Restaurant, the Department of Education, Target, Kahului Baptist Preschool, Old Navy, Snorkel Bobs, Kula Hospital, DHX, Hertz Car Rental, Aurum Restaurant, Kahiau Construction, Walmart, Goodwill Hawaii Retail, and Ross Dress for Less.

Performance Measures

a. Please see performance measures below based on the following quarters: Quarter 1 (07/01/25-09/30/25), Q2 (10/01/25-12/31/25) and Q3 (01/01/26-03/31/26)

C. Staff Technical Assistance (TA) – On-going

The Maui County Workforce Development Board (MCWDB) continues to work toward full compliance with Workforce Innovation and Opportunity Act (WIOA) requirements related to board governance, board composition, and recertification.

During the review process, additional clarification and guidance were requested regarding the Board's bylaws, specifically in the areas of staggered terms, term limits, and alignment with current WIOA Bulletin requirements.

As a result, MCWDB is requesting technical assistance to support:

- Review and revision of the Board bylaws to ensure full alignment with WIOA standards and State guidance;
- Clarification of recertification requirements and supporting documentation expectations; and
- Assistance with navigating the board recertification process and timelines.

MCWDB remains committed to addressing all identified concerns and working collaboratively with WDC staff to achieve successful recertification and continued compliance with WIOA governance requirements.

D. Highlights

Activities for this report month focused on the following:

- Soft Skills: Problem Solving & Critical Thinking

- *Learning how to solve problems in a variety of ways in the workplace.*
- *Learn how to differentiate between criticism, praise, and feedback and how to react appropriately.*
- *Reviewing strategies to make ethical decisions, solving problems on a team with others, and learn to take in account others' perceptions when assessing statements in the work place.*
- *Examining Your Personality*
 - *Evaluate ways in which personal and work values can guide career choice.*
 - *Assess personal interests.*
 - *Identify aptitudes and abilities and determine how to develop new abilities.*
- *Financial Literacy: Credit Cards and Credit Score*
 - *What is a credit score*
 - *Learning about Debt ratio*
 - *What are credit cards*

II. *Events/Announcements*

A. Maui's High School Graduating Seniors Event – 3rd Annual Event was held on 04/24/26 from 9am-12pm, at the Fairmont Kea Lani Hotel, Wailea.

B. Success Story – WIOA Adult/Dislocated Worker

C. *Hawaii County Workforce Development Board*..... Clinton Mercado, Executive Director

HAWAI'I COUNTY WORKFORCE DEVELOPMENT BOARD (HCWDB) QUARTERLY REPORT TO THE WORKFORCE DEVELOPMENT COUNCIL MEETING

Period: January 1 – March 31, 2026

Status Updates (January 1 – March 2026)

Board of Governance and Operations

1. *Board Action: The full board meeting tentatively scheduled for March 2026 was not held as the board did not meet the necessary quorum.*
2. *Committee Activity: Board staff continued their focus on addressing youth employment barriers and coordinating community-wide recruitment efforts.*
3. *Upcoming Meeting: The board is looking to reschedule the missed session in May to ensure continuity of governance for the upcoming fiscal year.*

Fiscal Management and Funding Challenges

- 1. Federal and Contract: The County received its full allocation amount and its signed contracts for Program Year 2025.*
- 2. Training Budget Constraints: After the Adult Program Service Provider training budget reached 90% expenditure late in the previous year, staff maintained strict oversight of remaining funds to prioritize high-demand certifications such as Commercial Driver's License (CDL).*

Workforce Development Partnerships

- 1. One-Stop Operator (OSO) Transition: Change Makers Community Economic Development Corporation completed its first full quarter as the OSO, maintaining the operational firewall between County oversight and daily American Job Center Hawaii activities.*
- 2. Prince Kuhio Plaza Hiring Event: The American Job Center Hawaii (AJCH) partnered with the Department of Labor and Industrial Relations (DLIR) Workforce Development Division (WDD) to host a major hiring event at Prince Kuhio Plaza. The event was highly successful, featuring significant attendance from local job seekers and diverse employers.*

WIOA Title I Program Updates

- 1. Annual Program Monitoring: Department of Labor and Industrial Relations staff conducted the scheduled annual monitoring of the Adult, Dislocated Worker, and Youth programs during February and March 2026 to ensure compliance and performance standards.*
- 2. Youth Outreach (Ola I Ka Hana): Building on the Hilo-Waiakea Complex Area partnership, staff continued strengthening the referral pipeline for K-12 students entering the workforce.*

Strategic Economic and Workforce Development

Alignments/Internships: Workforce staff are engaged in negotiations to secure local internship opportunities for Department of Education high school students within the County of Hawaii's various departments.

