

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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CHRISTOPHER K. LUM LEE
VICE CHAIR

HARRISON KURANISHI
EXECUTIVE DIRECTOR

**OAHU WORKFORCE DEVELOPMENT
FULL BOARD MEETING**

**Thursday, July 18, 2024
8:30 am to 10:30 am**

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:

Jason Chang, Queen's Health System, President and Chief Executive Officer
Christopher Lum Lee, Tri Sec Inc., Principal Guard and Chief Administrative Officer
Nicole Anderson, Office of Economic Revitalization, Workforce Development Program Manager
Steve Goo, Lanakila Pacific, Assistant Vice President of Administration
Trevor Bracher, Marriot International Kyo-ya Hotels & Resorts, Complex Director of Human Resources
Andrew Giles, Kaiser Permanente – Moanalua Medical Center, Chief Operating Officer
Carla Kobashigawa, Applied Computer Training & Technology, Inc., Director
Frederick Pascua, Department of Labor and Industrial Relations, Oahu Branch Manager
Catherine Lederer, Hawaii State AFL-CIO, Director of Community Labor Services
Kevin Holu, Hawaii Teamsters & Allied Workers Union 996, President/Principal Officer
Pina Lemusu, Division of Vocational Rehabilitation, Temporarily Assigned Oahu Branch Administrator
Lisa Truong Kracher, Array Corporation, Vice President
Mimi Sroat, Hawaii Electricians Training Fund, Director
Pat Anbe, Waipahu Community School for Adults, Principal
Suzie Schulberg, Arcadia Family of Companies, President and Chief Executive Officer
Joshua Kaakua, (Designee for Erika Lacro)
Keala Peters, (Designee for Sherry Menor-McNamara)

Members Absent:

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

Guests:

Leina'ala Nakamura, WorkHawaii Division, Administrator
Andrea Gaines, American Job Center of Hawaii, One Stop Operator
Janna Hoshide, Healthcare Association of Hawaii, Senior Director of Workforce Development
Randall Higa, Workforce Transition Center, Owner and Founder
Bennette Misalucha, Workforce Development Council, Executive Director
Julie Morikawa, ClimbHI, President and Executive Director
Michele McCoy, Office of Hawaiian Affairs, Public Policy Analyst
Nakeisha Ricks-PettyJohn, National Skills Coalition, Senior Fellow

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 Full Board meeting was called to order at 8:32 am by Board Chair Jason Chang.

Chair Jason Chang wanted to recognize a member of the Oahu Workforce Development Board (OWDB) that has recently stepped down as a board member. Rodney Lee, the Executive Vice President of Spire Hawaii LLC, will be moving part of his business to the Seattle area so his time has been focused on that. Due to the time constraints he had decided to resign from the board.

II. 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.)

III. Approval of Minutes

a. April 18, 2024 Meeting Minutes

Chair Jason Chang requested a motion to approve the minutes for the April 18, 2024 meeting. Christopher Lum Lee moved to approve the minutes. Nicole Anderson seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

b. June 30, 2024 Meeting Minutes

Chair Jason Chang requested a motion to approve the minutes for the June 30, 2024, meeting. Christopher Lum Lee moved to approve the minutes. Nicole Anderson seconded the motion. There were no objections of abstentions. The minutes were unanimously approved.

IV. Presentation on Healthcare Association of Hawaii's Workforce Initiatives

Janna Hoshide, the Senior Director of Workforce Development at Healthcare Association of Hawaii, shared a presentation. The presentation can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/07/Oahu-Workforce-Development-Board-HAH-Workforce-7.18.24.pdf>

Christopher Lum Lee, Principal Guard and Chief Administrative Officer at Tri Sec Inc. and Chair of the OWDB Finance Committee, wanted clarification on whether the open positions that were mentioned in the presentation are positions that are currently in existence or if they are new positions that are coming with new facilities or current facilities that are expanding.

- Janna let him know that most of the positions are from current facilities expanding, especially at the entry level role. The population of Hawaii is aging so many care needs are increasing, so much of the positions are increased care needs.

