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## **FINANCE COMMITTEE MEETING**

February 27, 2019 – 10:30am to 11:30am (approximate)

### **OWDB Office**

715 S. King Street Suite 211, 2<sup>nd</sup> Floor  
Honolulu, HI 96813

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## **MINUTES**

Attendees: James Hardway, Tim Wong, Erick Pascua, Lei Nakamura, Alison Lum

Absent: Rodney Lee

I. Call to Order – meeting called to order by James Hardway at 10:31am

Agenda taken out of order. New Business discussed first and Action Items delayed until quorum was met.

II. New Business

A. Infrastructure Funding Agreement – AJC Dillingham

- (i). OSO to start invoicing in February and payment due by end of the next month

One Stop Operator (OSO), Lei Nakamura, reported that invoices to collect rent for February 2019 we sent out to all co-located partners of the AJCH. Also, the Service Provider's Accountant

B. Update on PY17 MOD 1 and PY18 INITIAL budgets

- (i). PY17 MOD 1 – Approved by WDC

Alison Lum reported that the PY17 modification which was started in was finally approved by the Workforce Development Council (WDC) on February 13, 2019. James Hardway suggested that staff now start concentrating on planning Program Year 2019 which starts on July 1, 2019, since so much time and effort was focused on the PY17 modification.

- (ii). PY18 INITIAL – WDC's deadline for contract review and execution

PY18 Contracts for Adult/Dislocated Worker, Youth and Local Administrative Costs signed by OWDB and the City's Department of Budget and Fiscal Services were delivered to WDC in December.

C. Requested Edits to the PY18 Annual Plan and Budget

Edits were requested to the new narrative which contained 13 questions which were answered and submitted by the WDC deadline of August 15, 2018. Six months later, edits are still being requested and PY18 funds which could have been available as early as July 1, 2018 are still not accessible. OWDB is requesting WDC's execution of the contracts by February 28, 2019 to avoid breaks in service for the Title I programs which are not taking any new clients and have started waiting lists. Also, the OSO, who has been operating in good faith with no new funds for their second year of contract which started on July 1, 2018, will be operating in the negative.

Quorum met at 11:02am.

III. Action Item(s)

- A. Approve the in-kind valuation of the Waipahu Community School for Adults' Donated computers and monitors

Agenda item corrected to change "McKinley" to "Waipahu" Community School for Adults. Valuation done by Justin Sarce was accepted by Finance Committee. James Hardway made the motion to approve, Tim Wong seconded. Unanimously approved.

- B. Approve the One-Stop Operators PY17 budget modification

- (i). Includes estimate for AJC welcome area renovation

Lei Nakamura presented the One-Stop Operator's Budget PY17 modification for approval. James Hardway moved to approve, Tim Wong seconded. Unanimously approved.

- C. Approve WorkHawaii's PY17 budget modification for the Adult, Dislocated Worker and Youth Programs

AJCH Manager, Erick Pascua, presented the Title I Adult/DW and Youth Program Budget PY17 modification for approval. James Hardway moved to approve, Tim Wong seconded. Unanimously approved.

IV. Adjournment – meeting was adjourned at 11:31am