

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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RICK BLANGIARDI
MAYOR



CHRISTOPHER K. LUM LEE
CHAIR

HARRISON KURANISHI
EXECUTIVE DIRECTOR

EXECUTIVE COMMITTEE MEETING

Tuesday, June 17, 2025

1:30 pm to 2:30 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
Wes Akamine
Suzie Schulberg
Sarah Guay

Members Absent:

Lisa Truong Kracher

Guests:

Frederick Pascua, Department of Labor and Industrial Relations, Oahu Branch Manager
Kimi Gabbard, University of St. Augustine for Health Sciences, Student

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 1:30 pm by Board 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. Public testimony relating to agenda items

There was no public testimony relating to any agenda items.

IV. Approval of Budgets

Chair Christopher Lum Lee informed the Executive Committee that the budgets are for Fiscal Year 2026. Although the Full Board meeting that was scheduled to go over the budgets was cancelled, pursuant to the Bylaws, the Executive Committee shall have the power to transact business between regular OWDB meetings and be authorized to act on behalf of the OWDB.

Chair Christopher Lum Lee shared that the budgets that were sent out prior to the meeting are revised from the budgets that were presented at the May 27, 2025 Finance Committee meeting.

Suzie Schulberg inquired what the recommendations that were presented at the Finance committee that were implemented into the revised budgets. The budget recommendations can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/06/Finance-Committee-Recommendations.pdf>

a. Adult and Dislocated Worker Programs

Chair Christopher Lum Lee requested a motion to approve the Adult and Dislocated Worker Program budgets as circulated. Suzie Schulberg moved. Wes Akamine seconded the motion. There were no objections or abstentions. The motion to approve the Adult and Dislocated Worker Program budgets was approved unanimously.

b. Youth Program

Chair Christopher Lum Lee requested a motion to approve the Youth Program budget as circulated. Suzie Schulberg moved. Sarah Guay seconded the motion. There were no objections or abstentions. The motion to approve the Youth Program budget was approved unanimously.

c. One-Stop Operator

The One-Stop Operator budget was not shared prior to the meeting, the budget can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/06/One-Stop-Operator-Budget.pdf>

Chair Christopher Lum Lee informed the committee that the Finance committee had no recommendations for the One-Stop Operator budget.

Chair Christopher Lum Lee requested a motion to approve the One-Stop Operator budget as circulated. Wes Akamine moved. Suzie Schulberg seconded the motion. There were no objections or abstentions. The motion to approve the One-Stop Operator budget was approved unanimously.

V. Service Provider Contract Extension

Chair Christopher Lum Lee informed the committee that the Request for Proposals (RFP) process was started late 2024/early 2025. On the City side the RFP process is centralized through the Cities Division of Purchasing. During the time it takes for the RFP process, Chair Christopher Lum Lee recommended a one-year contract extension for the current service provider and one-stop operator contracts.

- Wes Akamine inquired if the extension is limited to one-year or if the extension can go past the one-year mark. Christopher let him know that in theory the extension can go beyond the one-year period, however he noted that this year was already an extension and moving forward OWDB is trying to avoid continually extending. The RFP process will need to be completed to avoid extensions.

Chair Christopher Lum Lee requested a motion to approve the contract extensions for the Adult, Dislocated Worker, and Youth programs as well as the One-Stop Operator. Sarah Guay moved. Suzie Schulberg seconded the motion. There were no objections or abstentions. The motion to approve the contract extension was approved unanimously.

VI. Retroactive Approval of QUEST Grant Extension

Chair Christopher Lum Lee requested a motion for the retroactive approval of the QUEST grant extension. Suzie Schulberg moved. Wes Akamine seconded the motion. There were no objections or abstentions. The motion to retroactively approve the QUEST grant extension was approved unanimously.

VII. Announcements

Chair Christopher Lum Lee announced that at the next Full Board meeting there will be multiple policies to be approved, per the monitoring findings and other administrative topics. Frederick Pascua inquired if they would be different policies from the ones posted on the OWDB website, Christopher informed him that some will be the ones posted and others will be new.

VIII. Schedule Next Meeting

The next Oahu Workforce Development Board Executive Committee is tentatively scheduled for July 10, 2025 from 12:00 pm to 1:00 pm.

IX. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 1:47 pm.