

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

**OAHU WORKFORCE DEVELOPMENT
FULL BOARD MEETING**
Thursday, April 24, 2025
8:30 am to 10:00 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:

Christopher Lum Lee
Wesley Akamine
Pat Anbe
Trevor Bracher
Nicole Cacal
Andrew Giles
Steve Goo
Sarah Guay
Carla Kobashigawa
Pina Lemusu
Sherry Menor-McNamara
Andrew Rosen
Suzie Schulberg
Mimi Sroat
Jeff Wagoner
Keala Monaco, Designee for Della Teraoka

Members Absent:

Kevin Holu
Catherine Lederer
Frederick Pascua
Lisa Truong Kracher

Guests:

Reid Yamashiro, City & County of Honolulu, Deputy Corporation Counsel
Aedward Los Banos, Department of Community Services, Deputy Director
Leina'ala Nakamura, WorkHawaii Division, Administrator
Andrea Gaines, WorkHawaii Division, Assistant Administrator
Lee Williams-Naeole, WorkHawaii Division, WIOA Title I Programs Manager
Mark Menard, WorkHawaii Division, Business Services Coordinator

Tamber Miller-Garcia, WorkHawaii Division, Supervisor
Cassidy Patmont, WorkHawaii Division, Community Relations Specialist
Lisa Reyes, WorkHawaii Division, Planner
Earl Kalani, WorkHawaii Division, Job Resource Specialist
Kalia McGee, WorkHawaii Division, Job Resource Specialist
Alana Fujinaka, WorkHawaii Division, Job Resource Specialist
Roxsand Okuna, WorkHawaii Youth Program, Community Services Specialist
Jazon Hidalgo, WorkHawaii Youth Program, Community Services Specialist
Yvette Cudal, WorkHawaii Youth Program, Community Services Specialist
Brian Tulikihifo, WorkHawaii Youth Program, Community Services Specialist
Valynn Kwon, WorkHawaii Youth Program, Office Assistant
Tracey Kaneshige, Workforce Development Division, American Job Center Oahu Office Manager
David Makilan, He Ala Hou O Ke Ola Inc., President and Founder
Vanessa Rogers, Chamber of Commerce Hawaii, Vice President of Workforce Development
Neva Supe-Roque, Windward CC, Workforce Development Training Educational Support Specialist
Randall Higa, Workforce Transition Center, Owner and Founder
Ashley Dorman, Hawaii Correctional Industries, Customer Relations Manager
Su Lazo, Office of Economic Revitalization, Workforce Development Program Manager
Matelina Aulava, Hawaii Youth Correctional Facility, Administrator
Josiah Akau, Kinai 'Eha, Chairman of the Board of Directors

Staff:

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

I. Call to Order

The Oahu Workforce Development Full Board meeting was called to order at 8:30 am 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, 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 January 22, 2025 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the January 22, 2025 meeting. Jeff Wagoner moved to approve the minutes. Suzie Schulberg seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

IV. Chair and Vice-Chair Selection/Vote

Chair Christopher Lum Lee exercised chairs prerogative to move the Chair/Vice Chair Selection and Vote to agenda item IV rather than V.

- Harrison Kuranishi, Executive Director of the OWDB, noted that as of the meeting time one of the candidates had withdrawn their nomination. Therefore a roll call vote was unnecessary as there was only one individual on the docket, being Christopher Lum Lee.

- A motion to select Christopher Lum Lee as the Chairperson of the OWDB was requested. Jeff Wagoner moved to select Christopher Lum Lee as the Chairperson of the OWDB. Steve Goo seconded the motion. There were no objections or abstentions. The selection was unanimously approved.
 - Andrew Giles shared that he had withdrawn his nomination from the selection due to personal changes and for the better interest of the board due to those changes.

V. **Bylaw Amendments**

Chair Christopher Lum Lee went over the OWDB Bylaw Amendments. In-depth descriptions of the discussed Bylaw amendments can be found at the following link: <https://oahuwdb.com/wp-content/uploads/2025/04/ByLaws-Amendments.pdf>

a. **Revisit of Amendment to Article III, Section 3(A)**

Although discussed at the January 22, 2025 Full Board meeting, per the recommendation of COR counsel the amendment to Article III, Section 3(A) was revisited as it was not a properly agenda item for the previous meeting.

