

**RICK BLANGIARDI**  
MAYOR



**JASON C. CHANG**  
CHAIR  
**HARRISON KURANISHI**  
EXECUTIVE DIRECTOR

**PERFORMANCE MEASURES AND ACCOUNTABILITY COMMITTEE MEETING**  
**Tuesday, April 11, 2023**  
**10:00 am to 11:30 am**

**MINUTES**

Members Present: Trevor Bracher, Rodney Lee, Christopher Lum Lee, Erick Pascua, Chair Suzie Schulberg, Lisa Truong-Kracher

Staff Present: Raymond Duong, Harrison Kuranishi, Hikari Omuro

Guests Present:

**I. Call to Order.....Committee Chair Suzie Schulberg**

Chair Suzie Schulberg called the meeting to order at 10:03am.

**II. Welcome and Introductions**

*(Note: Per the State OIP, OWDB members are allowed to attend board meetings on audio only. Their votes will still count and their attendance will also count toward quorum. However, board members must state their names clearly during introductions and before all of their comments during the meeting.)*

Chair Suzie Schulberg welcomed all members and thanked them for attending.

**III. Approval of Minutes from November 18, 2021**

Chair Suzie Schulberg entertained a motion to approve the November 18, 2021 minutes. Chris Lum Lee motioned to approve. Erick Pascua seconded the motion. The minutes were unanimously approved.

**IV. New Business**

Harrison Kuranishi explained what occurred in 2022 in relation to performance measures. In 2022, OWDB staff as well as the OWDB Chair Jason Chang had the opportunity to negotiate the Performance Indicators for PY2022. There were 2 findings for fiscal, 1 observation for program, and 3 findings. For fiscal, the first finding was that the Standard Operating Procedures of the service provider did not mention equipment where the State had to approve purchases, nor where State had to approve disposal. There is also no mention of need of annual inventory. This finding is still open. OWDB plans to monitor the American Job Center of Hawaii soon and will update the Performance Measures & Accountability Committee on this

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finding after the monitoring. The second finding, regarding incident reporting, was closed after the AJCH revised the SOP. Observation 1 in regards to tuition refunds remains open.

For program, the first finding was regarding client files being left open instead of being exited. This finding has been resolved. The second finding was regarding measurable skills gains not being inputted into HireNet. This finding has been closed. The third finding was regarding credential attainment not being inputted into HireNet. This finding has been closed.