- 1. County Hiring Reform: The Mayor and the Department of Research & Development continued efforts to remove the one-year minimum experience requirement for entry-level positions, a move designed to create immediate career paths for WIOA youth graduates and high school graduates.*
- 2. Aquaculture Hub: Long-term strategic planning for the National Energy Laboratory of Hawaii Authority aquaculture hub continues, focusing on the specialized training required for the 100 projected jobs by 2030.*
- 3. Expansion of Partnership: The Hawaii County Workforce Development Board staff continue to work with partners and community organizations*

to expand their network of available resources. Collaboration efforts are being utilized to reduce the amount of return funds at the end of the program's fiscal year.

Upcoming Focus for the next Quarter (April - June 2026)

1. HCWDB Meeting: The next tentative board meeting will be in April.

XVIII. Acceptance of Written Reports from Workforce Development Council Standing Committees

This agenda item is informational only and does not include oral presentations. Written reports are included in the Board Packet and will be accepted into the record.

A. Sector Strategies and Career Pathways Committee

*SECTOR STRATEGIES & CAREER PATHWAYS COMMITTEE REPORT Submitted by:
Chair - Cary Miyashiro, Quad D Solutions*

Vice Chair – Rona Fukumoto, Lanakila Pacific

<i>Meetings</i>	<i>April 13, 2026 and Monday, May 11, 2026</i>
<i>Goal/s:</i>	<ul style="list-style-type: none"> • Identify Priority Industry Sectors • Develop and Maintain Sector Partnerships • Map and Strengthen Career Pathways • Align Training and Education with Industry Requirements • Integrate Labor Market Data into Decision Making • Support Eligible Training Provider List and Workforce Pell Alignment • Facilitate Employer Participation in Training Design and Delivery • Promote Inclusive Talent Pipeline • Strengthening Regional Collaboration • Monitor Progress and Report Outcomes
<i>Focus and Objectives:</i>	<i>Improving coordination across education, training, and workforce systems.</i>
<i>Next meeting:</i>	<i>Monday, August 3, 2026</i>
<i>Summary/Highlights:</i>	<p><i>April 13 Committee Meeting:</i></p> <ul style="list-style-type: none"> • Presentations highlighted two statewide initiatives advancing Hawai'i's economy and workforce. The Maui Food Innovation Center supports economic diversification by training entrepreneurs in food processing and packaging, generating about \$1 million annually in small-business revenue and contributing to global product scaling and disaster-recovery efforts. Hawai'i P20 Partnership for Education strengthens the education-to-career pipeline through initiatives such as Gear Up Hawai'i, college readiness and scholarships, Career Technical Education (CTE) and career pathway development, counseling, work-based learning, and a statewide data system that supports longitudinal reporting and planning.

May 11 Committee Meeting:

- *Presentation on the Pacific Asian Affairs Council (PAAC) provided an overview of the organization, including its vision and mission. It also outlined who PAAC serves, the partners it collaborates with, and how it contributes to strengthening Hawai'i's workforce.*
- *The committee announced a restructuring that shifts sector strategy responsibilities to the Employer Engagement Committee and renames this committee the Education and Career Pathways Committee. Its updated role focuses on improving coordination across education, training, and workforce systems to ensure smoother pathways from learning to employment, alignment with future job needs, and equitable access to career opportunities. The committee will also support local workforce board coordination, modernize the Eligible Training Provider List, and monitor progress through data and outcomes to strengthen Hawai'i's overall workforce and economy.*

B. Special Projects Committee

SPECIAL PROJECTS COMMITTEE REPORT Submitted by:

Chair: Dion Dizon

Vice Chair -Pane Meatoga III

Vice Chair – Thomas Chock

Committee meeting was held on April 17, 2026

HIGHLIGHTS OF THE MEETING

- *Keith DeMello reported on several legislative measures, noting that House Bill 1859 House Draft 1 and House Bill 2383 House Draft 1 did not advance, while House Bill 2315 House Draft 1 continues to move forward. All individuals listed in the Governor's Messages were confirmed on April 22, 2026. Keith also suggested the committee revisit the structure of its two-person legislative interaction group due to his role as Workforce Development Council Chair and recognized Executive Director Bennette Misalucha's authorized role in providing testimony.*
- *Cheryl Cross and Trang Malone presented the Military Spouses Virtual Job Fair initiative. The committee approved a motion allowing them to continue developing the Military Spouse Workforce Initiative Virtual Hiring Series, including partner engagement, scope refinement, and preparation of a WIOA aligned funding plan.*

Other Notes:

Bennette Misalucha, Cheryl Cross, Trang Malone, and Carol Kanayama are scheduled to meet on Thursday, May 14, 2026, to further discuss the preliminary information regarding the Military Spouses Workforce Initiative Virtual Hiring Series.

