

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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MAYOR

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CHAIR
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VICE CHAIR
NICOLE KURASHIGE
EXECUTIVE DIRECTOR

EXECUTIVE COMMITTEE MEETING
Tuesday, April 5, 2022
11 am to 12 pm

Virtual Conference Call
MINUTES

Members Present: Chair Jason Chang, Joy Kimura, Rodney Lee, Suzie Schulberg, Vice Chair Tim Wong

Staff Present: Raymond Duong, Nicole Kurashige

I. Call to Order..... Chair Jason Chang

Chair Jason Chang called the meeting to order at 11:01 am.

II. Welcome and Introductions

Chair Jason Chang thanked everyone for attending the meeting, and introduced Nicole Kurashige as the new Executive Director of OWDB. Nicole Kurashige thanked the Executive Committee for their continued guidance and support as she steps into Alison Lum's previous role.

III. Review and Approval of January 4, 2022 Minutes

Chair Jason Chang entertained a motion to approve the January 4, 2022 meeting minutes. Rodney Lee motioned to approve. Suzie Schulberg seconded the motion. The minutes were unanimously approved.

IV. Old Business.....Nicole Kurashige

Nicole Kurashige thanked the Executive Committee for their support and warm welcome. She reminded the Executive Committee about finding Board members to fill the now three vacant seats. Previously, there were two vacant seats but a third vacant seat (private business) is now open due to Allison Izu Song's resignation from OWDB in January 2022. Although it is not a requirement, it would be preferred if the member taking over Allison Izu Song's vacant seat has experience or work with Manufacturing in the private sector. The other remaining open seats were brought to the Executive Committee's attention by Alison Lum at the last meeting in January. An open seat needs to be occupied by a representative from a community-based economic development organization.

Rodney Lee reached out to John Leong from Kupu Hawaii to ask him about his interest in filling this position, but has received no response yet. He will try to reach out again or think of a different organization on Oahu that could fit the criteria. Chair Jason Chang asked about the criteria for filling this vacant seat. Rodney Lee responded that a non-profit or for-profit organization had to be designated created for the specific purpose of community-based economic development, and cited former Board Member Meli James as an example. Chair Jason Chang asked if an organization like Catholic Charities would meet the criteria. Rodney Lee responded that he wasn't sure, and would need further clarification for their designation. He stated that "community-based economic development" generally means that the organization builds a new sector or industry in addition to serving the community. Vice Chair Tim Wong asked if Keala Peters from the Chamber of Commerce of Hawaii knows any companies that could fit this criteria, and offered to reach out to her. Rodney Lee mentioned that the Executive Committee could reach out to the Pacific Asian Center for Entrepreneurship (PACE) from UH Manoa for assistance.

The other open seat needs to be occupied by a union representative. Alison Lum previously reached out to someone who worked with the union that provided aid to dislocated Love's Bakery employees but received no solid response. In January, Joy Kimura put Alison Lum in touch with a potential candidate named Hazel Galbiso, a Port Agent with the Seafarers International Union of North America. Hazel Galbiso decided against joining OWDB at this time due to her increased work responsibilities. Joy Kimura will continue to look for contacts or colleagues who might be interested in filling the union seat.

Rodney Lee will try to reach out to Mike Osorio, an acquaintance from Tori Richards, to fill Allison Izu Song's vacant seat.

Nicole Kurashige thanked the Executive Committee for their suggestions and help. She stated that future OWDB recruitment efforts could focus on inviting prospective candidates to join committees before extending a formal invitation to apply for official OWDB membership. Approaching recruitment in this manner could help ease prospective candidates into the role of Full Board members and ensure that there is a consistent pool of vetted applicants to contact when new seats open. Nicole Kurashige also mentioned that more support and guidance can be provided to prospective members because many new members are intimidated or confused by the Annual Financial Disclosure Forms required by the Honolulu Ethics Commission. Alyson Wong is the new Ethics Commission contact person for OWDB, and is happy to assist members with their questions or concerns about the Annual Financial Disclosure Form. Chair Jason Chang approved of the idea of soft-invitations and gradual on-boarding of new members through committee participation. He also acknowledged that a more in-depth discussion of the Annual Financial Disclosure Form would be beneficial to easing prospective members into their role with OWDB.