- i. Chair Christopher Lum Lee requested a motion to approve the amendment to Bylaw Article III, Section 3(A). Suzie Schulberg moved to approve the amendment. Trevor Bracher seconded the motion. Carla Kobashigawa abstained, there were no objections. The amendment to Bylaw Article III, Section 3(A) was approved unanimously.

b. **Other Circulated Bylaw Amendments**

- i. Chair Christopher Lum Lee requested a motion to approve the amendment to Article III, Section 4(A). Suzie Schulberg moved to approve the amendment. Steve Goo seconded the motion. Carla Kobashigawa abstained, there were no objections. The amendment to Bylaw Article III, Section 4(A) was approved unanimously.
- ii. Chair Christopher Lum Lee requested a motion to approve the amendment to Article IV, Section 2(B). Suzie Schulberg moved to approve the amendment. Trevor Bracher seconded the motion. There were no abstentions or objections. The amendment to Bylaw Article IV, Section 2(B) was approved unanimously.
- iii. Chair Christopher Lum Lee requested a motion to approve the amendment to Article IV, Section 2(D). Suzie Schulberg moved to approve the amendment. Andrew Rosen seconded the motion. There were no abstentions or objections. The amendment to Bylaw Article IV, Section 2(D) was approved unanimously.
- iv. Chair Christopher Lum Lee requested a motion to approve the addition of Item E to Article IV, Section 2. Wesley Akamine moved to approve the addition. Carla Kobashigawa seconded the motion. There were no abstentions or objections. The addition of Item E to Bylaw Article IV, Section 2 was approved unanimously.
- v. Chair Christopher Lum Lee requested a motion to approve the amendment to Article IV, Section 4. Wesley Akamine moved to approve the amendment. Jeff Wagoner seconded the motion. There were no abstentions or objections. The amendment to Bylaw Article IV, Section 4 was approved unanimously.

- vi. Chair Christopher Lum Lee requested a motion to approve the amendment to Article VI, Section 1. Carla Kobashigawa moved to approve the amendment. Pat Anbe seconded the motion. There were no abstentions or objections. The amendment to Bylaw Article VI, Section 1 was approved unanimously.

VI. Adoption of Social Media Policy

Chair Christopher Lum Lee shared the circulated Social Media Policy. Christopher noted that once adopted it can be amended at later dates. Christopher Lum Lee requested a motion to adopt the Social Media Policy. Suzie Schulberg moved to adopt. Wesley Akamine seconded the motion. There were no abstentions or objections. The adoption of the Social Media Policy was passed unanimously.

VII. Update Regarding New OWDB Members and Staff

Chair Christopher Lum Lee informed the board that three new board members have been sworn in and gave them time to introduce themselves.

- Sarah Guay is the President and Chief Executive Officer of Hawaii Employers Council, which works closely with employers in the State of Hawaii. She noted that she looks forward to learning from and contributing to the OWDB.
- Wesley Akamine is the Director of Operation at 'Ōlelo Community Media, he is excited to provide assistance to OWDB.
- Andrew Rosen is the Executive Director of the Native Hawaii Chamber of Commerce. He is looking forward to being part of OWDB.

Harrison Kuranishi informed the board that OWDB is looking to hire for a Workforce Innovation and Opportunity Act (WIOA) Specialist IV and V position. Hoping to have the positions filled ASAP.

- Wesley Akamine asked if there is a job description posted anywhere, Harrison Kuranishi let him know that the job description will be circulated and be made available on the OWDB site.

VIII. Request for Proposal Process

Harrison Kuranishi went over the Request for Proposal (RFP) Process. As a Federal grant, one of the requirements is to have a competitive bidding. OWDB has submitted RFPs however there is no set date as to when they will be posted.

- The three RFPs that are out to post are the One Stop Operator (OSO), WIOA Title I Youth Program, WIOA Title I Adult and Dislocated Worker; all currently being overseen by Department of Community Services.
- The RFPs are currently with the Purchasing Division, the scoring committee is put together and awaiting. The RFPs are marked as a rushed item.

