

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

EXECUTIVE COMMITTEE MEETING

Thursday, July 10, 2025

12:00 pm to 1:30 pm

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 following Zoom link:

<https://us06web.zoom.us/j/87294546552?pwd=ZMZieHjbrkb0PhSqKxNtCAJzdW10Ce.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: 872 9454 6552

Passcode: 416682

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 715 S King Street, Suite #211, Honolulu, HI 96813.

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. 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 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 to be added to a mailing list for future meeting announcements.

AGENDA

- I. Call to Order.....*Chair Christopher Lum Lee*
- II. Welcome and Introductions
- III. Public Testimony Relating to Agenda Items
- IV. Approval of Minutes
 - a. April 10, 2025 Meeting Minutes
 - b. June 17, 2025 Meeting Minutes
- V. New Oahu Workforce Development Board Staff Update.....*Harrison Kuranishi*
- VI. Status Update for the MOU/IFAs.....*Christopher Lum Lee*
- VII. 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. Nepotism Policy
 - r. Personally Identifiable Information Policy
 - s. WIOA Adult and Dislocated Worker Work Experience Policy
 - t. WIOA Priority of Service Policy
 - u. 2025 Lower Living Standard Income Level Guidelines Policy
 - v. OWDB Staff Communication Policy
- VIII. Staff Concerns
- IX. Committee Updates
 - a. Sector Strategies and Career Pathways.....*Andrew Rosen*
 - b. Performance Measures and Accountability.....*Suzie Schulberg*
 - c. Employer Engagement.....*Sarah Guay*
 - d. Special Projects.....*Wesley Akamine*
- X. Announcements
- XI. Schedule Next Meeting

- a. The next Executive Committee meeting is tentatively scheduled for October 9, 2025 from 12:00 pm to 1:00 pm.

XII. Adjournment