

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

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RICK BLANGIARDI  
MAYOR



CHRISTOPHER K. LUM LEE  
ACTING CHAIR

HARRISON KURANISHI  
EXECUTIVE DIRECTOR

**EXECUTIVE COMMITTEE MEETING**

**Thursday, April 10, 2025**

**12:00 pm 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  
Suzie Schulberg

**Members Absent:**

Lisa Truong Kracher

**Staff:**

Harrison Kuranishi, Oahu Workforce Development Board, Executive Director  
Daven Kawamura, Oahu Workforce Development Board, WIOA Specialist

**I. Call to Order**

The Executive Committee meeting was called to order at 12:00 pm by Committee Chair Christopher Lum Lee.

**II. Welcome and Introductions**

(Note: Per the State OIP, a quorum of members must be visible throughout the public portion of the meeting, but so long as that requirement is met, 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 of January 9, 2025 Meeting Minutes**

**a. January 9, 2025 Meeting Minutes**

Chair Christopher Lum Lee requested a motion to approve the minutes for the January 9, 2025, meeting. Suzie Schulberg moved to approve the minutes. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

#### IV. **Bylaw Amendments**

Christopher Lum Lee went over the proposed bylaw amendments, including the prior bylaw amendment that was discussed at the January Full Board meeting. The amendments will be approved at the Executive Committee level to be pushed to the Full Board for final approval.

- Chair Christopher Lum Lee requested a motion to revisit the bylaw amendment regarding the removal of the restrictions on Chair/Vice-Chair regarding ineligibility for the seats after receiving Workforce Innovation and Opportunity Act (WIOA) Funds at the upcoming Full Board Meeting. Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion to revisit the prior bylaw amendment at the next scheduled OWDB Full Board meeting was unanimously approved.
- Chair Christopher Lum Lee requested a motion to amend Article IV, Sec 2 (B) to read, "...period following their appointment ~~shall~~ may be asked to tender their resignation." Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion to amend Article IV, Sec 2 (B) was approved unanimously.
- Chair Christopher Lum Lee requested a motion to amend Article IV, Sec 2 (D) to read, "...each OWDB member ~~shall~~ may name a designee from his or her organization to serve on...". Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objection or abstentions. The motion was unanimously approved.
- Chair Christopher Lum Lee requested a motion to add item E to Article IV, Section 2 to read, "However, designees shall not be in attendance in lieu of the sworn member for two consecutive meetings unless prior approval has been given be the Board Chair.". Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion was approved unanimously.
- Chair Christopher Lum Lee requested a motion to amend Article IV, Sec 4 to read, "A Quorum shall consist of ~~ten (10) members~~ or a majority of the filled voting member seats of the OWDB, ~~whichever is greater~~". Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion was approved unanimously.
- Chair Christopher Lum Lee requested a motion to amend Article VI, Sec 1 to read, "...whichever is greater, provided at least ~~ten (10)~~ seven (7) calendar days written notice is given to each OWDB voting member. ...". Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion was approved unanimously.

#### V. **Social Media Policy**

Chair Christopher Lum Lee went over the Social Media Policy. Which would allow OWDB to utilize any and all social media platforms to put out any events, messaging posts, etc.

- Harrison Kuranishi, Executive Director of the OWDB, wanted clarification if the social media policy would include paid options such as Facebook ads, LinkedIn premium, etc. Christopher Lum Lee informed him that it would cover.

Chair Christopher Lum Lee requested a motion to adopt the Social Media policy. Suzie Schulberg moved. Christopher Lum Lee seconded the motion. There were no objections or abstentions. The motion was approved unanimously.

**VI. Update regarding Board Members and Staff**

Chair Lum Lee informed the committee that three board members have been sworn in. Putting the board at three vacancies, including one private sector member, one workforce, and one “free” seat as all the ratios will be met. The new members include:

- Sarah Guay is the President and Chief Executive Officer of Hawaii Employers Council.
- Andrew Rosen is the Executive Director of the Native Hawaiian Chamber of Commerce.
- Wes Akamine is the Director of Operations and Project Management at ‘Ōlelo Community Media.

