

RICK BLANGIARDI
MAYOR



JASON C. CHANG
CHAIR
HARRISON KURANISHI
EXECUTIVE DIRECTOR

**Executive Board Meeting
Tuesday, October 3, 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 to be added to a mailing list for future meeting announcements

MINUTES

Members present:

Jason Chang, OWDB Chair, Employer Engagement Committee Chair
Christopher Lum Lee, Finance Committee Chair
Rodney Lee, Data Management and Technology Committee Chair
Lisa Truong Kracher, Sector Strategies and Career Pathways Committee Chair

Members absent:

Suzie Schulberg, Performance Measures and Accountability Committee Chair

Staff:

Harrison Kuranishi, OWDB, Executive Director
Raymond Duong, OWDB, Budget Analyst

I. Call to Order

The Executive Committee meeting was called to order at 1:00 pm by Chair Jason Chang.

II. Approval of Minutes

A. July 5, 2023, Meeting Minutes

Chair Jason Chang requested a motion to approve the minutes for the July 5, 2023, meeting. Chris Lum Lee moved to approve the minutes of the July 5, 2023, meeting. Rodney Lee seconded the motion. There were no objections or abstentions. The motion to approve the minutes was approved unanimously.

III. Old Business

A. OWDB Vice Chair Selection

Jason Chang thanked Chris Lum Lee for showing interest in the Vice-Chair position, the vote to officially name Chris Lum Lee as the vice-chair was deferred from last meeting but will be brought up at the upcoming full board meeting.

B. OWDB Certification

Harrison Kuranishi let the committee know that in July, an application was submitted to the Workforce Development Council (WDC) to get recertified. During the August 17th WDC full board meeting, conditional approval was given as compliance was not met due to missing three members. Compliance must be met by the next WDC board meeting in November, as of 10.3.23 the OWDB has 18 or of the minimum 19 board members.

Jason Chang has reached out to Jeff Wagoner, the head of Outrigger Hotels, per the meeting they had interest was there, but follow-up emails will be sent to let him know that there is an urgent timeline. After the last member is sworn in, OWDB will be in full compliance.

Three or four members will be terming off come June 30th 2024 so Jason asked that notice be given prior so that member identification can occur before the term out.

C. PY2022 contracts

PY22 contracts were approved on June 30th, however a budget modification was submitted and has not yet been approved. The IFA MOU's haven't been completed, discussions are in place with the Department of Labor and Industrial Relations (DLIR). No contracts with budget modifications will be approved until the IFA MOU's are in place.

D. PY2023 contracts

PY2023 contracts are currently being reviewed, the budget was over by \$1 so a revised budget will be sent to corp. counsel.

E. MOU/IFA

Negotiations with Maui Economic Opportunity, Department of Education, and Department of Community Services have been completed, all other partners are still in process. Without the negotiations complete, the "state mechanism" may be triggered which will have the Governor and Mayor appoint the percentages that the partners will contribute to the American Job Center (AJC).

IV. New Business

A. Finance Committee Update

Chris Lum Lee reported that of the PY21 allocated funds, 28.34% was returned. Across all the programs, about 49% was spent on personnel costs and 5.46% on rent so percentages spent on those two will be significantly higher than what was budgeted.

For example 88.22% of the Rapid Response funds were spent on personnel and 11% on rent, and the Youth program funds expenditures were ~82% on personnel, 7.59% on rent, 9.5% on training costs, and ~1% on training cost. Looking at the other programs as well personnel and rent are the two biggest expenditures rather than services.

Conversations of withholding PY22 funds are happening but no numbers are set yet.

B. Performance Measures and Accountability Committee Update

Suzie Schulberg was unavailable so Harrison Kuranishi gave a short update on the Performance Measures and Accountability Committee. At the meeting the monitoring reports from the state were gone over. Many findings were policy related, so revisions will be sent to Jason Chang for his signature, and will be discussed later.

One of the issues brought up was a breach of sunshine law due to the absence of the agendas and minutes on the website within 40 days, a planner II position will be coming on board to help with those requirements.

The monitoring of the service provider back in May for the one-stop was also a topic gone over at the meeting. Performance metrics look good on paper, but most of the priority target groups are not being hit.

C. Lightcast Renewal

Lightcast will be renewed but the process has not been started yet.

D. Apprenticeships

Harrison let the board know that apprenticeship had a boom in 2015 when funds were made available to create non-construction apprenticeships. But have since slowed down since 2020 as the funds ran out.

Edgar Fernandez, the Hawaii State Apprenticeship coordinator, came to OWDB to become the intermediary for the apprenticeship programs that are available. So the programs aren't decertified. As an intermediary a function for apprenticeship would to fill out and keep up with the paperwork for the employers, as in the data that is one of the main issues that employers seemed to have.

With the apprenticeship program OWDB hopes to have ~850 participants in PY23 as anyone age 16-24 can co-enroll in Adult AND Youth. PY22 participant counts were 11/125 Dislocated Worker participants, 66/177 Adult participants, and 15/259 Youth participants.

Eventually an apprenticeship program for city employment will be in the works, to build the pipeline.

V. Announcements and Schedule for Next Meeting

Chris Lum Lee asked if any PY22 funds need to be set aside for and initiatives. Harrison let him know that since its PY22 moneys an MOU hasn't been written yet, so currently there are no contracts with service provider.

A meeting with Lei Nakamura and Andrea Gaines is scheduled for this coming Friday to go over the contracts.

One on one meetings with all board members are something that may happen once the third staff member comes on board freeing up some time.

The next board meeting will be at Queens, the parking instructions and other information will be sent out soon.

VI. Announcements and Public Testimony

There were no announcements or public testimony.

VII. Adjournment

Chair Jason Chang adjourned the meeting at 2:00pm.