

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

715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-7790 • [www.OahuWDB.com](http://www.OahuWDB.com)

RICK BLANGIARDI  
MAYOR



JASON C. CHANG  
CHAIR

CHRISTOPHER K. LUM LEE  
VICE CHAIR

HARRISON KURANISHI  
EXECUTIVE DIRECTOR

**FINANCE COMMITTEE MEETING**

**Friday, June 28, 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  
Jeff Wagoner, Outrigger Hospitality Group, President and Chief Executive Officer  
Nicole Anderson, Office of Economic Revitalization, Workforce Development Program Manager  
Erika Lacro, University of Hawaii Community College System, Vice President for Community Colleges  
Carla Kobashigawa, Applied Computer Training & Technology, Inc., Director

**Guests:**

Randall Higa, Workforce Transition Center, Owner and Founder  
Nicole Cacal, Forbes Ignite, Founder and Chief Executive Officer

**Staff:**

Harrison Kuranishi, Oahu Workforce Development Board, Executive Director  
Raymond Duong, Oahu Workforce Development Board, Budget Analyst  
Daven Kawamura, Oahu Workforce Development Board, WIOA Specialist

**I. Call to Order**

The Finance Committee meeting was called to order at 11:30 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. May 15, 2024 Meeting Minutes**

Chair Christopher Lum Lee requested a motion to approve the minutes for the May 15, 2024 meeting. Jeff Wagoner moved to approve the minutes. Nicole Anderson

seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

#### **IV. Open Discussion on Program Year (PY) 23 withholding amount**

Christopher Lum Lee, Principal Guard and Chief Administrative Officer of Tri Sec Inc. and chair of the Finance Committee, used chairs prerogative to moved agenda items VI and VII to IV and V.

Harrison Kuranishi, Executive Director of the OWDB, indicated that in the past ten years there has always been returned funds.

- In the mentioned ten years, there has only been one service provider. Harrison Kuranishi wanted to discuss how much funds should go to the service provider or if there should be multiple.

Raymond Duong, Budget Analyst for the OWDB, shared a presentation going over the funding returned over the past four years. The presentation can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/06/Finance-Committee-Meeting-06.28.24-002.pdf>

Christopher Lum Lee recommended to use the projected return for this program year (PY) to use as a guideline for the allocation amount for PY23 instead of giving the service provider all the funds as in previous years.

- Jeff Wagoner, President and Chief Executive Officer for Outrigger Hospitality Group, wanted clarification if the current service provider is effectively using the funds that has/will be allocated.
  - Christopher Lum Lee informed Jeff that the topic of policy changes to go over how funds are spent and utilized. Including a policy that puts a cap on how much funding that can be used on personnel costs.
- Jeff Wagoner brought up a possibility of changing policy regarding the requirements to open up the pool of participants that can be assisted.
- Harrison Kuranishi wanted to clarify that the funding years overlap by one year so that if all the PY23 funds can be used the PY24 funds can be used.

Nicole Anderson, Workforce Development Program Manager at the Office of Economic Revitalization, brought up the need for several memorandum of understanding's (MOU's) that are needed per the Thursday training. Nicole also brought up the possibility of hiring out to resolve the issues of firewalls between the service provider/fiscal/etc. Nicole recommended an allocation of \$3MM for the service provider.

- Jeff Wagoner brought up the numbers on the PowerPoint that was shared, citing that the service provider hasn't expended more than \$2.5MM in the past five years. With the knowledge that there are potential policies putting a cap on how much funds can be used on rent and staffing.
  - Nicole Anderson wanted clarification that if setting the allocation to the amount the service provider has been previously expended would result in the same amount of participants served/limit potential increase in participant count.
    - Harrison Kuranishi stated that when the feds came to Hawaii in mid-June, they stated that the numbers are not up to par. The lower amount of funds is not only based off of past

performance but to keep liability away from the City and the service provider themselves.