These seats need to be filled to achieve Board Certification in 2023. WDC and WDD are aware that OWDB is trying to find members to fill these open seats, and is willing to provide their support in ensuring that all members meet WIOA Board requirements. Chair Jason Chang said that the Executive Committee will work on reaching out to potential candidates for Board membership.

- V. New Business.....Nicole Kurashige

Nicole Kurashige reminded the Executive Committee that City and County Online Ethics and POSH Training is due on June 30. Email reminders and notifications for the completion of this online training will be sent directly to OWDB members. Members will be able to access and complete the training as long as they provided a valid email address. The online Ethics and POSH training is very simple and takes about an hour to complete. Nicole Kurashige also asked that members let her know when they've finished their online training so that she can cross-reference their names with HR at BFS Administration. Chair Jason Chang stated that he will remind everyone to complete their City and County Online Ethics and POSH Training at the upcoming Full Board Meeting.

Nicole Kurashige updated the Executive Committee on the status of the PY21 Annual Plan and Budget. According to notes from Alison Lum, the PY21 Annual Plan and Budget was submitted to WDD in November 2021, but its approval is still pending. She stated that a budget modification for PY21 will be necessary after it is approved by WDD due to the differences in personnel and salary with the Board Staff due to the now vacant WIOA Specialist/Planner III position and the lower salary for the Executive Director/Officer I position. The Board Staff cannot submit the budget mod for PY21 until the PY21 Annual Plan and Budget is approved. On April 1, Jarret Yip, the WDD Program Officer, asked the Executive Directors of Oahu, Maui County, and Hawaii County to provide him with copies of the approved PY20 and PY21 Annual Plans and Budgets by April 8 to expedite any outstanding payments that WDD owes. On April 4, Vice Chair Tim Wong and Nicole Kurashige met with Jarret Yip to discuss the PY21 Annual Plan and Budget approval and communicate that these documents had been submitted to WDD last year but were still awaiting approval. At this meeting, Vice Chair Tim Wong and Nicole Kurashige received copies of WDD's PY21 Rapid Response Contract, however the contract still needs to be signed by their AG and DLIR Director. Although the numbers included in the PY21 Rapid Response Contract should remain stable per Jarret Yip's statement, it is crucial that OWDB monitor the situation regarding the pending PY21 Annual Plan and Budget approvals closely because these documents are needed to process the CS-C1 contract renewals for the WIOA employees at the AJCH. These employees will be out of work effective July 2 if Andrea Gaines, the One Stop Operator, cannot receive the documents to process their renewals in time. Vice Chair Tim Wong and Nicole Kurashige communicated the urgency of the situation to Jarret Yip and are now awaiting his response to see if WDD can expedite their review and approval for PY21. Per Jarret Yip's instructions, communications for Oahu's Annual Plan and Budget with WDD should be submitted to him, Lisa Simmons, and Allicyn Tasaka.

Chair Jason Chang asked if there was a hard deadline for expedited payments from WDD. Nicole Kurashige stated that Jarret Yip had asked for documents by Friday April 8, but has received no update on when Andrea Gaines needs to process the CS-C1 contract renewals for her WIOA employees. The turnaround to meet WDD's April 8 deadline is very tight and an extension might be necessary since WDD only provided the PY21 Rapid Response Contract draft yesterday afternoon. Once the PY20 and PY21 Annual Plans and Budgets are submitted to WDD, Nicole Kurashige would like to push for WDD to expedite approval by the end of April or, at the latest, beginning of May. In the meantime, Raymond Duong and Nicole Kurashige were able to provide Andrea Gaines with numbers to begin the paperwork for her CS-C1 contract renewals based on the PY21 Rapid Response Contract draft that Jarret Yip provided. Rodney Lee suggested working backwards to gauge how long it would take the City and County of Honolulu to process the CS-C1 contracts and then provide WDD with a hard deadline for approval. Rodney Lee stated that if WDD is behind on their approval, then the AJCH is at risk of losing the manpower needed to

maintain operations. The liability exists on the part of WDD if they do not expedite approvals as stated. Vice Chair Tim Wong stated that WDD is the final signature for approval and that Raymond Duong cannot complete his work if he is missing numbers that were supposed to be provided last year. He suggested that the Finance Committee meet to review the PY21 Annual Plan and Budget one more time before sending it to WDD. Vice Chair Tim Wong will not be available in late April, but Rodney Lee can deliver the report on his behalf at the upcoming Full Board Meeting on April 21.

