

Background Section
as of August 28, 2008

1. Welcome to WDC- Orientation 101
2. WDC Mandates- Hawaii Revised Statutes 202
3. WDC By-Laws
4. WDC Members and Contact Information
- 5-10 (To be completed)

ALOHA WELCOME TO WDC



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WDC ORIENTATION 101

- Introduce/re-introduce WDC
 - WDC profile
 - WDC role
- Help members hit the ground running
 - What is workforce development?
 - Improving workforce development

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YOU ARE PART OF...

- The Hawaii Workforce Development Council, the designated State Workforce Investment Board
- 31 members
- A Board administratively attached to DLIR (State Department of Labor and Industrial Relations), supported by staff of 4
- A Board governed by Hawaii Revised Statutes 202 and Workforce Investment Act of 1998 Section 111

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PEERS IN THIS COUNCIL...

- **State Government (10)**

Governor or designee
Legislature (2 Senators, 2 Representatives)
DBEDT, DLIR, DHS Directors or designees
Hawaii's Major Public Education Heads or designees (DOE, UH)

- **Local Areas (6)**

2 Mayors' designees (currently Maui, Honolulu)
County Local Area Workforce Investment Boards Chairs (Currently all head non-profit entities in Econ, Dev)

- **State Business and Private Sector(12)**

Council Chair is and must be from the business sector
Others representing businesses with a) employment opportunities that reflect employment opportunities of the State or b) from State business organizations/trade association, or
c) individuals or State organizations that have experience with respect to youth activities and/or workforce investment

- **State Labor Organization (2)**

Currently Carpenters' Union

- **Native Hawaiian Organization (1)**

ALU LIKE Inc. (Employment and Training Program)

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DISTINCT PROFILE OF THE COUNCIL

- Private Sector-led, Chair is from the business sector
- County-level entities interact. County or local area workforce investment boards (LWIBs) chairs are members. Mayors take turn as members.
- E³, Economic Devt, Education, Employment entities interact.
- Cross-industry, cross-population groups

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WDC VISION

(What We Want To See in Say, 5 years)

A globally competitive and skilled workforce that promotes and nurtures a diverse and prosperous economy and preserves the special quality of life in Hawaii.

**WDC will revisit this vision.*

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WDC MISSION

(What We Will Do To Reach Vision)

Develop a skilled workforce that meets the needs of business and industry, enhances workplace productivity, and increases opportunities for high wage employment and entrepreneurship.

**WDC will revisit this mission*

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SHARED CORE VALUES GUIDING IMPROVEMENT & INNOVATION

- Care about a Hawaii that provides living wages and special quality of life for all
- Responsive
- Leader
- Collaborative (e³)

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ROLE OF WDC

Drivers

- State Law (HRS Duties of the Council)
- Federal Law (WIA Section 111 Functions)
- Initiatives
- Changes in Capacity (Funding, Leadership, Staff)

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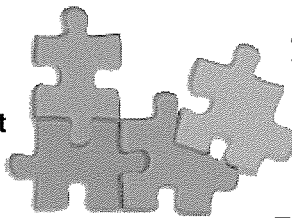
MANDATE IN A NUTSHELL

Strategic Planning

*Define priorities, gaps, strategies, outcome measures

Advisory Oversight & Evaluation

*Policy, legislation, and changes in administrative rules



Advocacy & Communication

*Get attention of Governor, Legislators, Key Leaders and Public about key issues
*Become the source of information and clarity

Technical Assistance

*Coordinate resources, steer discretionary monies towards projects

*asterisk above-where current WDC members want to direct focus

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RESPONSIBILITIES OF MEMBERS

- Attend all meetings
- Actively participate in working committees ; bring program/ policy recommendations to the full council;
- Take leadership role in forging a vital partnership between business and workforce development community;
- Promote the Board and workforce initiatives at every opportunity through collaboration and relationship-building with other business, organizations, and groups;
- Sustain a dynamic and relevant Council

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HOUSEKEEPING DETAILS

MEETING AGENDA & HANDOUTS

- Normally sent no later than one week before a meeting

PARKING

- Parking Permits for Halekauwila Street Parking Lot Only

TRAVEL (Air, Car Rental esp for Neighbor Island Members)

- Normally Arranged by Staff (Audrey) Upon Being Notified of Attendance and Traveling Time Preferences
- Important To Keep receipts including boarding passes

SUNSHINE LAW

- www.state.hi.us/oip/sunshinelaw.html

ROBERTS RULE OF ORDER

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WHAT IS WORKFORCE DEVELOPMENT?

