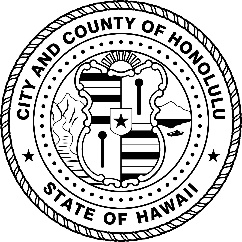
# OAHU WORKFORCE DEVELOPMENT BOARD

# 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

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 1, 2024**

**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:**

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

Lisa Truong Kracher, Array Corporation, Vice President

Suzie Schulberg, Arcadia Family of Companies, President and Chief Executive Officer

**Staff:**

Harrison Kuranishi, Oahu Workforce Development Board, Executive Director

Raymond Duong, Oahu Workforce Development Board, Budget Analyst

1. **Call to Order**

The Executive Committee meeting was called to order at 1:00 pm by Oahu Workforce Development Board (OWDB) Vice 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 Minutes**
   1. **July 2, 2024 Meeting Minutes**

Vice Chair Christopher Lum Lee requested a motion to approve the minutes for the July 2, 2024, meeting. Suzie Schulberg moved to approve the minutes. Lisa Truong Kracher seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

1. **Succession plan for OWDB**

Vice Chair Christopher Lum Lee, Principal Guard and Chief Administrative Officer of Tri Sec Inc., informed the Executive Committee that OWDB Chair Jason Chang will be terming out as of February 2025. The current plan of succession is that the Vice Chair will be the interim Chair until a vote is held for official decision of the Chair. At that time a vote for the Vice Chair will also occur.

1. **Discussion on how policies will move through the board**

Harrison Kuranishi, Executive Director of the OWDB, went over how the policies will be moving though the board. Currently the policies go directly to the OWDB chair and after signatures are obtained the policies are adopted.

Harrison inquired if the Executive Committee would want the pathway for OWDB policies of going through the OWDB Chair be changed to it going through the relevant standing committees.

* Suzie Schulberg, President and Chief Executive Officer of Arcadia Family of Companies, stated that with the policies going through the relevant committees it would give a better opportunity for board members to learn and engage. Suzie was not opposed to having the policies going through the committees.
* Lisa Truong Kracher, Vice President of Array Corporation, echoed Suzie’s non-opposition of having the policies going through the committees.

1. **Addition of OWDB members**

Christopher Lum Lee went over the topic of additional board members. Currently the board has two vacancies, one private sector seat and the economic development seat. Recruitment for the vacancies is currently in progress.

Since the OWDB is currently at the minimum amount of board members for compliance/certification, even after the vacancies are filled there is no leeway if a member resigns or terms out.

* Harrison Kuranishi emphasized that if additional members are added to the board that the ratios of the board composition must be followed.

Christopher Lum Lee requested a motion for the addition of four OWDB members. Lisa Truong Kracher moved to add four OWDB members. Suzie Schulberg seconded the motion. There were no objections or abstentions. The addition of four members to the OWDB was unanimously approved.

1. **Hiring of Additional OWDB Staff**

Vice Chair Christopher Lum Lee and other member of the Executive Committee went into executive session to discuss the hiring of additional OWDB staff at 1:10 pm. General session was resumed at 1:24 pm.

Vice Chair Christopher Lum Lee requested a motion to bring the approval of authorization of Executive Director Harrison Kuranishi to hire a Planner V position based on his recommendation with a salary cap not to exceed $90,000. Lisa Truong Kracher moved. Suzie Schulberg seconded the motion. There were no objections or abstentions. The motion to bring the approval of authorization to the full board was approved unanimously.

1. **Executive Directors Report**

Vice Chair Christopher Lum Lee cited chair’s prerogative to move the Executive Director’s Report to agenda item VIII. Harrison Kuranishi let the committee know that he will be having a meeting with the Executive Directors of the State Workforce Development Council and neighbor island Local Workforce Development Boards on Wednesday, October 2, 2024 to discuss the performance measures negotiations.

Another topic that Harrison brought up is the extension of the Service Provider contract, during the June 30, 2024 full board meeting the contract was extended for six months. At the next full board meeting scheduled for October 24, 2024 another extension will need to be voted on as the Request for Proposal (RFP) are still not ready. PY24 RFP’s will be sent out soon.

* Christopher Lum Lee requested a motion to extend the current service providers contract to June 30, 2025. Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion to bring the extension to full board was approved unanimously.

1. **Committee Updates**
   1. **Sector Strategies and Career Pathways**

Lisa Truong Kracher let the committee know that the Sector Strategies and Career Pathways committee last convened on July 25, 2024.

* Harrison Kuranishi has emailed Jared Higashi at Hawaii Lodging and Tourism Association (HLTA) and is awaiting a response as to how to move forward on the project with HLTA.
* A zoom meeting is being organized with Julie Morikawa from ClimbHI to utilize their data for OWDB and Workforce Innovation and Opportunity Act activities.
* Lisa Truong Kracher let the committee know that she met with Hawaii Job Corps and their leadership team has requested that she sit in on their Workforce Development Council.
  + Lisa has also met with Emily Lau at Goodwill Hawaii to discuss opportunities and possible partnerships.
  1. **Performance Measures and Accountability**

Suzie Schulberg informed the committee that the Performance Measures and Accountability committee last convened on August 13, 2024. The next meeting is scheduled for November 12, 2024.

* Harrison Kuranishi informed the committee that the State conducted a QUEST monitoring, a point that may be brought to the Performance Measures and Accountability Committee is the monitoring of service providers and eligible training providers. The monitoring report will be discussed at the next meeting.
* The report from the fiscal monitoring from May 6th to 9th was received on August 18th and board staff responded by submitting their monitoring.
  + The monitoring went directly to the Mayor, meaning it’ll have to go through the city system and will be tracked and documented, typically the reports have gone to Andy Kawano.
  + Suzie Schulberg inquired why the report went to the Mayor rather than going to Andy. Harrison informed the committee that the fiscal team is relatively new, Harrison noted some key points that should be addressed:
    - After discussion with Maui and Big Island, it was found that findings that were identified were happening after the monitoring not during.
* Harrison also informed the committee that the Adult participant count has gone up ~500%, the Dislocated Worker participant count has gone up ~330%, and the Youth participant count has gone up ~400%.
  1. **Finance**

Christopher Lum Lee informed the committee that the Finance committee met two times, on August 14, 2024 and August 23, 2024. These meetings were mostly to approve the Program Year (PY) 23 budgets. Christopher noted that some modifications to the PY23 budgets are already needed soon.

* Some of the modifications include one from the Service Provider in which they will be adding funding for travel, allowing one of their staff to attend conferences.
* Per the request of Budget and Fiscal Services staff, Andy inquired about the possibility of giving some Local Administrative Cost funds to help pay for the accountants that assist OWDB. $35,000 was agreed upon, however the board had approved a dollar amount so a mod must be made to take $35,000 out of program.

1. **Announcements and Public Testimony**

There were no announcements or public testimony.

1. **Schedule Next Meeting**

The next meeting is not scheduled yet, once scheduled the meeting invite will be properly dispersed.

1. **Adjournment**

Vice Chair Christopher Lum Lee adjourned the meeting at 1:43 pm.