

OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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RICK BLANGIARDI  
MAYOR

JASON C. CHANG  
CHAIR  
TIM WONG  
VICE CHAIR  
NICOLE KURASHIGE  
EXECUTIVE DIRECTOR

**EXECUTIVE COMMITTEE MEETING**  
**Tuesday, July 5, 2022**  
**1 pm to 1:45 pm**

**Virtual Conference Call**  
**MINUTES**

Members Present: Chair Jason Chang, Rodney Lee, Suzie Schulberg

Staff Present: Raymond Duong, Nicole Kurashige, Jonathan Hikari Omuro

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

Chair Jason Chang called the meeting to order at 1:03 pm.

- II. Welcome and Introductions

Chair Jason Chang thanked everyone for attending the meeting, and announced the completion of OWDB service for Tim Wong, Janice Wakatsuki, Joy Kimura, and Russel Cheng. Due to these exiting OWDB members, the Executive Committee is now consists of Chair Jason Chang, Rodney Lee, and Suzie Schulberg. Nicole Kurashige introduced Jonathan “Hikari” Omuro as the new Planner III/WIOA Specialist for OWDB. Nicole Kurashige reminded the Executive Committee that City and County Online Ethics and POSH Training is due by December 2022, and that OWDB members can contact Sam Gushiken with the City IT Department if they encounter Honolulu U login issues.

- III. Review and Approval of April 5, 2022 Minutes

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

- IV. Old Business: Vacant Board Seats and Upcoming 2023 Board Certification  
Reminder.....Nicole Kurashige

Nicole Kurashige reminded the Executive Committee about finding Board members to fill the vacant seats. There are now more open seats with the completion of Tim Wong, Janice Wakatsuki, Joy Kimura, and Russel Cheng’s service.

Catherine Lederer, the Labor Community Services Program Director at Hawaii State AFL-CIO, was recommended by Joy Kimura to replace her as the union seat. Her application packet was received by the OWDB Office in late June, and has been forwarded to Chair Jason Chang and the Executive Committee for review. Nicole Kurashige will provide Chair Jason Chang with the Recommendation Form to complete and send to WDC for approval. It is still unknown who will replace Allicyn Tasaka as Executive Director of the WDC Board, but the OWDB Office will keep an eye out for an announcement, as a signature from the new Executive Director or their stand-in is required to process Catherine Lederer’s nomination.

Allicyn Tasaka introduced Lisa Truong Kracher, the Vice President of Array and President of Staffing Solutions of Hawaii and Kahu Malama Nurses, to Nicole Kurashige upon learning of her interest in joining OWDB. Lisa Truong Kracher and Chair Jason Chang have collaborated on hiring and staffing events at Queens Medical Center. Nicole Kurashige provided her with the OWDB application materials and more information on OWDB membership, and Chair Jason Chang will follow-up personally to inquire on the status of her application.

Chair Jason Chang shared that Wayne Kaululaau, the President/Principal Executive Officer at Teamsters Hawaii, expressed interest in joining OWDB.

An open seat still needs to be occupied by a representative from a community-based economic development organization, and there are multiple open seats for representatives of private businesses. A majority of OWDB members must be from private business. Nicole Kurashige provided the Executive Committee with a handout explaining the breakdown and descriptions of each seat on a Local Workforce Board.

Chair Jason Chang and Rodney Lee recommended that the Executive Committee should also recruit someone with a licensed CPA with auditing experience, as this type of background and knowledge would greatly benefit 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. Nicole Kurashige stated that the warm hand-off approach works best when recruiting new OWDB members, and encouraged the Executive Committee to look at their connections and network for potential candidates.

V. New Business: Third-Party Monitoring Findings.....Raymond Duong

Raymond delivered a summary of the third-party monitoring report findings. Third-party monitoring was conducted by Jackie Sakane, the OWDB consultant, from April 25 to April 29. However, HireNet Hawaii has been down for two weeks, and Jackie Sakane became sick, which impacted her ability to finish her report. She is projected to finish her report the week of July 11, 2022. Once Jackie Sakane completes her report, she will send an official notice to the AJCH and provide them with guidance on how to remedy the findings—additional technical assistance (TA) might be required, and OWDB will need to request that from WDD, as they are required to provide the AJCH staff with guidance.

Raymond Duong reported some initial findings. For support services, some participants went over the \$4,000 limit. 1 participant went over \$10,000. Raymond Duong explained that when participants exceed the limit, they may have to pay the difference. He clarified that it is the case managers' job to monitor spending. Jackie Sakane will address these issues in her report letter.

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

Nicole Kurashige reported that the State has not yet delivered the report from their fiscal and program monitoring.

Nicole Kurashige reported that WDD released payment for \$800,000 of the \$1.3 million withheld funds for PY19 and PY20. All payments thus far are from PY20. The OWDB Office submitted a modified PY20 Youth Program Budget at the request of WDD to process another set of payments on June 23. WDD indicated more payments are on the way, but BFS Fiscal has received nothing in the past two weeks. WDD issued a letter with the PY19 disallowed costs on June 19, but the letter contained many errors. The OWDB Office alerted WDD to these errors and provided them with the requested Budget Details A-2 on June 29.

Nicole Kurashige reported that City and State Directors have stated their commitment to resolving the ongoing issues with WDD. The OWDB Office will forward their concerns and requests for follow-up to the BFS Director, Andrew Kawano. Andrew Kawano has stated that he will work directly with the DLIR Director, Anne Perreira-Eustaquio.

Nicole Kurashige reported that USDOL may come to Hawai'i in August to monitor the WIOA Programs, but there has been no confirmation of their exact visit.

Nicole Kurashige emphasized that moving forward, the course of action in regards to program expenditures will be for AJCH to ask the OWDB Office for approval on items. OWDB will then seek approval from the State.

In regards to PY21, Nicole Kurashige clarified that AJCH sent their detailed program budgets to WDD on June 21. Once these budgets are approved, PY21 funds should be spendable, but it is currently unclear if the funds are spendable now. Nicole Kurashige pointed out that in the past, it was not necessary for the OWDB Office to submit specific program budgets for approval, only the Board budget. OWDB will be mindful of this moving forward to ensure that all budgets are submitted timely and that the State responds in a timely manner.

Raymond Duong reported that OWDB should have 2022 program fund allocations from the State, however, they have not yet been received. OWDB is currently waiting on the State on this matter. Nicole Kurashige emphasized that OWDB has been keeping both physical and electronic paper trails regarding communications on this matter.

VII. Announcements and Schedule Next Meeting

The next Full Board Meeting is scheduled for Thursday, July 21 from 8:30 am to 10:30 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. The next Executive Committee Meeting is scheduled for Thursday, October 4 from 11 am to 12 pm via Zoom. More details on the potential merger of the Performance Measures and Accountability Committee and the Finance Committee will be discussed at that time.

VIII. Adjournment

Chair Jason Chang thanked everyone for attending and adjourned the meeting at 1:45 pm.