

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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MAYOR



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EXECUTIVE DIRECTOR

**PERFORMANCE MEASURES
AND ACCOUNTABILITY
COMMITTEE MEETING**
Tuesday, May 13, 2025
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 to be added to a mailing list for future meeting announcements

Members Present:

Suzie Schulberg
Wes Akamine
Andrew Rosen
Frederick Pascua

Guests:

Naomi Rose Caywood, Kinai 'Eha, Program Manager
Roseanne Propato, Department of Corrections & Rehabilitation, Corrections Education Program Manager

Staff:

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

I. Call to Order

The Performance Measures and Accountability Committee meeting was called to order at 1:02 pm by Committee Chair Suzie Schulberg.

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 February 11, 2025 Meeting Minutes

Chair Suzie Schulberg requested a motion to approve the minutes for the February 11, 2025, meeting. Wes Akamine moved to approve the minutes. Andrew Rosen

seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

IV. Workforce Innovation and Opportunity Act Title I Monitoring

a. April 7th & 8th Fiscal Monitoring

Harrison Kuranishi, Executive Director of OWDB, gave a report on the Fiscal Monitoring from April 7th and 8th. Harrison noted that our accountants, Rowena Santamaria and Bryce Okimoto had left and now it is Michael Ho and Nigel Yung.

- One of the biggest issues was a finding that is still open from Program Year (PY) 19 funds. Which is a disallowed cost for various office supplies, such as fans and tables. The purchase was made without approval.
 - A disadvantage of this finding being from so long ago is that the fiscal staff members that worked at the time no longer have access to the files or are no longer staffed.
 - Once closed the Workforce Innovation and Opportunity Act (WIOA) funding won't be able to reimburse it so city general funds will need to be used.
- A full report has not been received. However disallowed costs are usually the bulk of the monitoring findings so other than those everything should be okay.

b. April 2nd – 30th Programmatic Monitoring

Harrison Kuranishi also went over the programmatic monitoring that was conducted.

- On-site monitoring at the American Job Center was conducted on the 14th of April. Interviews were conducted with Harrison, board members, Service Provider Program Administrator and staff, One Stop Operator, etc.
- The preliminary exit interview was conducted on April 30th. Something that came up at the exit interview, was the training provider site visits. At the time of the April 30th interview, several site visits that had been scheduled had not been completed.

Suzie Schulberg inquired about the training provider site visits, and why the individuals monitoring didn't follow through.

- Harrison informed her that there were several factors including the monitoring of the other counties and off-island trainings that were being attended at the same time.

V. One Stop Operator Certification

Harrison Kuranishi updated the committee on the One Stop Operator certification. The certification needs to be done every three years, however board staff is looking to do them more often.

- Harrison noted that most of the certification is based off of the partners and how the ecosystem is. Harrison also noted that in his opinion the scoring of the One Stop Operator isn't about seeing strengths and weaknesses but rather seeing the communication between the partners.

- Harrison informed the committee that the current one stop operator is Aedward Los Banos and Andrea Gaines, and that it is up for bid as the term ends on June 30, 2025.

Suzie Schulberg wanted to know the difference between Andrea and Lei. Harrison informed her that as the One Stop Operator Andrea oversees the ecosystem in the American Job Center. Lei oversees the programs that are in the American Job Center.

VI. QUEST Monitoring Finding Response

Harrison Kuranishi informed the committee that on April 7th OWDB received a response to our response, initially there were ten (10) findings and two (2) concerns after OWDB's initial response there were eight (8) findings and two (2) concerns.

- An issue that arose from OWDB staff and members was that most findings were not tied to any Code of Federal Regulations but rather just what the state thought. Some findings in question are as follows:
 - The State indicated that some participants were working overnight which was not safe for the participants. OWDB staff had rebutted stating that real life scenarios dictate hours outside of the typical 7:45 – 4:30 workday, however OWDB will be closing the finding by writing policy to stay within those hours.
 - Another finding indicated the ratio of interns to supervisors, OWDB was around a 5-6:1 ratio, however to close the finding will be changing to 3:1.
 - No grievance policy was at the OWDB level, although OWDB has been following City and County of Honolulu's Grievance policy to close the finding OWDB will be writing their own, mirroring the Cities policy.

Harrison gave a quick synopsis of the QUEST grant, he noted that it is a program out of the Dislocated Worker funds.

- QUEST was an offshoot of the States Hele Imua grant to reach more individuals as the Hele Imua program was designed mostly for individuals who were recently or soon to be graduated from college.
 - Whereas the QUEST program was for dislocated workers or those that qualify for WIOA. A key difference between WIOA and QUEST eligibility is the 27 weeks of unemployment vs. 4 weeks needed respectively.

VII. Program Year 24 Quarter 3 Data

Daven Kawamura, WIOA Specialist at OWDB, shared a presentation on Program Year 24 Quarter 3 data. The slide deck can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/05/5.13.25-Performance-Measures-and-Accountability-Meeting.pdf>

- Andrew Rosen noted the median earnings and inquired why they seemed to be so low.
 - Harrison informed him that the data for median earning is being pulled from a single participant.

- Suzie Schulberg asked why the measurable skills gain performance metric is always so low.
 - Daven Kawamura stated that part of it comes down to input, however inputting is starting to happen after a meeting/training that was held with the Youth team, where the Adult and Dislocated Worker teams were also present.
 - Harrison Kuranishi also noted that since the measurable skills gain performance metric is pulled from the current quarter many participants may not be counted if they are still in training.

VIII. Announcements and Public Testimony

There were no announcements or public testimony.

IX. Schedule Next Meeting

The next Performance Measures and Accountability committee meeting is tentatively scheduled for August 12, 2025.

X. Adjournment

Chair Suzie Schulberg adjourned the meeting at 1:48 pm.