IX. One Stop Operator Certification

Harrison Kuranishi informed the board that OWDB is required to do an OSO certification every three years, and to revisit the certification every two years per the Local Plan. The last certification was done in 2023, the completed certification should be posted on the OWDB site and circulated to the board by Friday, April 25, 2025. Harrison noted that the certification is not to identify what the OSO is doing wrong but rather to improve.

X. Executive Director's Report

Harrison Kuranishi went over his Executive Directors Report.

- Harrison informed the board that currently we are in Fiscal Year 23 and Program Year (PY) 24, meaning currently we are using PY23 funding. PY23 funds will end on June 30, 2025, starting July 1, 2025 PY24 funds will become active.
- PY25 allocations have been received and they are posted on the State Workforce Development Council website, it will be posted onto the OWDB site shortly. The RFPs that were mentioned during this meeting, are the PY24 RFPs, once they are posted the PY25 RFPs will be sent out. Harrison noted that the OSO RFP is for two years and both the Youth and Adult/Dislocated Worker will be one year, each RFP has an extension period of two years based on program metrics.
- The QUEST grant will be expiring in September 2025, an extension was just signed as of April 23, 2025 adding \$400,000 funds.
 - There was a QUEST monitoring and responses to the monitoring report were sent, unfortunately the State has only closed one out of eight findings. The initial response, the State's response to OWDB's response, and the OWDB's response to the State's response will be posted on the OWDB site.
- The State conducted Fiscal Monitoring on April 7th and 8th, the monitoring report hasn't yet been received.
- The State also conducted Programmatic monitoring the entrance interview was on April 2, 2025 and the exit interview is scheduled for April 30, 2025. During the monitoring, the State went to multiple Eligible Training Provider sites, including Applied Computer Training and Technology, Touch a Heart, and Hawaii Dental Assisting Academy.

Christopher Lum Lee asked about the progress towards the signed MOU/IFA's.

- Harrison informed him that OWDB is in the process of working with the Department of Human Services (DHS) and Division of Vocational Rehabilitation (DVR) for the final two MOU/IFA's. The last correspondence with DHS and DVR regarding the MOU/IFA's was that they would draft one for OWDB's review.
 - Christopher Lum Lee inquired if it would be possible to add the following verbiage added to the MOU/IFA's, "If any of the responding parties don't respond within 30 calendar days it would be determined to be accepted by them.". Harrison noted he will get back to him after conferring with COR counsel.
 - Christopher Lum Lee set up a meeting with Pina Lemusu on Monday April 30th from 8:00 am to 9:30 am to go over the MOU/IFA. Christopher requested all relevant parties be there, the zoom link was sent after the meeting.

XI. Reports Related to WIOA

a. WIOA Title I Programs

Leina'ala Nakamura, Administrator of the WorkHawaii Division, gave a report related to the WIOA Title I programs.

Based on the shared slide deck Christopher Lum Lee inquired if the numbers presented capture only new participants or do they include carry-over participants.

- Lee Williams-Naeole, WIOA Title I Programs Manager, informed him for the Adult program it is 292 new participants and 192 carry-over, 39 new participants and 51 carry-over for dislocated worker, and 101 new participants and 33 carry-over for Youth.

Christopher Lum Lee also wanted clarification on what exactly is captured in the Measurable Skills Gain (MSG) performance metric as WIOA's definition of a MSG is "Documented progress or improvement in skill, knowledge, or education that can be objectively measured and verified."

- Lee stated that they will need to clarify with the State or Harrison as to how the MSG's are pulled/captured from what they enter into the system.

Christopher also wanted to know how the Youth Program is outreaching to increase the Youth participant count.

- Lee informed him that they are trying any way they can including, dual enrolling Youth/Adult programs, having recruiters out at the community colleges and high schools, teaming up with agencies such as KUPU.

b. One Stop Operator

Andrea Gaines, Assistant Administrator of the WorkHawaii Division, gave the OSO report.

Trevor Bracher inquired if the returning customers are customers that went out getting temporary work and returning to be reseated into new opportunities, and if there is tracking done for success rates/data.

