

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

FINANCE COMMITTEE MEETING

Tuesday, May 27, 2025

12:00 pm to 1:30 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
Carla Kobashigawa
Andrew Rosen
Frederick Pascua
Andrew Giles
Wes Akamine

Guests:

Leina'ala Nakamura, WorkHawaii Division, Administrator
Lee Williams-Naeole, WorkHawaii Division, WIOA Title I Programs Manager
Andrea Gaines, WorkHawaii Division, Assistant Administrator
Neva Supe-Roque, Windward CC, Workforce Development Training Educational Support Specialist

Staff:

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

I. Call to Order

The Finance Committee meeting was called to order at 12:00 pm by Committee Chair Christopher Lum Lee.

II. Welcome and Introductions

Chair Christopher Lum Lee welcomed the board members and guests.

III. Public Testimony relating to agenda items

There was no public testimony submitted or presented at the meeting.

IV. Approval of Minutes

a. August 14, 2024 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the August 14, 2024, meeting. Carla Kobashigawa moved to approve the minutes. Andrew Rosen

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

b. August 23, 2024 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the August 23, 2024, meeting. Carla Kobashigawa moved to approve the minutes. Andrew Rosen seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

V. Approval of Budgets

The budgets for the WIOA Title I programs and One Stop Operator can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/06/Budgets-for-Approval.pdf>

The recommendations for amendments to the budgets that were circulated can be found at the following link:

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

For the WIOA Title I programs the rationale behind the reductions are as follows:

- Personnel Cost is due to the vacant Job Resource Specialist III position, reducing by 25% will result in ~three months of salary savings.
- Aggregate reductions are due to the corresponding program current average monthly spend, with the reductions it will still leave room for any fluctuations in the average monthly due to higher participant count, abnormal expenditures, etc.
 - Leina‘ala Nakamura, Administrator of the WorkHawaii Division, inquired if it is up to the service provider to deem which budgetary line items the reductions will come from. Chair Lum Lee confirmed with her that it will.

a. WIOA Title I Adult and Dislocated Worker Programs

Chair Christopher Lum Lee noted that for the Adult and Dislocated Worker programs the Program Services budgetary line item funds can be moved between.

- Based on the submitted budget and recommendations, Chair Christopher Lum Lee requested a motion to accept the Adult Program budget with amendments. Andrew Rosen moved to accept the Adult Program budget. Carla Kobashigawa seconded the motion. There were no objections or abstentions. The approval of the Adult Program budget with amendments was unanimously approved.
- Based on the submitted budget and recommendations, Chair Christopher Lum Lee requested a motion to accept the Dislocated Worker Program budget with amendments. Carla Kobashigawa moved to approve the Dislocated Worker budget. Andrew Rosen seconded the motion. There were no objections or abstentions. The approval of the Dislocated Worker budget with amendments was unanimously approved.

b. WIOA Title I Youth Program

Based on the submitted budget and recommendations, Chair Christopher Lum Lee requested a motion to accept the Youth Program budget with amendments. Andrew Rosen moved to accept the budget. Carla Kobashigawa seconded the motion. There were no objections or abstentions. The approval of the Youth Program budget with amendments was unanimously approved.

c. One Stop Operator

There were no recommended changes to the One Stop Operator budget. Based on the submitted budget, Chair Christopher Lum Lee requested a motion to accept the One Stop Operator budget. Carla Kobashigawa moved to accept the budget. Andrew Rosen seconded the motion. There were no objections or abstentions. The approval of the One Stop Operator budget was unanimously approved.

d. QUEST Grant

Chair Christopher Lum Lee requested a motion to approve the retroactive approval for the QUEST grants \$400,000 increase received from the State Workforce Development Division. Andrew Rosen moved. Carla Kobashigawa seconded the motion. There were no objections or abstentions. The retroactive approval of the QUEST grant funding increase was unanimously approved.

VI. Announcements

Chair Christopher Lum Lee announced that there will be a special OWDB full board meeting to approve the budgets discussed at this committee meeting at the board level on Monday, June 2, 2025 from 8:30 am to 10:00 am.

VII. Schedule Next Meeting

The next Finance Committee is tentatively scheduled for July 10, 2025 from 11:00 am to 12:00 pm.

VIII. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 12:19 pm.