**DATA MANAGEMENT AND TECHNOLOGY**

**COMMITTEE MEETING**

**Tuesday, December 19, 2023**

**1:00 pm to 2:00 pm**

*Note: Per the State Office of Information Practices (OIP), members of the public may contact* [*OahuWDB@honolulu.gov*](mailto:OahuWDB@honolulu.gov) *to be added to a mailing list for future meeting announcements*

**Members Present:**

Rodney Lee, Spire Hawaii LLC, Executive Vice President, Committee Chair

Christopher Lum Lee, Tri Sec Inc., Principal Guard and Chief Administrative Officer

Mimi Sroat, Hawaii Electricians Training Fund, Director

Jeff Wagoner, Outrigger Hospitality Group, President and Chief Executive Officer

Nicole Anderson, Office of Economic Revitalization, Workforce Development Program Manager

Kevin Holu, Hawaii Teamsters & Allied Workers Local 996, President/Principal Officer

**Guests:**

Connie Sharp, Lightcast, Workforce Development Specialist

**Staff:**

Harrison Kuranishi, Oahu Workforce Development Board, Executive Director

Daven Kawamura, Oahu Workforce Development Board, WIOA Specialist

Raymond Duong, Oahu Workforce Development Board, Budget Analyst

1. **Call to Order**

The Data Management and Technology Committee meeting was called to order at 1:02 pm by Committee Chair Rodney Lee.

1. **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 their comments during the meeting.)

1. **Approval of Minutes**
   1. **December 1, 2021 Meeting Minutes**

Chair Rodney Lee requested a motion to approve the minutes for the December 1, 2021 meeting. Mimi Sroat moved to approve the minutes of the meeting. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

1. **Discussion regarding Committee Business**

Chair Rodney Lee discussed what the committee had been doing previously: digitizing the process to help with outreach better.

Jeff Wagoner wanted clarification on the committee goals; Rodney let him know that initially, it is more workforce-related, but it does reach over to other committees. With the crossover between committees, Rodney suggested dashboarding the whole board and the service provider.

Raymond Duong let the committee know that during the Youth Symposium in November, he met with the data analyst and started to look into the program they use, Microsoft Power BI. Jeff Wagoner mentioned that Outrigger also uses Microsoft Power BI and can set up a meeting to review the system once access is received.

1. **Announcements and Public Testimony**

Rodney Lee asked Jeff Wagoner if the Microsoft Power BI specialist at Outrigger would be open to taking the committee through the process and showing the capabilities of Microsoft Power BI. Jeff let him and the committee know that he will reach out.

1. **Schedule Next Meeting**

A meeting schedule will be set up and sent out to members at a later date.

1. **Adjournment**

Chair Rodney Lee adjourned the meeting at 1:19 pm.