

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

715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813  
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RICK BLANGIARDI  
MAYOR



CHRISTOPHER K. LUM LEE  
CHAIR

HARRISON KURANISHI  
EXECUTIVE DIRECTOR

**OAHU WORKFORCE DEVELOPMENT  
FULL BOARD MEETING**

**Thursday, July 24, 2025  
8:30 am to 10:00 am**

*Remote Meeting:*

This meeting will be held remotely by Zoom interactive conference technology. Board members, staff, and members of the public may participate in the remote meeting by using the Zoom link: <https://us06web.zoom.us/j/85908326966?pwd=38V2dhc79B3NZcBjf7ourwEYVQeasW.1>

If you do not have the technology or ability to join the remote meeting via Zoom, please dial +1 (669) 444-9171 on the telephone to participate in the remote meeting.

Meeting ID: 859 0832 6966  
Passcode: 118829

*Physical Meeting:*

A physical meeting location will be open to the public and will have an audiovisual connection, which will allow individuals at the physical meeting location to participate in the remote meeting. The address of the physical meeting location is as follows:

Māpunapuna ‘Ōlelo Community Media Center  
1122 Mapunapuna Street  
Honolulu, HI 96819

*Written and Oral Testimony:*

Individuals may submit written testimony by U.S. mail or hand delivery at 715 South King Street, Suite 211, Honolulu, HI 96813 or by email at [OahuWDB@honolulu.gov](mailto:OahuWDB@honolulu.gov). It is requested that written testimony be received at least 24 hours prior to the meeting. Individuals may provide remote oral testimony during the remote meeting at the Zoom link listed above. Individuals participating at the physical meeting location may also provide oral testimony during the remote meeting.

*Equal Opportunity Employer/Program:*

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Board Staff at (808) 768-5889 or email [OahuWDB@honolulu.gov](mailto:OahuWDB@honolulu.gov) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternative formats.

Meeting materials are available at: <https://oahuwdb.com/minutes-agendas-2025/>

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.

## AGENDA

- I. Call to Order.....*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. New OWDB Staff Update.....*Harrison Kuranishi*
- IV. Public Testimony Relating to Agenda Items
- V. Approval of April 24, 2025 Meeting Minutes
- VI. Adoption of Policies
  - a. QUEST Participant Policy
  - b. Individual Employment Plan/Individual Service Strategy Policy
  - c. Youth Meals Policy
  - d. Youth Additional Assistance Criterion Policy
  - e. Adult Mentoring Policy
  - f. Measurable Skills Gain Policy
  - g. Credentials Policy
  - h. Conflict of Interest Policy
  - i. Change of Service Provider Policy
  - j. Case Management and Case Note Policy
  - k. Records Retention Policy
  - l. Contact with Service Provider Policy
  - m. Transfer of Funds between Adult and Dislocated Worker Allocations Policy
  - n. Allowable Cost Policy
  - o. Cost Classification Policy
  - p. Budget Modifications Policy
  - q. Personally Identifiable Information Policy
  - r. WIOA Adult and Dislocated Worker Work Experience Policy
  - s. WIOA Priority of Service Policy
  - t. 2025 Lower Living Standard Income Level Guidelines Policy
  - u. OWDB Staff Communication Policy
- VII. Approval of the Local Plan

- VIII. Reports Related to Workforce Innovation and Opportunity Act (WIOA)
  - a. WIOA Title I Programs.....*Leina 'ala Nakamura, Administrator, WorkHawaii Division*
  - b. One Stop Operator.....*Taimane Passi, One Stop Operator, American Job Center Hawaii - Oahu*
  
- IX. OWDB Chair Report.....*Christopher Lum Lee*
  
- X. Executive Director's Report.....*Harrison Kuranishi*
  
- XI. OWDB Standing Committee Reports on Activities
  - a. Executive.....*Chair Christopher Lum Lee*
  - b. Sector Strategies and Career Pathways.....*Chair Andrew Rosen*
  - c. Performance Measures and Accountability.....*Chair Suzie Schulberg*
  - d. Employer Engagement.....*Chair Sarah Guay*
  - e. Special Projects.....*Chair Wes Akamine*
  
- XII. WIOA Core Partner Updates
  - a. Adult Education and Career Pathways.....*Pat Anbe, Principal, Waipahu Community School for Adults*
  - b. Institute for Higher Education, UH System.....*Della Teraoka, Interim Vice President for Community Colleges, University of Hawaii Community College System*
  - c. Division of Vocational Rehabilitation.....*Pina Lemusu, Oahu Branch Administrator, Division of Vocational Rehabilitation*
  
- XIII. Announcements
  - a. The next Full Board Meeting is tentatively scheduled for October 23, 2025 from 8:30 am – 10:00 am. Meeting Location to be determined.
  
- XIV. Adjournment