# OAHU WORKFORCE DEVELOPMENT BOARD

# CITY AND COUNTY OF HONOLULU

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EXECUTIVE DIRECTOR

**FINANCE COMMITTEE MEETING**

**Friday, August 23, 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* *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

Andrew Giles, Kaiser Permanente – Moanalua Medical Center, Chief Operating Officer

Frederick Pascua, Department of Labor and Industrial Relations, Oahu Branch Manager

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

**Guests:**

Lee Williams-Naeole, American Job Center WorkHawaii Division, Adult Program Manager

Leina‘ala Nakamura, American Job Center WorkHawaii Division, Administrator

Mark Menard, American Job Center, Business Services Coordinator

Roxsand Okuna, American Job Center WorkHawaii Youth Program, Community Services Specialist

**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

1. **Call to Order**

The Finance Committee meeting was called to order at 11:32 am by Oahu Workforce Development Board (OWDB) Finance Committee Chair Christopher Lum 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 of their comments during the meeting.)

1. **Approval of the Service Provider’s Adult, Dislocated Worker, and Youth Budgets**

Christopher Lum Lee, Principal Guard and Chief Administrative Officer at Tri Sec Inc., went over the revised WIOA Title I budgets from the Service Provider, WorkHawaii.

Christopher asked the WorkHawaii team if there were any new positions that were added to the Adult program.

* Leina‘ala Nakamura, Administrator of the WorkHawaii Division, and Lee Williams-Naeole, Adult Program Manager for the American Job Center WorkHawaii Division, stated there were no changes in the staffing presented in the budgets in comparison to last year.
	+ Raymond Duong, Budget Analyst at the OWDB, chimed in stating that the Security Guard was replaced by an Office Assistant III and a Business Services Liaison was added.

Christopher Lum Lee wanted clarification on the contractual services line item and asked if the funds are being used for a social media campaign.

* Leina‘ala Nakamura clarified that the funds are being used for much more than just a “social media campaign”. She noted that media outreach will be procured, commercials and ad displays will be what is being paid for.
	+ Harrison Kuranishi, Executive Director of the OWDB, wanted clarification if the media outreach campaign will be benefitting the correct programs.
		- Leina‘ala let him know that the proper procurement process will be followed and that the allocations will be based off of the commercials. E.G. Youth focused commercial will be paid out of Youth not Adult and Dislocated Worker (DW).

Chair Christopher Lum Lee requested a motion to approve the Adult Program budget. Andrew Giles moved to approve the Adult program budget. Frederick Pascua seconded the motion. There were no abstentions or objections. The budget was unanimously approved.

Chair Christopher Lum Lee went over the revised DW Budget.

* Similarly to Adult program budget the DW program budget has the same additional positions, including the removal of the Security Guard replacing with an Office Assistant III and the addition of a Business Services Liaison.
* The contractual services are similar to the Adult program budget, the listed $4,000 is for the media outreach. Additionally, the budgeted $600 is for outreach support supplies.

Chair Christopher Lum Lee requested a motion to approve the DW program budget. Andrew Giles moved to approve the DW program budget. Frederick Pascua seconded the motion. There were no abstentions or objections. The budget was unanimously approved.

Andrew Giles wanted to know the vacancy rate at the American Job Center, Lee Williams-Naeole let him know that there are currently two positions vacant on both the Adult and DW budgets. Andrew wanted clarification on the status of funds that are not being spent per vacancies.

* Christopher Lum Lee informed Andrew that if there are funds left over at the end of the year will be returned to the County. Budget modifications are available for the Service Provider to move funds from one line to another.

Chair Christopher Lum Lee went over the revised Youth Program budget. Per the last Finance meeting, the original Youth budget was not looked over. The participation goal in the six-month period is 149 participants. Currently for the Program Year there are 52 participants, 11 being new.

* Per the contractual services listed on the budget, virtual job tours through the Chamber of Commerce during the pandemic became successful so continuations of the virtual tours are budgeted.
* CVS – Longs Drugs Pre-pharmacy technician training and Building Industry Association Pre-apprenticeship construction are two programs that will be working closely with the Youth program. Currently there are five students in the cohort for CVS.
* Similarly to the Adult and DW program budgets, there are line items for the media outreach and outreach support supplies.

Christopher Lum Lee wanted clarification on the line item regarding the Staff training that is budgeted for both out-of-school and in-school youth. Leina‘ala Nakamura let Chris know that the training is specifically for youth development and case management.

* Workforce GPS, which is sponsored through US Department of Labor, will be the main source of virtual trainings. Larry Robins will also be training regarding the Youth, specifically justice-involved and youth aging out of the foster system.

Chair Christopher Lum Lee requested a motion to approve the Youth program budget. Jeff Wagoner moved to approve the Youth Program budget. Andrew Giles seconded the motion. There were no objections or abstentions. The budget was unanimously approved.

1. **Approval of the QUEST Program Budget**

Christopher Lum Lee brought the Service Provider QUEST program budget up and went over it. Chris asked if there were any additional staff added to the QUEST program budget.

* Mark Menard stated that there have been no additional staff members added.
* Leina‘ala Nakamura noted that some staff listed on the staff salary/wages page are no longer employed through QUEST but some funds have been expensed.

Jeff Wagoner, President and Chief Executive Officer of Outrigger Hospitality Group, wanted clarification on why there is no annual budget and it is just an extension of the budget.

* The extension of the QUEST contract was done on the State side. The State wants the budgets to reflect from the original budgeted amount and not the balance of the remaining funds.
* Jeff Wagoner bought up his thoughts on the difficulty that may occur to visualize the results of the budgets being integrated into the two-year extension, rather than having an annual budget and have the extension budget off of the remaining balance.
	+ The expenditure reports will help to keep track of the remaining balances in the QUEST grant.

Jeff Wagoner went back to his original thought, stating the fact that there is no way of visually seeing, per the budget, how much funds have been expended from the beginning of the contract. Whereas the approval of the budget would be approving the spending for a 13-month period without knowing how much funds are left from the original amount.

* In response, Andrew Giles mentioned if there was a column pertaining to the amount that has been expensed. To have an idea of the year-to-date spending and how much funds are left in the line items.

Jeff Wagoner wanted clarification if the QUEST budget as presented has the same line item amounts as the original contractual amount.

* Leina‘ala Nakamura informed Jeff that with all budgets including QUEST a document is submitted, noting modification comparisons to the original budgeted amounts. That document can be found at the following link: <https://oahuwdb.com/wp-content/uploads/2024/08/QUEST_Mods-Comparison.pdf>

Chair Christopher Lum Lee requested a motion to approve the QUEST budget. Jeff Wagoner moved to approve the QUEST budget. Andrew Giles seconded the motion. There were no abstentions or objections. The budget was unanimously approved.

Raymond Duong then went over the OWDB QUEST budget, he informed the committee that the board took ~3% of the QUEST grant. Most of the grant funding has gone to the Service Provider as they facilitate the training and internship piece. The allocated funds for the board staff has is for administrative oversight of the grant.

Chair Christopher Lum Lee requested a motion to approve the OWDB QUEST budget. Jeff Wagoner moved to approve the OWDB QUEST budget. Andrew Giles seconded the motion. There were no abstentions or objections. The budget was unanimously approved.

1. **Schedule Next Meeting**

The next committee meeting is tentatively scheduled for November 13, 2024 from 11:30 am to 1:00 pm. Another meeting may be scheduled before, if so a meeting notice will go out to board members.

1. **Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 12:59 pm.