Workforce development refers to all programs that prepare people for work, including educational segments and special programs, and job training and employment programs, whether operated by public, private, or non-profit entities.

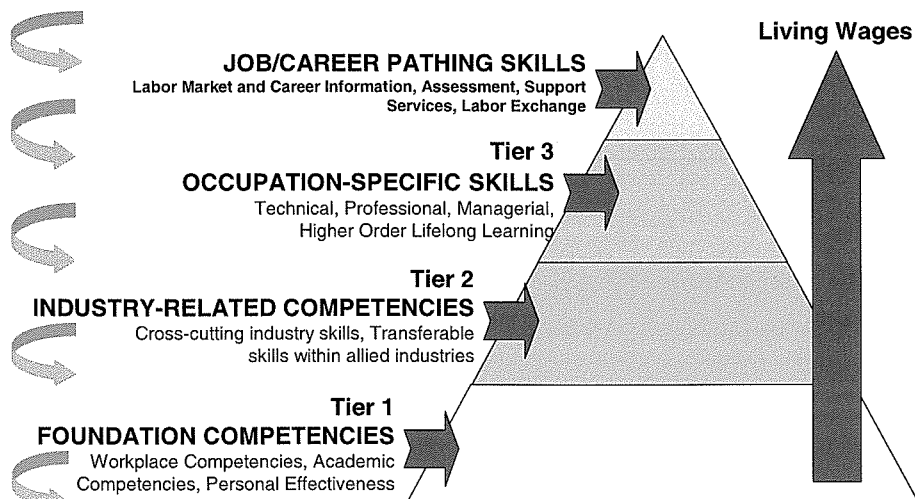
-Source: DLIR Research and Statistics Office Glossary-

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WHAT IS WORKFORCE DEVELOPMENT?

-A Continuum of Skill Development

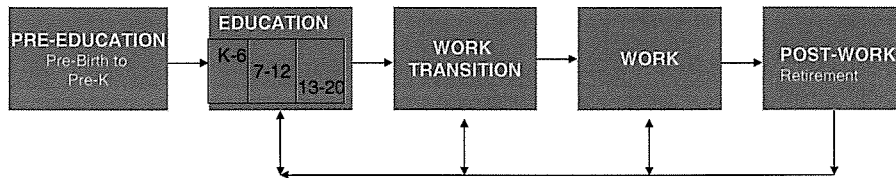


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WHAT IS WORKFORCE DEVELOPMENT?

Processes involving businesses, government, non-profit entities, and involving diverse individuals, families, and groups. Many working independently and others working synergistically.



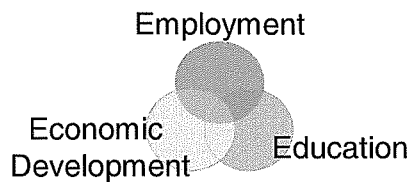
Source: 2002 Hawaii Workforce Development Council Strategic Planning Retreat

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IMPROVING WORKFORCE DEVELOPMENT

Strategy creation work best as a collaborative activity



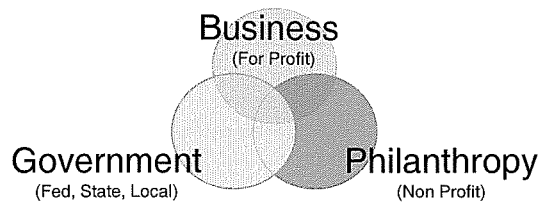
Power of e^3 - *WDC logo is inspired by this