Nicole Kurashige reminded the Executive Committee that WDD still has issues with the disallowed costs from PY19 regarding questioned capital expenditures at the AJCH. Per Jarret Yip, WDD has plans to create a letter to submit to Marian Esvers, the Federal Program Officer, to discuss why these costs should be allowed. According to Alison Lum's notes, Maricar Pilton-Freitas was supposed to submit an after-the-fact approval letter to address this situation, however no updates on the status of the letter or the receipt of the after-the-fact approval have been provided at this time. Vice Chair Tim Wong and Raymond Duong will attend the pending meeting with Jarret Yip and Marian Esvers to work towards a resolution on this situation. Rodney Lee asked if this issue was being held up by the State or the Federal government. Vice Chair Tim Wong responded that it was being held up by the State, and hopes that Jarret Yip can work with Nicole Kurashige to address this situation and resolve it, as it seems the submission of the letter and meeting with Marian Esvers is part of the process of getting the disallowed costs approved and settled.

Nicole Kurashige announced that Jackie Sakane, the OWDB consultant, is visiting Oahu from April 25 to April 29 to perform third-party monitoring of the AJCH. Raymond Duong will be with Jackie Sakane at the AJCH to assist her with the process. Once she completes her monitoring, Jackie Sakane will share her findings with the AJCH and OWDB to help prepare for future monitoring sessions by WDD. Nicole Kurashige also updated the Executive Committee on the WDD monitoring schedule. WDD had tried to schedule Program Monitoring at the AJCH in April, but Nicole Kurashige asked if they could reschedule to May due to conflicts with other events and Jackie Sakane's visit. Jarret Yip informed Vice Chair Tim Wong and Nicole Kurashige that he has instructed his staff to be flexible with scheduling since they are asking for our availability at the last minute. WDD was able to accommodate this request and instead opted to perform Fiscal Monitoring in April and Program Monitoring in May. WDD Fiscal Monitoring is scheduled to take place from April 12 to April 14. Rodney Lee asked if Jackie Sakane's monitoring report could be submitted to WDD to fulfill the monitoring requirements. Nicole Kurashige responded that Jackie Sakane's report could only be used by OWDB to fulfill the Board's required monitoring duties and that WDD had to perform its own monitoring per Federal guidelines. She asked the Executive Committee if May would be an acceptable time for WDD to perform Program Monitoring. Rodney Lee asked if WDD could provide written guidance for their monitoring schedule to better time OWDB monitoring so that the AJCH does not undergo constant monitoring. Vice Chair Tim Wong also shared Rodney Lee's thoughts and asked if there was a way for WDD to provide a formal schedule and guidelines for their monitoring practices. Both Rodney Lee and Vice Chair Tim Wong stated that there was no clear reason as to why WDD needed to monitor the programs and fiscal team so frequently. Nicole Kurashige agreed with Rodney Lee's statement as there were already concerns expressed at previous OWDB meetings that the AJCH was being monitored too frequently with no formal explanation, and that WDD's monitoring needed to come with official written directives. She will ask WDD for a formal monitoring schedule during her next meeting with Jarret Yip.

