

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

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RICK BLANGIARDI  
MAYOR



JASON C. CHANG  
CHAIR

CHRISTOPHER K. LUM LEE  
VICE CHAIR

HARRISON KURANISHI  
EXECUTIVE DIRECTOR

**FINANCE COMMITTEE MEETING**

**Wednesday, May 15, 2024**

**11:30 am to 1:00 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:**

Christopher Lum Lee, Tri Sec Inc., Principal Guard and Chief Administrative Officer; Committee Chair  
Frederick Pascua, Department of Labor and Industrial Relations, Oahu Branch Manager  
Jason Chang, Queen's Health System Innovation Institute, President  
Kevin Holu, Hawaii Teamsters & Allied Workers Local 996, President/Principal Officer

**Guests:**

Jill Takasaki Canfield, Hawaii Literacy, Executive Director  
Julianne Baker-Mattern, Hawaii Literacy, Adult Literacy Program Manager  
Ellen May, Hawaii Job Corps, Director

**Staff:**

Harrison Kuranishi, Oahu Workforce Development Board, Executive Director  
Daven Kawamura, Oahu Workforce Development Board, WIOA Specialist

**I. Call to Order**

The Finance Committee meeting was called to order at 11:32 am by Committee Chair Christopher Lum Lee.

**II. Welcome and Introductions**

(Note: Per the State OIP, Oahu Workforce Development Board (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 of their comments during the meeting.)

**III. Approval of Minutes**

**a. March 13, 2024 Meeting Minutes**

Chair Christopher Lum Lee requested a motion to approve the minutes for the March 13, 2024, meeting. Jason Chang moved to approve the minutes. Frederick Pascua seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

**IV. 7<sup>th</sup> Quarter Expenditure Report**

Christopher Lum Lee, the Principal Guard and Chief Administrative Officer for Tri Sec Inc., shared a presentation going over the expenditures for PY22 7<sup>th</sup> quarter. The presentation can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/05/Finance-Committee-Meeting-05.15.24.pdf>

- Jason Chang, President at the Queen’s Health System Innovation Center, wanted to know if there are any benchmarks for the expense ratios such as training costs being >50%, etc.
  - Harrison Kuranishi, Executive Director for the OWDB, informed Jason and the committee that currently there are no benchmarks but benchmarks can be included. The Board may set caps for the different costs.

#### **V. Status of MOU/IFA’s**

Harrison Kuranishi informed the committee that there are still four MOU/IFA’s that are delinquent. The Second Chance Act (Windward Community College), Block Grant (Honolulu Community Action Program), Temporary Assistance for Needy Families and Division of Vocational Rehabilitation, both fall under Department of Human Services.

#### **VI. OWDB and State Fiscal Monitoring**

OWDB staff did monitoring at the American Job Center (AJC) from April 29<sup>th</sup> – May 3<sup>rd</sup>. The State did Fiscal monitoring on May 6<sup>th</sup> and 7<sup>th</sup>.

The State will conduct Program desk monitoring from May 6<sup>th</sup> - 17<sup>th</sup>.

On May 30<sup>th</sup> there will be an on-site state monitoring at the AJC, on June 3<sup>rd</sup> the exit conference will be held.

Christopher Lum Lee informed the committee that the Workforce Development Division (WDD) has not reimbursed the City for several months. This was due to discrepancies between the amount invoiced and the accrued expense report.

- Invoices will be revised so that reimbursement can be issued, rent and common area maintenance (CAM) costs will not be reimbursed until the MOU/IFA’s are completed. According to WDD the Feds let them know not to reimburse for rent or CAM until the MOU/IFA’s are complete.

#### **VII. Executive Director’s Report**

Harrison Kuranishi provided an update on several topics.

- The Workforce Development Council (WDC) will be getting their funding back on July 1, 2024.
- There are several federal trainings coming up:
  - June 6<sup>th</sup>, Training pertaining to veterans and the Jobs for Veterans State Grant.
  - June 9<sup>th</sup> – 14<sup>th</sup>, Region 6 regional administrator Dr. Tamika Ledbetter will be coming down, currently a meeting set up for the Executive Directors on the 9<sup>th</sup> and 10<sup>th</sup>, training for others to happen sometime during the week.
  - June 24<sup>th</sup> – 28<sup>th</sup>, an all-day in-person training w/all local level boards and the WDC will be held on the 24<sup>th</sup>.
    - The rest of the week will be separate trainings for the local boards, the 27<sup>th</sup> is specifically for OWDB with the 28<sup>th</sup> being an extra day for any questions.

**VIII. Announcements and Public Testimony**

There were no announcements or public testimony.

**IX. Schedule Next Meeting**

Next meeting is tentatively scheduled for August 14, 2024 from 11:30 am to 1:00 pm. There may be an additional meeting prior to the next tentatively scheduled meeting. If there is, an invitation will be sent out accordingly.

**X. Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 11:56 am.