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IMPROVING WORKFORCE DEVELOPMENT

Strategy creation work best as a collaborative activity



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EVOLVING ROLE OF BOARDS

From	To
-Implementing legislation	-Envisioning creative solutions
-Operational/action planning	-Strategic Planning
-Organizing hierarchically with top-down committees	-Organizing collegially with empowered communities
-Supervising based on individual	-Facilitating teamwork with shared accountability
-Striving for systemic stability	-Balancing the complexities of change
-Allocating available resources	-Building strategic alliances to create new resources

Source: National Association of Workforce Board "Workforce Board Leadership: Advice from Experienced Leadership"

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GATEWAY WEBSITES

Hawaii Workforce Development Council
www.hawaii.gov/labor/wdc

National Association of Workforce Boards
www.nawb.org

National Governors' Association Center for Best Practices
www.nga.org

National Association of State Workforce Agencies
www.naswa.org

US Department of Labor Employment and Training
www.doleta.gov

State Workforce Development Programs, Labor Market Information
www.hawaii.gov/labor/wdd, www.hiwi.org

Newly Set-Up for Mass Collaboration
www.innovatingnetworks.net

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FOR MORE INFO

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MAHALO

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§202-1 Council; appointment; tenure. The advisory commission on employment and human resources is hereby constituted as the workforce development council. The council shall also fulfill the functions of the state workforce investment board for purposes of the federal Workforce Investment Act of 1998, Public Law No. 105-220.

Except for the ex officio members or their designees, the council members shall be appointed for four-year staggered terms as provided for in section 26-34. The governor shall appoint the chairperson of the council and the two mayors to the council. The council shall be composed of thirty-one members. The members shall be selected on the basis of their interest in and knowledge of workforce development programs in the State and how they can support economic development. The council shall be composed of the following representatives of whom the majority shall be from the private sector:

- (1) The directors of labor and industrial relations, human services, and business, economic development, and tourism; the superintendent of education; and the president of the University of Hawaii or their designees, as ex officio voting members;
- (2) The private business sector chairpersons of the four county workforce investment boards, or their designees from the private business sector membership of their respective boards, as ex officio voting members;
- (3) Twelve additional private sector representatives from business;
- (4) One representative from a community-based native Hawaiian organization that operates workforce development programs;
- (5) Two representatives from labor;
- (6) Four members of the legislature, two from each house for two-year terms beginning in January of odd-numbered years, appointed by the appropriate presiding officer of each house, as ex officio voting members;
- (7) Two mayors or their designees, as ex officio voting members; and
- (8) The governor or the governor's designee.

The members shall serve without compensation but shall be entitled to travel expenses when actually engaged in business relating to the work of the council. [L 1965, c 270, §2; Supp, §98W-2; HRS §202-1; am L 1970, c 170, §1; am L 1977, c 19, §1; am L 1985, c 252, §2; am L 1997, c 346, §2; am L 1999, c 72, §3; am L 2000, c 104, §1; am L 2005, c 179, §4]

§202-2 Duties of council. The workforce development council shall:

- (1) **Prepare and update periodically a comprehensive state plan for workforce development with strategic goals and measurable outcomes.** The comprehensive state plan shall include:
 - (A) Strategic goals of workforce development programs, including the identification of the desired number of highly skilled workers in the workforce, the number of placements of individuals into higher-skilled jobs, the identification of high-demand areas for job growth, the need for skilled workers in the next five and ten years, and the time frame for training and development;
 - (B) Methods to educate the private sector about state, federal, and private financial assistance available for workforce development;
 - (C) Methods to facilitate access to workforce development resources, including the reduction of regulatory burdens for employers and employees;
 - (D) The creation and improvement of educational opportunities for individuals to learn and develop new skills, including mentoring, project-based learning, and internships;
 - (E) Methods to facilitate the department of education's development of curriculum in the public schools to prepare students for employment in the private sector;
 - (F) Recommendations to change and improve existing state programs, including the elimination of ineffective programs and the creation of new programs to improve workforce development;
 - (G) The identification of resources required, obstacles to overcome, and best practice models to implement the comprehensive state strategic plan; and
 - (H) A detailed budget for the comprehensive state plan with a justification for each expenditure;