This meeting will review initial details, align expectations, and identify any additional considerations needed to move forward with planning.

C. Youth Services Committee

*YOUTH SERVICES COMMITTEE REPORT Submitted by: Carla Kurokawa, Chair
Vice Chair – Amber Akana*

The Youth Services Committee met on April 9, 2026, 1:30 pm.

Goal/s:

- *Coordinate partnerships across systems*
- *Leverage and aligning resources*
- *Support career pathways for youth*

Focus and Objectives:

- *Continued focus on Hawaii Career and Technical Student Organizations*
- *Encourage collaboration and identify opportunities to promote partnerships to stretch limited funds while improving outcomes*

Next meeting:

Thursday, June 25, 2026, 1:30 pm

Summary/Highlights:

1. *Michael Barros, State FFA (Future Farmers of America) Co-coordinator, presented the history and status of Hawaii FFA, one of five Career Technical Student Organizations (CTSOs) currently serving secondary and post-secondary students statewide. In his presentation, Mr. Barros noted that one of the key challenges is securing industry partners to expand student opportunities for Supervised Agricultural Experiences (SAEs).*
2. *Vincent Kimura, Agriculture and Technology Workforce Development Coordinator, presented on the CDL (Commercial Driver's License) Master Trainer Program and the School Farm and Farm Manager Series offered at Leeward Community College. He also met separately with Mr. Barros to discuss workforce development needs and future collaboration.*

D. Employer Engagement Committee

Employer Engagement Committee Report Submitted by

Chair: Gina Anunuevo

Vice Chair – Derek Kanehira

Vice Chair – Cheryl Cross

Plans are afoot to host listening sessions.

From May to September 2026, the Employer Engagement Committee, in partnership with the Hawai'i Employers Council, will host a series of employer listening sessions featuring panels from eight major employment sectors: hospitality, construction, defense, energy, health care, IT/technology, public sector, and general services. These sessions will focus on workforce challenges, Artificial Intelligence preparedness, and ideas for employee retention. A total of eight sessions will be held: two each in June, July, and August, and September. Insights gathered will help shape the agenda for the 2027 Future of Work Conference, scheduled for September 23, 2026.

D. Performance Management and Finance Committee

Performance Management and Finance Committee Report Submitted by:

Chair: Sean Nakamura

Vice Chair – Sean Knox

Vice Chair – Lea Dias

Performance Management and Finance committee met on April 14, 2025

Goals: Meet negotiated performance levels and spend allocated WIOA funds within the first two years.

Focus and Objectives: 1. Statewide Performance Report PY2024, maintain the results that local areas are achieving or exceeding negotiated targets (Adult Q4 employment rate 75.3%, median earnings, credential rate and measurable skill gain); and examine the cause of performances below negotiated rates: low enrollment rates and incorrect data input can affect performance rates.

US DOL will provide technical assistance to avoid failure two years in a row. The consequences will be a loss of funding perhaps 5% of funding.

2. WIOA Financial Report: expenses are being transferred from PY24 to PY23 to spend down the funds that will lapse earlier. Hawaii is requesting a waiver for the youth program funds to waive the requirement that 75% of expenditures must be spent on out-of-school youth. The waiver would allow funds to be spent where needed to serve each youth appropriately.

Design a template for the local areas to use when reporting their WIOA Financial Reports so all areas are reporting the same information.

Next meeting: July 2, 2026

Summary/Highlights:

There are consequences for the state if performance measures are not achieved. USDOL considers any measure under 50% as a failure. Addressing the cause of low performance scores immediately will help avoid multi-year failure.

XIX. Renewal of Executive Director's Contract*

Please note that in prior instances, in prior years and with the prior Executive Directors, when the WDC discussed personnel matters, the Council entered into executive session. However, upon guidance from the Office of Information Practices (OIP), personnel matters for all public boards and commissions must now be conducted in a public session.

The Council will discuss and act on the renewal of the Executive Director's current two-year employment contract, which is scheduled to expire on June 30, 2026. The Chair has consulted with the Hawaii Department of Labor and Industrial Relations Human Resources office to confirm applicable requirements, and the necessary administrative paperwork is 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 evaluation will occur during the first quarter of 2027, following the prior evaluation completed in fall 2025. The Board's action at this meeting will focus on whether to renew the contract, with the Chair also noting receipt of letters of support for the board's consideration. The letters of support can be found in the Board packet.

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

***Requires Board action**

XX. Workforce Development Council's Next Meeting

Tentatively scheduled for Thursday, September 10, 2026 at 9:30 am-12 noon

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

FOURTH QUARTER: Wednesday, November 18, 2026

XXI. 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.