

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, July 2, 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:**

Jason Chang, Queen's Health System Innovation Institute, President; Board Chair  
Christopher Lum Lee, Tri Sec Inc., Principal Guard and Chief Administrative Officer  
Suzie Schulberg, Arcadia Family of Companies, President and Chief Executive Officer

**Members Absent:**

Lisa Truong Kracher, Array Corporation, Vice President

**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 Executive Committee meeting was called to order at 1:14 pm by Committee Chair Jason Chang.

**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. April 2, 2024 Meeting Minutes**

Chair Jason Chang requested a motion to approve the minutes for the April 2, 2024 meeting. Christopher Lum Lee moved to approve the minutes. Suzie Schulberg seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

**IV. Committee Updates**

**a. Employer Engagement**

Jason Chang, President of the Queen’s Health System Innovation Institute and Executive Vice President of Innovation and Strategy, informed the committee that the Employer Engagement committee convened for the first time in a while on May 13, 2024. The discussions focused around building a relationship with employers, developing and further understanding the eligible training provider list, and getting the needs from employers to the eligible training providers.

Harrison Kuranishi, Executive Director of the OWDB, informed the committee that there was a board member that was trying to get the businesses and eligible training providers to perform trainings but was denied at the American Job Center (AJC). Board staff was informed that vetting and accepting those trainings are actually a board decision. A possibility of holding these workshops is renting out small spaces and promoting them. Harrison recommended that this information is taken to the full board to inform everyone.

**b. Performance Measures and Accountability**

Suzie Schulberg, President and Chief Executive Officer at Arcadia Family of Companies, let the committee know that the Performance Measures and Accountability committee convened on May 14, 2024. There were no major updates.

Harrison Kuranishi chimed in saying that at the next meeting there will be more updates, because as of July 1, 2024 Program Year (PY) 22 funds are gone and are now using PY23 funds. Once the PY24 contracts and allocations are announced negotiations will start.

**c. Finance**

**i. May 15, 2024**

Christopher Lum Lee informed the committee that on the May 15, 2024 meeting the main talking points were the April 29 – May 3 OWDB staff monitoring at the AJC, May 6 – 7 State fiscal monitoring, May 6 – 17 program desk monitoring, May 30 on-site state monitoring at the AJC, and the exit conference that was held on June 3.

**ii. June 28, 2024**

Christopher Lum Lee also went over the June 28, 2024 meeting. The forecasted return amount for PY22 is ~\$2.1MM across Local Administrative Cost, Adult, Dislocated Worker, and Youth programs.

Christopher Lum Lee requested a motion to allot \$2.2MM to our current service provider from July 1, 2024 to June 30, 2025. Jason Chang moved. Suzie Schulberg seconded. There were no objections or abstentions. The motion was unanimously approved.

Christopher Lum Lee shared the Allowable Cost Policy. The policy can be found at the following link:

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

Jason Chang requested a motion to bring the Allowable Cost policy to the

Full Board. Suzie Schulberg moved. Christopher Lum Lee seconded. There were no objections or abstentions. The motion was unanimously approved.

**V. Executive Director's Report**

Harrison Kuranishi, Executive Director of the OWDB, gave updates from April 2, 2024 to July 2, 2024.

- Three MOU/IFAs have been received/soon to be received including: Unemployment Insurance, Second Chance Act, and Honolulu Community Action Program (HCAP) should be coming in shortly. Two will remain after HCAP finalizes revisions, these include Temporary Assistance for Needy Families and Division of Vocational Rehabilitation.
- From June 9<sup>th</sup> – 13<sup>th</sup>, US Department of Labor staff came to Hawaii and held several meetings.
  - On June 9<sup>th</sup> a meeting was held with all local areas Executive Directors, Board Chair, etc. At the meeting, it was explained that the local areas can go directly to the Feds rather than strictly going through the State.
- At the City level, QUEST interns haven't been paid since March. Since Workforce Innovation and Opportunity Act (WIOA) funds are a reimbursement, city funds will need to be used and WIOA would reimburse.
  - The State has asked for an action plan so a QUEST fiscal meeting is scheduled with the OWDB accountants, Department of Community Services Accountants, representative from the OWDB Fiscal Agent (Andrew Kawano from Budget and Fiscal Services), Raymond Duong, and Christopher Lum Lee.
- The State has re-opened three years' worth of equipment and inventory lists. OWDB staff is currently working with the Service Provider to discuss the lists. Much of the inventory/equipment lists were fully funded by singular programs, which goes against the WIOA cost principals if the equipment is not used fully for the funding program.
- The OWDB bylaws have not been revised since 2018. Harrison Kuranishi recommended possibly revising them, the revisions would go through corporation counsel for verbiage/recommendations but will need to go through the board for approval.

**VI. Announcements and Public Testimony**

Jason Chang announced that Rodney Lee has tendered his resignation from the board. There was no public testimony.

**VII. Schedule Next Meeting**

The next Executive Committee meeting is tentatively scheduled for October 1, 2024 from 1:00 pm to 2:00 pm.

**VIII. Adjournment**

Chair Jason Chang adjourned the meeting at 1:57 pm.