Harrison Kuranishi reported on the program monitoring conducted by the State of Hawaii Workforce Development Division. Finding 1 was an unresolved finding from 2020. This finding found that a policy on business services was not submitted for monitoring review. OWDB will be submitting a policy to close this finding by May 31<sup>st</sup>/June 1st. A draft of this policy has been drafted. Finding 1 (2) stated that the AJCH did not sufficiently post Equal Employment Opportunity notices at their center. This finding was corrected as of August 2022. Finding 2 stated that there was a lack of an incident reporting policy and procedure for reporting alleged criminal fraud, abuse, or waste. Harrison Kuranishi reported that OWDB does have a policy regarding this. This policy has been revised and will be submitted to the State. Finding 3 stated that there was a lack of policy and procedure for (non-EEO) complains alleging violations of WIOA. Harrison Kuranishi reported that OWDB does have a policy regarding this. This policy has been revised and will be submitted to the State. Rodney Lee asked whether the State attributed this finding to the City & County of Honolulu. Harrison Kuranishi stated that the State stated that they did not examine City policies or OWDB policies, and rather analyzed whether the OWDB policies met the requirements of the CFR or the HRS. Finding 4 stated that there is a lack of an executed infrastructure funding agreement. This IFA is currently being worked on. Finding 5 stated that there was a lack of a current certification of the One-Stop Operator. This certification was provided and the finding closed. Finding 6 stated that administrative costs of the One-Stop Operator are not being allocated to the Administrative Cost Category. Harrison Kuranishi reported that he spoke with the ASO Officer and looked at the PY22 contracts; both indicated that OSO costs should be charged to program. Therefore, OWDB will be working with the Board to draft a response to this finding. In addition, OWDB has evidence that the costs could be charged to program. OWDB plans to contest this finding. Finding 7 stated that desk monitoring is not being conducted by the OWDB staff to ensure that the WIOA programs are meeting target goals. Harrison Kuranishi stated that OWDB is doing monitoring and will ensure this monitoring is documented moving forward. Rodney Lee stated that a level of monitoring requested by the State is not sustainable by the current OWDB office which staffs 3 individuals. Harrison Kuranishi agreed and stated that moving forward OWDB is considering using some program funds to hire OWDB staff to assist with monitoring. The City & County of Honolulu has 7 positions open in the OWDB that could be funded through WIOA or other grants. Finding 8 stated that supportive services were offered for Adults and Dislocated Worker participants without proper documentation that these services were unable to be obtained through other programs. OWDB is working on a policy regarding this matter and is also working with the AJCH to have them document inability to obtain services through other programs on clients' case notes. Finding 9 states that OWDB did not obtain approval for capital expenditures. OWDB has been fighting this finding for about two years. The State WDD claims that because alterations were made to the AJCH building at Dole Cannery on windows and walls, the property increased in value and prior approval should have been obtained. OWDB continues to disagree that these expenditures are capital expenditures. This finding remains open. OWDB will seek guidance from the Federal DOL for assistance on this matter. Finding 10 states that OWDB did not receive prior approval for equipment purchases. Harrison Kuranishi explained that many of these equipment purchases, e.g. laptops, were purchased in response to the COVID-19 pandemic. OWDB requested reimbursement for these items and it was denied. Currently, the City & County of Honolulu has paid for these items using general funds. Moving forward, OWDB will request permission from the State for any purchases.

OWDB will send a formal response to these findings. They will also send another formal response on May 31<sup>st</sup>.

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Harrison Kuranishi presented on the Participant Count Reports from HireNet regarding WIOA Programs. For the period between July 1, 2022 – December 31, 2022, Oahu had a total of 177 participants across its WIOA programs. Hawaii County had 251 participants across their programs. Harrison Kuranishi also presented quarterly performance data and highlighted that Hawaii County has a greater amount of participants than Oahu County despite Hawaii County receiving less funds. Rodney Lee pointed out that the Wagner Peyser programs have a much larger number of participants than the WIOA programs. Erick Pascua explained that due to RECI, individuals receiving unemployment insurance are being served by Wagner Peyser. In addition, WP also includes JVSG count. In addition, WP does not need to collect documentation and can count participants as long as center services are provided. Erick Pascua also explained that perhaps the lower WIOA numbers is due to the fact that WIOA programs are often lower-priority for potential clients than other programs. Erick Pascua also raised the issue that the American Job Center of Hawaii is not promoting On-the-Job Training. Harrison Kuranishi raised the fact that On-the-Job training is something unique that only WIOA can offer on Oahu.

Harrison Kuranishi shared that at a recent meeting involving State WDD and local workboards, when asked to share various aspects of their program, the Oahu service provider AJCH did not share as much as the other local workboards. Moving forward, OWDB will work more closely with AJCH to ensure they are reporting on their programs. OWDB will be conducting monitoring of the AJCH soon.

Harrison Kuranishi reported that currently, Oahu stands at about \$6,000 per participant in costs. In comparison, the other counties are at about \$1,800 – \$2,500 per participant. Oahu's high cost may be due to the large number of staff at their service provider. Harrison Kuranishi will report the exact cost per participant to the Committee at a future time.

Harrison Kuranishi encouraged Committee members to think about future plans for the Committee for 2023 as Mayor Rick Blangiardi has been inquiring as to what the City & County of Honolulu plans to do to ensure that WIOA programs meet their performance measures.

**V. Schedule Next Meeting**

The next meeting will be announced via email.

**VI. Adjournment**

Chair Suzie Schulberg adjourned the meeting at 11:28am.