Nicole Anderson, the Workforce Development Program Manager at the Office of Economic Revitalization, brought up the metric of the economic value of the opportunities that are created for the job seekers. Nicole asked if there were any plans to integrate that measure in the future.

- Janna informed her that it is already integrated through the Good Jobs Hawaii model and is a metric that is currently being pulled. She mentioned the importance of glidepath strategy because of the “earn and learn” structure increasing their salaries while training.

Jason Chang, President and Chief Executive Officer of the Queen’s Health System, and Andrew Giles, Chief Operating Officer of Kaiser Permanente – Moanalua Medical Center, both agreed with the emphasis on the need for the entry level positions in the healthcare industry.

V. Presentation from National Skills Coalition

Nakeisha Ricks-PettyJohn, a Senior Fellow from the National Skills Coalition, gave a presentation on creating an equitable and resilient workforce system. The presentation can be found at the following link:

https://oahuwdb.com/wp-content/uploads/2024/07/NSC-Presentation_Oahu_7.18.pdf

Nicole Anderson wanted to know where the funding came from and where the report regarding the Minnesota disaggregation of data came from.

- Nakeisha informed Nicole that at the state-level, Minnesota took on the administrative burden of setting up the data and evaluation and pushing it down to the local levels.

Nicole Anderson brought up the topic that was shared of using the board to redesign the way data is presented to the private sector leaders in a way that isn’t in government language. She wanted clarification on how that process has been funded in the past.

- Nakeisha informed Nicole that since Tennessee is fully federally funded, they started with board strategic retreats to understand what the board needed from them. They gained feedback from their board that there was a knowledge gap between staff and board members. The funding that was used for this data disaggregation was the same administrative funding but a shift in how information is relayed between staff and board members.

Trevor Bracher, Complex Director of Human Resources at Marriot International Kyoya Hotels and Resorts, commented on the examples given in the hospital situations to entice the students and inform them of the possibilities and targeting specific areas. He noted that it is a great first initiative to get them onto the correct track, building the program around the needs of the students and gaps in industries.

Bennette Misalucha, Executive Director of the Workforce Development Council, wanted to know if from Nakeisha’s vantage point of multiple states and how they apply funding through sector partnerships. Bennette wanted to know if there were any stand-out states that Hawaii may be able to reach out too to get knowledge from them.

- Nakeisha noted two that came to her mind, Pennsylvania and Maryland. Both started as Workforce Innovation and Opportunity Act (WIOA) funds but have led into other funding sources.

VI. Reports Related to WIOA

a. WIOA Title I Programs

Leina‘ala Nakamura, Administrator of the City and County Department of Community Services WorkHawaii Division, shared an update on the WIOA title I programs.

b. One Stop Operator

Andrea Gaines, Assistant Administrator of the City and County Department of Community Services WorkHawaii Division and One Stop Operator at the American Job Center (AJC), shared updates from the One Stop Operator.

The updates from the WIOA Title I programs and One Stop Operator can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/07/Reports-Related-to-WIOA.pdf>

Nicole Anderson asked for clarification on the restructure for working in the libraries and how it has affected the client flow.

- Leina‘ala informed Nicole that at the libraries enrollment has been happening on site. Most of the enrollments throughout the time between quarter three and four have been in the community. With the expanded business hours that the AJC has adopted the recruiters can go out on Saturdays.

Nicole Anderson also wanted to know where the obstacles that are seen that are resulting in participants from being denied services.

- Leina‘ala noted multiple obstacles including the eligibility documents, such as the income validation, which if, over the threshold participants are deemed ineligible (these are few and far between).
- Another one is selective service, to be eligible for assistance through federal funding you must be registered for selective services. Leina‘ala noted that if the AJC must deny a participant they refer to other agencies that may be able to help.

Carla Kobashigawa, Director at Applied Computer Training & Technology, Inc., asked if when denied a participant gets something in writing explaining why they had been denied as well as paperwork detailing the resources for handoff to other organizations.