- Jeff Wagoner brought up the previous thoughts of hiring on more board staff, technology, and the possibility of having more than one service provider. Noting that is also something to be looked at while discussing how much should be allocated to the current service provider.
- Raymond Duong and Harrison Kuranishi also noted that PY funding overlaps so that if all PY23 funding is expended PY24 funds can be accessed, and there is a possibility to go through the State Board to access recaptured funds.

Chair Lum Lee requested a motion to bring the allocation amount of \$2.2MM provided to the current service provider to the full board. Nicole Anderson moved to bring the allocation amount to the Executive Committee and then subsequently to the full board. Jeff Wagoner seconded the motion. There were no objections or abstentions. The motion was unanimously approved.

Harrison Kuranishi brought up the topic of the Service Provider contract. The contract ends on Sunday, June 30<sup>th</sup> 2024. Come Monday, July 1<sup>st</sup> 2024 there would be no service provider. An emergency full board meeting is being scheduled for the discussion of extending the service provider.

- Nicole Anderson wanted clarification on how long the extension would be.
  - Harrison Kuranishi let her know that the current thought is up to six months to allow enough time to have the RFP's posted and the service provider(s) can respond. Harrison also noted that as an extension our current service provider would need to respond to the RFP also.
- Jeff Wagoner wanted clarification on the amount of funding that the service provider would receive for the extension.
  - Historical data is available for the amount spent in the 5<sup>th</sup> and 6<sup>th</sup> quarter of the PY. The amount will ultimately be discussed by the Full Board.

Chair Lum Lee requested a motion to bring the contract extension of up to six months of the service provider to the Emergency Full Board meeting. Nicole Anderson moved. Jeff Wagoner seconded the motion. There were no objections or abstentions. The motion was unanimously approved.

## **V. Executive Director's Report**

Harrison Kuranishi, Executive Director of the OWDB, gave his report. Harrison brought up the process of which the policies went through in the past. Moving forward he would like for the policies to be written through the committees rather than just between the Executive Director and Board Chair.

- Jeff Wagoner wanted clarification on how rigid the eligibility requirements for the Workforce Innovation and Opportunity Act Title I programs. As there seems to be difficulties in helping participants.
  - Harrison Kuranishi let Jeff know that there was a misunderstanding at the service provider level. Wherein the potential participants were

being told they needed to be denied by two other sources before being eligible for our services.

Harrison Kuranishi, brought up an allowable cost policy that he has sent to the board chair. Chiming back to previous conversations regarding the inclusion of more than just the board chair and Executive Director, he shared the policy. The policy can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/07/Allowable-Cost-Policy.pdf>

Carla Kobashigawa, Director at Applied Computer Training & Technology, Inc., wanted clarification if there is currently no policy on allowable cost.

- Christopher Lum Lee let her know that they are interlaced in the MOU's. A section will be added to the OWDB website for viewing as there are more to come.
  - Harrison Kuranishi mentioned that a few more that will be coming soon including: Cost Classification, Budget Modifications, Travel, Program Income, Sub recipient Invoicing, Cost Allocations.

Chair Lum Lee requested a motion to bring the allowable cost policy to the Executive Committee and then the Full Board to adopt the policy. Jeff Wagoner moved. Nicole Anderson seconded the motion. There were no objections or abstentions. The motion was unanimously approved.

**VI. Recap of PY22**

Raymond Duong, Budget Analyst of the OWDB, previously shared the PowerPoint, it can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/06/Finance-Committee-Meeting-06.28.24-002.pdf>

**VII. Returned Amount of Programmatic Allotments**

Raymond Duong previously shared the PowerPoint, it can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/06/Finance-Committee-Meeting-06.28.24-002.pdf>

**VIII. Announcements and Public Testimony**

Chair Lum Lee announced that there will be the Emergency Full Board meeting on Sunday, June 30<sup>th</sup> 2024 and the Executive Committee on July 2<sup>nd</sup> 2024 at 1:00 pm to 2:00 pm. There was no public testimony.

**IX. Schedule Next Meeting**

The next Finance Committee meeting is tentatively scheduled for August 14, 2024 from 11:30 am to 1:00 pm. If another meeting is scheduled, the invite will be sent out accordingly.

**X. Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 12:53 pm.