- (2) **Review and assess the coordination between the State's workforce development programs**, including programs of the federal government operating in the State, and placements in higher-skilled jobs to expand economic development and diversification; and consider:
 - (A) The State's employment and training requirements and resources;
 - (B) Practices of employers and unions that impede or facilitate the mobility of workers; and
 - (C) The special problems of untrained and inexperienced youth, immigrants, persons with disabilities, welfare clients, single parents, disadvantaged minorities, and other groups facing barriers in the labor force;
- (3) **Serve as an information clearinghouse for all workforce development programs** in the State, including workforce training and education programs;
- (4) **Analyze and interpret workforce information, particularly changes** which are likely to occur during the next ten years; the specific industries, occupations, and geographic areas which are most likely to be involved; and the social and economic effects of these developments on the State's economy, labor force, communities, families, social structure, and human values;
- (5) **Define those areas of unmet workforce and economic development needs** and describe how private and public agencies can coordinate their efforts and collaborate with each other to address those needs;
- (6) **Recommend to the governor and the legislature, state policies and funding priorities** based on local community input that it believes should be adopted by the state government in meeting its workforce development responsibilities to:
 - (A) Establish a workforce development system in the State in which resources are pooled and programs are coordinated and streamlined;
 - (B) Establish reporting requirements for job placement results by category of occupations in high-demand and high-growth areas;
 - (C) Encourage a program of useful research into the State's workforce requirements, development, and utilization; and
 - (D) Support recommended workforce policies that promote economic development, diversification, and well-being of the people in this State;provided that the duties and responsibilities of the workforce development council shall not impinge on the constitutional and statutory authority of the board of regents and the board of education, and the statutory authority of the state board for career and technical education;
- (7) **Create public awareness and understanding** of the State's workforce development plans, policies, programs, and activities, and promoting them as economic investments;
- (8) **Submit annual reports** of its activities and recommendations to the governor and the legislature, and post the annual reports electronically on the Internet no later than twenty days before the convening of each regular session. Annual reports shall include:
 - (A) The status of the comprehensive state plan for workforce development; and
 - (B) Information regarding the workforce development programs offered throughout the State, the number of individuals placed in high-demand or high-growth employment through workforce development programs by departments, the type or category of employment garnered, and allocations of state, federal, and other funding to achieve placements into higher-skilled jobs;
- (9) **Evaluate the state workforce development plan** in terms of how its purposes, goals, and objectives have been carried out throughout the State;
- (10) **Provide technical assistance** to local workforce development boards and other similar organizations;
- (11) **Carry out required functions and duties related to workforce development of any advisory body required** or made optional by federal legislation, including the Job Training Partnership Act of 1982, as amended, and the Wagner-Peyser Act of 1933, as amended;