- Leina‘ala clarified that conversations regarding the reason for denial and the presentation of other resources are done if a participant is denied.
- Carla followed up to see if since a letter is not presented, if there is a possibility of repeal later down the line.
 - Leina‘ala noted that as of right now there is no letter given to participants but it may be a possibility if it is deemed necessary.
 - Harrison Kuranishi, Executive Director of the OWDB, noted that sometimes for participants that are deemed ineligible it isn't from the AJC but the Eligible Training Providers, if they have their own eligibility.

Bennette Misalucha wanted to recognize the hard work of Leina‘ala and her team regarding the efforts in regards to the tasks given to them and how they strive to accomplish them. She brought up the Youth numbers from the performance data of Performance Year (PY) 23.

VII. OWDB Committee Reports on Activities

a. Performance Measures and Accountability

Suzie Schulberg, President and Chief Executive Officer of Arcadia Family of Companies and OWDB Performance Measures and Accountability Committee Chair, let the full board know that the Performance Measures and Accountability committee convened on May 14, 2024. The main talking points included the following:

- Updates on findings and concerns for PY21 and 22, in which there are no updates as a response was not received.
- Updates on the PY23 performance data, Suzie noted Bennette’s statement on the Youth participation numbers from the data.

The next Performance Measures and Accountability committee meeting is scheduled for August 13, 2024.

b. Finance

Christopher Lum Lee let the full board know that the Finance Committee convened on May 15, 2024. The main points of the meeting were:

- The dates of OWDB and State Monitoring including the April 29th – May 3rd OWDB monitoring of the AJC, the May 6th and 7th State fiscal monitoring, the program desk monitoring facilitated by the State from May 6th – 17th, the May 30th on-site monitoring of the AJC, and the June 3rd exit conference; findings forthcoming.

Christopher also went over the June 28, 2024 meeting there were two action items that were sent through to the Executive Committee and passed to come to the Full Board meeting, including the allocation of funds for the current service provider and the adoption of the allowable cost policy.

- Harrison wanted to note that as of June 27, 2024 the Board was made aware that the current service provider contract was ending on June 30, 2024, since no RFP’s were sent out the current service provider contract was extended and that is where the proposed budget is coming from.

Jason Chang requested a motion to allocate 2.2MM to the current service provider for Fiscal Year 2025 out of PY23 funds. Christopher Lum Lee moved to approve the proposed allocation amount. Steve Goo seconded. There were no objections or abstentions. The allocation was unanimously approved.

Nicole Anderson had two questions regarding the verbiage of the Allowable Cost policy, “The cost must not be a general expense required to carry out the overall responsibilities of State and local governments, non-profit, or private for-profit organizations”. She noted that it is a broad definition and wanted clarification on what exactly is not an allowable cost noting rent, utilities, electric, etc. The second line being “The cost must conform to any limitations or exclusions”, there are no definitions set for what the limitations or exclusions are.

- Christopher Lum Lee cited the references that are on the allowable cost policy for citing “limitations or exclusions”. In regard to Nicole’s first question Harrison stated that the definition is broad to mitigate the amount of disallowed costs.

Jason Chang requested a motion to adopt the Allowable Cost Policy. Christopher Lum Lee moved to adopt the Allowable Cost Policy. Steve Goo seconded. There were no abstentions or objections. The adoption of the Allowable Cost Policy was passed unanimously.

c. Employer Engagement

Jason Chang let the board know that the Employer Engagement committee convened on May 13, 2024. The meeting was treated as a reset and had an open conversation regarding the goals of the committee. The conversation revolved around the service providers and the development of soft skills. Funneling down from the employers to the service providers on what is needed from the employees.

d. Sector Strategies and Career Pathways

Lisa Truong Kracher, the Vice President of Array Corporation and Chair of the Sector Strategies and Career Pathways committee, let the board know that there are no major updates since the last full board meeting.

- There has been continued discussions with the Chamber of Commerce, Hawaii Lodging and Tourism Association (HLTA), and ClimbHi.
- Harrison Kuranishi added that there was a robust discussion between Jared Higashi from HTLA and Harrison and Lisa about the QUEST internship program and the ability to hire for private sectors. At the next Sector Strategies and Career Pathways committee meeting scheduled for June 25, 2024 at 2:30 pm to 3:30 pm Mufi Hannemann should be presenting on HTLA.

e. Data Management and Technology

The Data Management and Technology committee did not convene a meeting but Harrison Kuranishi informed the full board that the boards Lightcast representative had resigned and were just informed of a new representative they let staff know that the contract ends on July 31, 2024.

