

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

715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813

PHONE: (808) 768-5889 • www.OahuWDB.org



RICK BLANGIARDI  
MAYOR

JASON C. CHANG  
CHAIR

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 4, 2022**

**11:00 am to 11:45 am**

**Virtual Conference Call**

**MINUTES**

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

Staff Present: Raymond Duong, Jonathan Hikari Omuro

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

Chair Jason Chang called the meeting to order at 11:07 am.

- II. Welcome and Introductions

Chair Jason Chang welcomed all members and thanked them for attending.

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

Chair Jason Chang entertained a motion to approve the July 5, 2022 meeting minutes. Rodney Lee motioned to approve. Suzie Schulberg seconded the motion. The minutes were unanimously approved.

- IV. Old Business

- Update on PY19 Reimbursements, Stand-In Costs, & OSO Administrative Costs.....Raymond Duong

Raymond Duong reported that WDD has reimbursed PY19 costs minus disallowed costs. The disallowed cost equal to about \$32,000. OWDB will use their stand-in costs to make up for these disallowed costs. According to BFS Fiscal, OWDB has about \$20,000 in stand-in costs. Therefore the remaining \$12,000 will come from general funds.

Raymond Duong reported that he attended the WDD WIOA Training and was informed that OSO Administrative Costs must be 100% funded by administrative costs. Administrative costs are limited to 10% of each WIOA program fund. OWDB has about \$340,000 in administrative costs for PY21. OWDB has discussed this matter with the BFS Fiscal team and was informed that City funds can be used to fund the OSO as a last

resort. Rodney Lee suggested that OWDB ask the City & County of Honolulu to cover the fringe costs of the OSO.

- PY20 Program Monitoring Response to WDD.....Raymond Duong

Raymond Duong reported that OWDB has submitted the PY20 Program Monitoring Response to WDD in August 2022. WDD has accepted the response.

- OWDB Recruitment.....Hikari Omuro

Hikari Omuro reported on the recruitment of the new OWDB Executive Director. BFS Director Andy Kawano and BFS Deputy Director Carrie Castle have narrowed down candidates to 2 individuals and will be inviting OWDB staff to interviews with these 2 candidates. Based on the timeline provided, the earliest the new OWDB Executive Director is projected to be hired is in early November.

Hikari Omuro reported on the recruitment of new OWDB members: Catherine Lederer and Lisa Truong-Kracher.

- OWDB Vice Chair Selection.....Hikari Omuro

Hikari Omuro reported that OWDB is still seeking a new Vice Chair for its Board. Should any member of the Executive Committee be interested in this position, they should contact Chair Jason Chang. Hikari Omuro also reminded members that the Sector Strategies and Career Pathways Subcommittee is still seeking a chair.

Rodney Lee reminded the Committee that OWDB is still seeking a CPA to join its Finance Committee. Preferably this individual would be employed at a manager level. Currently, Oahu’s finance sector is experiencing employment strain, so it may be difficult for OWDB to recruit a CPA.

Chair Jason Chang mentioned that an individual reached out to him about joining the OWDB Board. Hikari Omuro will reach out to get more information.

Rodney Lee announced that he will entertain the notion of him possibly stepping into the Vice Chair role, however, he reminded members that his current term with OWDB will be over in less than a year.

- OWDB Merging the Performance Measures & Accountability Committee with the Finance Committee.....Hikari Omuro

Chair Jason Chang explained that merging the Performance Measures & Accountability Committee with the Finance Committee was originally proposed by previous OWDB Executive Director Alison Lum. The reason for doing so is because many of the goals and activities of both Committees overlap.

Chair Jason Chang asked Rodney Lee if this merge would place too much burden on the Finance Committee. Rodney Lee responded that it may, as the Finance Committee has been very busy with reimbursement and budget approval issues.

Chair Jason Chang suggested that this matter be decided at a later time. No objections.

V. New Business:

- PY22 Allotments and Preparation.....Raymond Duong

Raymond Duong reported that the PY22 Budget has been drafted and is awaiting approval from BFS Director Andy Kawano and BFS Deputy Director Carrie Castle. The 2022 Annual Plan and 2022 Local Plan are also required for the PY22 Allotments. The PY22 Performance Measures will be determined soon in a meeting with WDD in October.

- Preparing for Local Plan Updates.....Hikari Omuro

Hikari Omuro reported that the 2022 Local Plan will be revisions to the 2020 Local Plan. Jackie Sakane and Hikari Omuro are awaiting the appointment of a new OWDB Executive Director before beginning the revisions.

- Jackie Sakane’s Contract for OWDB Administrative Support.....Raymond Duong

Raymond Duong reported that OWDB staff met with BFS staff to discuss the renewal of Jackie Sakane’s Contract with OWDB. The contract must be renewed before November 2022. Discussions will continue to ensure the contract is renewed.

- Emsi/Lightcast Contract and Board Seats.....Raymond Duong

Raymond Duong reported that the Lightcast Contract has been forwarded to WDD in September 2022 for approval. OWDB is awaiting a response.

VI. 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.

Hikari Omuro announced changes to OWDB’s Mandated Partners members. Iva-Starr Cain, designee of Maureen Bates for State DVR, has exited and Alison Lee has been appointed as her replacement. Tammi Oyadomari-Chun, designee of Erika Lacro for University of Hawai’i, has exited and Joshua Kaakua will be representing UH at the upcoming Full Board Meeting.

Raymond Duong announced that AJCH has proposed increasing their participant supportive service amount from \$4,000 to \$6,500. Rodney Lee expressed concern that this increase may

negatively affect performance measures. Hikari Omuro suggested that AJCH provide data evidencing need for this increase.

VII. Adjournment

Chair Jason Chang thanked everyone for attending and adjourned the meeting at 11:46 am.