The three remaining seats are likely to be filled within the next quarter.

Christopher Lum Lee announced that there were multiple interested applicants for OWDB staff positions but there were rising concerns of the federal funding reductions. Harrison Kuranishi informed Christopher that some funding was put aside in the event that the federal funding gets cut, services would not cease immediately.

- Harrison also noted that the board staff hierarchy includes seven positions, however they haven’t been filled. Hoping for five of the positions filled.

**VII. Chair and Vice-Chair Selection/Vote**

Daven Kawamura, Workforce Innovation and Opportunity Act Specialist at OWDB, informed the committee that all votes were in by C.O.B Wednesday, April 9, 2025. However, Daven stated that since the vote was not unanimous a roll call vote will need to be held at the next Full Board Meeting scheduled for April 24, 2025 from 8:30 am to 10:00 am.

**VIII. Request for Proposal Process**

Harrison Kuranishi went over the Request for Proposal (RFP) process and scoring committee. Harrison emphasized the difficulty that came about when trying to complete the RFP’s. The good news is that the paperwork is completed, and a new updated M4 has been submitted.

**IX. One Stop Operator Certification**

Harrison Kuranishi informed the committee that the last One Stop Operator Certification was in 2023. More information will be available at the next Full Board Meeting, but the score is much higher than the previous certification. Submittal to the Workforce Development Division will need to be after the Full Board meeting.

**X. Committee Updates**

**a. Sector Strategies and Career Pathways**

Lisa Truong Kracher was not available to give an update on the Sector Strategies and Career Pathways Committee.

**b. Performance Measures and Accountability**

Suzie Schulberg informed the committee that she had no updates. The next Performance Measures and Accountability Committee meeting is tentatively scheduled for May 13, 2025 from 1:00 pm to 2:00 pm. Tentative agenda items will consist of the fiscal and program monitoring, QUEST data, and regular meeting topics.

**c. Finance**

Christopher Lum Lee gave some updates on the expenditures. The remaining budgets for Adult, Youth, Dislocated Worker, and One Stop Operator can be seen at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/04/OWDB-Q2-Fiscal-Update.pdf>

Christopher Lum Lee noted the unusual shift to Local Administrative Cost (LAC) having more remaining budget than Program. It was projected that there would be four OWDB staff however currently there are only two staff.

**d. Employer Engagement**

The Employer Engagement Committee Chair Seat is currently vacant. Christopher Lum Lee informed the committee that he had reached out to new member Sarah Guay to chair the Employer Engagement Committee and she has tentatively accepted.

**e. Data Management and Technology**

Christopher Lum Lee stated that the Data Management and Technology committee had met once in the past two years, and that the main scope of the committee was to oversee Lightcast.

Christopher noted that after the Lightcast presentation at the last Full Board meeting some members were not enthused by the functionality, that coupled with the other resources available (HireNet Hawaii, etc.), the Lightcast agreement will be cancelled following its expiration.

Christopher also noted the shift from the Data Management and Technology Committee to a “Special Projects” Committee at the next full board meeting. The Special Projects Committee will address issues that do not fall under the purview of other standing committees. The Chair of the Committee will be announced at a later date after the logistics are completed.

**f. Committee(s) Organizational Structure**

Christopher Lum Lee went over the proposed Committee Organizational Structures. He noted the possibility of Vice-Chair seats in the Standing Committees if the Chair would like, this would be announced to the Board.

Christopher also noted that since the Committees have no set membership the standing committee meetings are currently sent out to all board members. A proposal of adding a set membership letting the board members indicate which committee they would like to sit on.

**XI. Announcements and Public Testimony**

Harrison Kuranishi wanted clarification on how it will be handled if there is public testimony regarding the Chair/Vice-Chair vote happening at the Full Board meeting.

- After discussion it was decided that public testimony would be allowed prior to the voting (if any) however the current nominations would stand for the scheduled vote.

**XII. Schedule Next Meeting**

The next committee meeting is tentatively scheduled for July 10, 2025 from 12:00 pm to 1:00 pm.

**XIII. Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 12:57 pm.