- Nicole Anderson wanted to know exactly what the capabilities of Lightcast is exactly. Harrison noted that Lightcast has been purchasing competitors and broadening their capabilities.
 - Jason Chang recommended to have a presentation to the board as many new board members have come on during the duration of the contract. He noted that Queen’s has purchased Lightcast as they were impressed with the abilities and data that Lightcast offered.

VIII. WIOA Core Partner Updates

a. Adult Education & Career Pathways

Pat Anbe, Principal of Waipahu Community School for Adults, gave an update for Adult Education and Career Pathways. The updates were distributed to in-person attendees and will be made publically available online.

b. Institute for Higher Education, UH System

Joshua Kaakua, Academic Affairs Program Officer for the Office of the Vice President of Community College, gave an update from the UH System. The updates were distributed to in-person attendees and will be made publically available online.

c. Division of Vocational Rehabilitation

Pina Lemusu, Temporarily Assigned Oahu Branch Administrator for the Department of Human Services Division of Vocational Rehabilitation, stated there were no updates.

d. Title III – Wagner Peyser

Frederick Pascua, Oahu Branch Manager for the Department of Labor and Industrial Relations Workforce Development Division, gave updates from Title III – Wagner Peyser. The updates were distributed to in-person attendees and will be made publically available online.

The WIOA Core Partner updates can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2024/07/WIOA-Core-Partner-Updates.pdf>

IX. Executive Director’s Report

Harrison Kuranishi gave some updates for the period between this meeting and the last.

- PY24 allocations have been received as of Monday, July 15, 2024. Work will be done with the service provider to put a budget together, the budget is due on August 15, 2024.
- The QUEST grant was extended and the budget is due on August 1, 2024.
- On June 9, 2024, Jason Chang, Christopher Lum Lee, Lisa Truong Kracher, and Harrison Kuranishi had the opportunity to meet with the USDOL team that came down for training. Up until June 9, 2024 direct contact with USDOL was not available and there was a need to go through the State.
- On June 24, 2024 there was an all board training, including the State Workforce Development Council and the County local level boards, with Safal Partners and Next Level Now. On June 27, 2024 there was an Oahu-specific training that with Safal Partners and Next Level Now, through both of these trainings the powers and responsibilities of the board became more apparent.
 - On the June 27, 2024 training, board staff was made aware that budget modifications should have been allowed and approved.
- With Jason Chang signing two MOU/IFA’s today Harrison let the board know that there are now two more MOU/IFA’s that are needed, both from the Department of Human Services. The Attorney General (AG) for the Board and the AG for DHS plan to sit down and work through the MOU/IFA’s
- Harrison stated that as many of the current policies are very restrictive, as of July 1, 2024 all policies will be rewritten.
 - The ITA policy will be one of the first policies rewritten as the current policy restricts/limits the total to \$4,000 total.

- Harrison wanted to recognize board member Mimi Sroat, her organization met with the WorkHawaii team and 15 referrals were received, more are expected.

Nicole Anderson brought up one of the topics that was brought up during the June 27, 2024 training with Safal Partners/Next Level Now. Regarding the size of board staff in relation to the work load, she asked if there has been any conversations/discussion for additional staff.

- Harrison noted that due to the City and County hiring processes, the positions need to be approved by the city council and be put on the city budget. A position is available, however with the MOU/IFA's not being complete there was no budget. The State is now acknowledging that the MOU/IFA's are signed, the position is available to be filled for PY23 which started last year.

X. Announcements and Public Testimony

There were no announcements or public testimony.

XI. Schedule Next Meeting

The next Full Board meeting is scheduled for Thursday, October 24, 2024 from 8:30 am to 10:30 am. Meeting location is to be determined and shared with members at a later date.

XII. Adjournment

Chair Jason Chang adjourned the meeting at 10:40 am.