- (12) In accordance with the federal Workforce Investment Act of 1998, Public Law 105-220, **assist the governor** in the following functions:
- (A) The development of the State's plan for the use of federal workforce investment funds, which is required under Public Law 105-220;
 - (B) The development and continuous improvement of the statewide and local workforce investment systems described in subtitle B of Public Law 105-220, and the one-stop delivery systems described in section 134(c) of Public Law 105-220, including:
 - (i) The development of linkages referred to in Public Law 105-220, to assure coordination and non-duplication among the programs and activities in section 121(b) of Public Law 105-220; and
 - (ii) The review of plans prepared by local workforce investment boards for the use of federal workforce investment funds which is required under Public Law 105-220;
 - (C) Commenting at least once annually on the measures taken pursuant to section 122(c)(16) of the Carl D. Perkins Vocational and Technical Education Amendments of 1998, Public Law 105-332;
 - (D) The designation of local areas as required in section 116 of Public Law 105-220;
 - (E) The development of allocation formulas for the distribution of funds for adult employment and training activities and youth activities to local areas as permitted under sections 128(b)(3)(B)(i) and 133(b)(3)(B)(i) of Public Law 105-220;
 - (F) The development and continuous improvement of comprehensive state performance measures, including state-adjusted levels of performance, to assess the effectiveness of the workforce investment activities in the State as required under section 136(b)(1) of Public Law 105-220;
 - (G) The preparation of the annual report to the United States Secretary of Labor described in section 136(d)(1) of Public Law 105-220;
 - (H) The development of the statewide employment statistics system described in section 15(e) of the Wagner-Peyser Act; and
 - (I) The development of an application for an incentive grant under section 503 of Public Law 105-220; and
- (13) **Act as the designated state entity** to conduct activities relating to occupational and employment information for vocational and technical education programs in compliance with section 118 of the Carl D. Perkins Vocational and Technical Education Amendments of 1998, Public Law 105-332. [L 1965, c 270, §3; Supp, §98W-3; HRS §202-2; am L 1970, c 170, §2; am L 1985, c 252, §3; am L 1988, c 38, §1; am L 1997, c 346, §3; am L 1999, c 72, §4; am L 2000, c 58, §1; am L 2003, c 148, §4]

Cross References

Due date of annual report, see §93-12.

§202-3 Powers of council. (a) The workforce development council shall appoint and fix the compensation of an executive director, who shall be exempt from chapter 76, and may employ any other personnel as it deems advisable within chapter 76.

(b) The council, or on the authorization of the council, any subcommittee or panel thereof, may, for the purpose of carrying out its functions and duties, hold such hearings and sit and act at such times and places as the council may deem advisable.

(c) The council may negotiate and enter into contracts with public agencies or private organizations to carry out its studies and to prepare reports that the council determines to be necessary to the fulfillment of its duties.

(d) The council may secure through the governor's office, any information from any executive department, agency, or independent instrumentality of the State it deems necessary to carry out its functions.

(e) The council may convene such public conferences and forums as it deems useful to keep the public informed of workforce development needs, developments, and initiatives.

(f) The council may administer funds allocated for its work and may accept, disburse, and allocate funds which may become available from other governmental and private sources; provided that all the funds shall be disbursed or allocated in compliance with the objectives set forth herein, and applicable laws. [L 1965, c 270, §4; Supp, §98W-4; HRS §202-3; am L 1985, c 252, §4; am L 1997, c 346, §4; am L 2000, c 253, §150;

§202-4 Duties of chairperson and executive director. The chairperson of the workforce development council or the executive director, at the direction of the council shall:

- (1) Serve as consultant to the governor on issues relating to workforce development and its relation to economic development and diversification;
- (2) Assist in coordinating the programs of all agencies dealing with issues of concern to the council;
- (3) Arrange for statewide studies of the issues referred to in this chapter;
- (4) Secure data and information from agencies concerned with the issues referred to in this chapter;
- (5) Arrange for the exchange of information, plans, and programs between public and private groups interested in the issues referred to in this chapter;
- (6) Prepare articles, reports, and bulletins for the use of the council, concerned agencies, and for general publication;
- (7) Keep and maintain records and reports and conduct correspondence relative to the work of the council; and
- (8) Develop recommendations and plans for action consistent with the purpose of this chapter. [L 1965, c 270, §5; Supp, §98W-5; HRS §202-4; am L 1985, c 252, §5; am L 1997, c 346, §5]

§202-5 Organizational relationships. The workforce development council is placed within the department of labor and industrial relations for administrative purposes and shall act in an advisory capacity to the governor. [L 1965, c 270, §6; Supp, §98W-6; HRS §202-5; am L 1970, c 170, §3; am L 1980, c 302, pt of §2; am L 1985, c 252, §6; am L 1997, c 346, §6]

§§202-6 to 8 REPEALED. L 1985, c 252, §§7 to 9.