- Andrea informed him that captures some of the returning customers, however in the captured count it also represents individuals coming back over a couple of days accessing the tools and resources at the resource center.
- Andrea informed him that if the individual is enrolled into one of the partner programs, the success rates/data would be with said partner program.

Carla Kobashigawa wanted to know what the OSO is doing to build a more collaborative relationship with the different WIOA partners, in regards to the trainings that are scheduled.

- Andrea noted that in the next report will include discussion topics, suggestions posed, etc.

The Reports Related to WIOA can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/04/Reports-Related-to-WIOA.pdf>

XII. WIOA Core Partner Updates

a. Title III – Wagner Peyser

Tracey Kaneshige, Oahu Branch Manager at the American Job Center Workforce Development Division, gave updates on behalf of Frederick Pascua.

Lee Williams-Naeole inquired who exactly is on the Rapid Response team noted in the slide deck.

- Tracey informed her it depends on what services are needed at the events. Lee noted that they also provide services and asked to be included.

b. Adult Education & Career Pathways

Pat Anbe gave the updates from Adult Education & Career Pathways.

c. Institute for Higher Education, UH System

Keala Monaco, Director of Workforce Innovation for the University of Hawaii Community Colleges, gave updates on behalf of Della Teraoka.

d. Division of Vocational Rehabilitation

Pina Lemusu gave updates for Division of Vocational Rehabilitation.

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

<https://oahuwdb.com/wp-content/uploads/2025/04/WIOA-Core-Partner-Updates.pdf>

XIII. OWDB Standing Committee Reports on Activities

a. Sector Strategies and Career Pathways

Lisa Truong Kracher was unavailable to give updates on the Sector Strategies and Career Pathways Committee. Chair Christopher Lum Lee informed the committee that Lisa had met with Windward Community College and Office of Economic Revitalization staff to discuss ways to gain more participants in the military youth and adult population.

b. Performance Measures and Accountability

Suzie Schulberg informed the board that the next Performance Measures and Accountability committee meeting is scheduled for May 13, 2025. At said meeting the committee will go over the responses to the monitoring that was discussed in Harrison's Executive Director Report.

c. Finance

Christopher Lum Lee gave an update from the Finance Committee. He shared the expenditures as of February 28, 2025. That spreadsheet can be found at the following link:

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

d. Employer Engagement

Christopher Lum Lee informed the board that the Employer Engagement committee hasn't convened in some time. New Board member Sarah Guay has agreed to be the chair of the Employer Engagement committee.

e. Data Management and Technology

Christopher Lum Lee shared that the Data Management and Technology committee's primary purpose revolved around Lightcast and the data component that came with it. Lightcast will be discontinued after the current service agreement expires, therefore at that time the Data Management and Technology committee is set to disband.

In place of the Data Management and Technology committee, a new Special Projects committee will be created. The general scope of the Special Projects committee is as follows: "Identifies, discusses, and develops solutions and recommendations to address pertinent issues that arise which may not fall within the responsibilities of any other standing committee."

f. Committee(s) Organizational Structure

Christopher Lum Lee brought up the standing committee organizational structure regarding Vice-Chairs and set committee memberships.

- Currently there are no set vice-chairs in any standing committee, it will be the Chairs prerogative to set and have a vice-chair.
- Traditionally there has not been a set membership for committees. Moving forward there is a possibility of having set committee memberships, if board members wish to sit on a committee.

XIV. Announcements and Public Testimony

Christopher Lum Lee shared some announcements.

- At upcoming full board meetings there will rarely be presentations, but rather having them at the standing committee level. With the additional time, in lieu of presentations, there will be open discussion times on workforce development related items.
- Updates to the OWDB website will be coming, having more data and information available on the broader workforce development issues in Hawaii. Additionally all policies will be rewritten and will also be added onto the website.
- Chair Christopher Lum Lee and OWDB staff have been working on an OWDB New Member slide deck.

Carla Kobashigawa recommended that since the board has adopted the social media policy to have success stories sent separately to have them as social media postings, boosting the board's social media presence.

XV. Schedule Next Meeting

The next Full Board meeting is tentatively scheduled for July 24, 2025 from 8:30 am to 10:00 am. Meeting location to be determined.

XVI. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 10:00 am.