Nicole Kurashige discussed the creation of a second Planner III position at OWDB to conduct research for OWDB. She is currently trying to fill the WIOA Specialist/Planner III position so that the OWDB Staff Office can be back up to three people. She recognizes that the OWDB Staff has traditionally operated with three people, but the addition of a fourth person would help increase operational capacity immensely. Rodney Lee had previously discussed the need to hire an additional Planner III as part of the OWDB Staff to help conduct research and work with him on disseminating information from the OahuSkills and SkillScape project. Nicole Kurashige asked the Executive Committee to brainstorm the position description and title for the second Planner III position and to help provide justification for having someone hired in this role full-time rather than part-time. Rodney Lee stated that Emsi Burning Glass works with various counties, and state agencies, and non-profit organizations to distribute the information gathered by projects similar to OWDB's OahuSkills and SkillScape projects. Interested partners like the Hawaii Alliance for Community-Based Economic Development (HACBED) and the UH System rely on this data to run concurrent analyses on labor market information. Rodney Lee was able to provide UH and HACBED with a copy of the previous OahuSkills and SkillScape reports after receiving approval from OWDB. He noted that individual businesses would also benefit from having this information on hand, but the current staffing constraints make it hard to keep up with the demand. Having another Planner III or Analyst position would help increase the capacity of the current OWDB Staff. Rodney Lee suggested that this position wouldn't need to have specialized knowledge, and that a background and degree in economics would suffice for the research work that needs to be done. Nicole Kurashige thanked Rodney Lee for providing his input and will follow up with the City and County of Honolulu in regards to the next steps needed to open the position. Chair Jason Chang stated that the OWDB Staff has the Executive Committee's support to pursue this new position whenever the opportunity arises.

Nicole Kurashige provided an update on the status of the OWDB Website Project. The website was designed by Nicole "Nico" Fisher. The City and County of Honolulu recently worked with Nico to redirect the old URL to the new website. The new OWDB website is currently in its final stages of revision and is live at oahuwdb.com. Joy Kimura stated that she saw an early preview of the website and was excited to see it up and running online.

VI. Executive Director's Report.....Nicole Kurashige

Nicole Kurashige stated that most of the information included in her report was covered in the previous New Business and Old Business sections. In terms of additional information, she noted that Rowena Santamaria and Bryce Okimoto, the OWDB Fiscal Team with BFS Administration, were concerned about the outstanding payments from PY19 and PY20 that are owed to OWDB by WDD. Rowena Santamaria and Bryce Okimoto calculated that WDD owes \$889,080.38 overall, with \$255,035 owed for PY19 and \$643,045.38 owed for PY20. The oldest PY19 drawdowns are nine months old and the oldest PY20 drawdowns are four months old. Lack of reimbursement for these expenditures, which were previously invoiced to WDD, has resulted in expenditures for services rendered at the AJCH being advanced to the City and County of Honolulu. With the growing burden of costs and continual delay in payment from WDD, Rowena Santamaria and Bryce Okimoto have suggested that OWDB stop services at the AJCH until payment is rendered. Nicole Kurashige expressed concern and urgency regarding this situation because it is unacceptable that payment has been delayed this long. The operational and fiscal

risks to the continual withholding of payment is immense, and services as well as the CS-C1 contracts and salaries of the WIOA employees at the AJCH are being jeopardized. Nicole Kurashige asked the Executive Committee to provide guidance and support to find a solution for this situation. Rodney Lee asked if Corporation Counsel had been notified. Nicole Kurashige responded that she was unsure based on the notes that Alison Lum left her, but she assumes that the Corporation Counsel has not been involved. Rodney Lee mentioned that the Corporation Counsel could generate a demand letter for expedited payment, and deferred to Vice Chair Tim Wong for more advice since he has experience with these matters. Vice Chair Tim Wong responded that he would need to review the contract with WDD, but he would like to speak with Jarret Yip one more time to get clarification and a hard deadline for payment before contacting the Corporation Counsel.

VII. Announcements and Schedule Next Meeting

The next Full Board Meeting is scheduled for Thursday, April 21 from 9 am to 11 am with an in-person attendance option at the AJCH. A virtual attendance option will also be available for this meeting. Those who attend in-person will have the option of staying after the meeting adjourns to take a brief tour of the AJCH. More details about the meeting location and the virtual attendance option will be sent at a later date. Due to the declining COVID cases, Chair Jason Chang stated that he would like the next set of meetings after April 21 to be in-person as much as possible, and looks forward to seeing everyone again in-person.

VIII. Adjournment

Chair Jason Chang thanked everyone for attending and adjourned the meeting at 12 pm.