[§202-10] Report on workforce development programs. The department of labor and industrial relations, University of Hawaii, department of human services, department of education, department of public safety, and department of business, economic development, and tourism shall annually report to the governor, legislature, and the workforce development council on the programs being offered, the number of individuals that have been placed in employment through their respective workforce development programs, the type or category of employment garnered, and the amount and nature of expenditures made on workforce development programs. The departments and University of Hawaii shall post their respective reports electronically on the Internet. [L 2003, c 148, §3]

Subsection designation deleted pursuant to §23G-15.

BYLAWS OF THE WORKFORCE DEVELOPMENT COUNCIL

ARTICLE I – DEFINITION

Definition

Sec. 1 The term “Council” means the Hawaii Workforce Development Council.

ARTICLE II – PURPOSE

Goals, Objectives, Duties

Sec. 1 The Council shall be in conformity with the goals, objectives, duties, and intent set forth in Act 346, SLH 1997 and its subsequent revisions.

Sec. 2 The foregoing statement of duties shall not be considered as delimiting or exclusive of such duties and functions as may be prescribed by the Council or by its Chairperson within prescribed subject laws.

ARTICLE III – MEMBERSHIP, CHAIRPERSON AND VICE-CHAIRPERSON DUTIES, COMMITTEES AND MINUTES

Membership

Sec. 1 A. Members of the Council are appointed by the Governor of the State of Hawaii in accordance with 26 32, Hawaii Revised Statutes and Act 346, SLH 1997

Chairperson

Sec. 2 A. The Chairperson of the Council shall be appointed by the Governor of the State of Hawaii in accordance with Act 346, SLH 1997.
B. The Chairperson shall serve as the spokesperson for the Council.
C. The Chairperson shall perform such other duties as are requested by the Council.

Vice-Chairperson

Sec. 3 The Vice-Chairperson of the Council shall be elected by the Council for a term of one year and shall preside over meetings and conduct the business of the Council in the absence of the Chairperson.

Committees

Sec. 4 A. The Council may create special committees including ad hoc and liaison committees as it deems advisable.
B. The committees created in accordance with Article III, Sec. 4-A shall be designated and organized by the Chairperson of the Council who shall appoint from the membership a Chairperson for each Council committee.

Executive Committee

Sec. 5 A. The Executive Committee shall be composed of the Chairperson, Vice-Chairperson, and Chairpersons of existing Council committees.

ARTICLE IV – MEETINGS AND QUORUM

Council Meetings

- Sec. 1 A. The Council shall meet quarterly at the time and place voted upon by Council members.
- B. The Chairperson shall call special meetings of the Council whenever meetings are considered necessary, or whenever requested in writing by five or more Council members.
- C. The Chairperson is responsible for sending a notice of each meeting (accompanied by an agenda for that meeting) to each Council member giving adequate time for preparation for the meeting.

Executive Committee Meetings

- Sec. 2 A. The Chairperson may call meetings of the Executive Committee as necessary.
- B. The Chairperson is responsible for sending a notice (accompanied by an agenda for that meeting) of each Executive Committee meeting to each Executive Committee member, giving adequate time for preparation for the meeting.
- C. The Executive Committee shall have the power to transact business between regular Council meetings. All transactions of the Executive Committee shall be reported in full at the next scheduled meeting of the Council.

Quorum

- Sec. 3 A quorum for the Council and its committees for the transaction of business shall be set at 50 percent of the membership plus one member. Questions shall be decided by a majority of those voting.

ARTICLE V – EXPENSES AND COMPENSATION

Expenses

- Sec. 1 Any authorized expenses incurred by Council members and staff shall be compensated according to guidelines set by current State statutes and regulations.

ARTICLE VI – RULES OF ORDER

Robert's Rules

- Sec. 1 Robert's Rules of Order, newly revised, shall apply in situations not covered by these bylaws or applicable statutes.

ARTICLE VII – AMENDMENTS

Amendments

- Sec. 1 The bylaws of the Council may be amended at any regular or special meeting by a two-thirds vote of the members present, provided at least thirty (30) days written notice is given to each member.

HAWAII WORKFORCE DEVELOPMENT COUNCIL MEMBERS

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Local Elected Official (Mayor)

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