

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

EXECUTIVE COMMITTEE MEETING

Thursday, July 10, 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
Wes Akamine
Sarah Guay
Andrew Rosen

Members Absent:

Suzie Schulberg

Guests:

Rose Templeton, Hotel and Restaurant Industry Employment & Training Trust, Program Manager

Staff:

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

I. Call to Order

The Executive Committee meeting was called to order at 12:01 pm 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, 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. Public Testimony relating to Agenda Items

There was no public testimony.

IV. Approval of Minutes

a. April 10, 2025 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the April 10, 2025 meeting. Wes Akamine moved to approve the minutes. Sarah Guay seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

b. June 17, 2025 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the June 17, 2025 meeting. Sarah Guay moved to approve the minutes. Wes Akamine seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

V. New Oahu Workforce Development Board Staff Update

Harrison Kuranishi, Executive Director of the OWDB, informed the committee that OWDB has hired two staff, with a prospective third.

- Erin Fernandez is coming in as a Workforce Innovation and Opportunity Act (WIOA) Specialist II on July 21, 2025. She will be working on program as well as assisting with the budgets.
- Lisa Pereira will be coming in as a WIOA Specialist V. She will be focusing on outreach for the board. She is currently employed at the American Job Center. She will be joining the board staff on July 18, 2025.
- The prospective third hire is set to join the Board Staff around August 15, 2025.

VI. Status Update for the MOU/IFAs

Christopher Lum Lee gave a brief update on the status of the Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) s. Since Sarah and Wes are newly sworn in members Chris informed them that the MOU/IFAs are agreements with all partners detailing the services to the American Job Center (AJC) and the share of rent portion for the respective program.

The MOU/IFAs are in effect for three years, the negotiations began in June of 2023. The final three MOU/IFAs have been signed off by the respective agencies and are currently at the Mayors' Office, the Chairs signature will be last before being fully executed. Negotiations for the next round of MOU/IFAs will be started later in the year.

Wes Akamine inquired if there is an annual review for the partners, Harrison Kuranishi informed him that it depends on AJC structure. Modifications need to be made if any partners are added to the AJC, to restructure the rent portions.

VII. Adoption of Policies

All policies are available on the OWDB websites policy page:

<https://oahuwdb.com/policies/>

A comprehensive document with the policies discussed at the Executive Committee meeting is available at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/07/Adopted-Policies.pdf>

a. QUEST Participant Policy

Harrison Kuranishi informed the committee that this policy was written in response to a finding that was received via a State monitoring of the Quality Jobs, Equity Strategy, and Training (QUEST) grant.

- The finding related to the hours of work for participants, the State policy indicated a workday of 7:45 am – 4:30 pm as the State QUEST program restricted participants to be placed in State agencies. Whereas the City and County of Honolulu QUEST was for City agencies or private sector, which resulted in odd work hours.
- The QUEST Participant policy identified a reasonable time schedule for interns to close the finding.

Chair Christopher Lum Lee requested a motion to adopt the QUEST Participant policy. Wes Akamine moved to adopt the QUEST Participant policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

b. Individual Employment Plan/Individual Service Strategy Policy

Harrison Kuranishi informed the committee that the policy was written for guidance, the previous policy regarding Individual Employment Plan (IEP) and Individual Service Strategy (ISS) was written in 2017.

- The policy indicates the requirements for implementation and development of the IEP and ISS. The policy also provides the three categories of career services.

Sarah Guay wanted clarification on if the IEP is separate than the Department of Education (DOE) IEP that is used, Harrison clarified that a DOE IEP can be used as long as it is input into HireNet.

Wes Akamine inquired if the IEP is set to ensure data tracking. Harrison informed his that the IEP is essential for data tracking as well as invoicing.

- For example if a participants IEP indicates Information Technology as the employment goal but shoes for a part-time job as a Security guard are purchased, since they don't follow the IEP the shoes will become a disallowed cost.

Chair Christopher Lum Lee requested a motion to adopt the IEP/ISS policy. Andrew Rosen moved to adopt the IEP/ISS policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

c. Youth Meals Policy

Harrison Kuranishi informed the committee that meals and food are an allowable cost, however it is only allowable if the local board has a policy.

- The policy indicates a meal time, qualifications, cost limitation, etc.

Chair Christopher Lum Lee requested a motion to adopt the Youth Meal policy. Wes Akamine moved to adopt the Youth Meal policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

d. Youth Additional Assistance Criterion Policy

Harrison Kuranishi informed the committee that similar to the Youth Meals policy the State indicates that the Local Board must have a policy regarding the additional assistance criterion.

- Five percent of Youth participants can be brought in via the additional criteria. The criterion was set amongst the State and other local county boards.

Chair Christopher Lum Lee requested a motion to adopt the Youth Additional Assistance Criterion policy. Sarah Guay moved to adopt the Youth Additional Assistance Criterion policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

e. Adult Mentoring Policy

Harrison Kuranishi informed the committee that this policy was written to provide guidelines for what mentoring is classified as.

Andrew Rosen inquired what the age range of participants the adult mentoring is for and the characteristics of the mentors/how many mentors are needed.

- Harrison informed Andrew that the adult mentoring is for the Youth participants aged 14 – 24, Harrison also clarified that the Youth program is based off on age of entry so youth participants can stay in the program for as long as they need.
- Harrison noted that the program is looking for as much mentors as possible, at one point the State and Local board members were being looked at to be potential mentors. However the 12-month commitment was a barrier for most.

Chair Christopher Lum Lee requested a motion to adopt the Adult Mentoring policy. Wes Akamine moved to adopt the Adult Mentoring policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

f. Measurable Skills Gain Policy

Christopher Lum Lee informed the committee that this policy was written to identify what constitutes as a Measurable Skills Gain (MSG) for reporting purposes.

- Christopher identified that there was issues regarding the MSG performance metric, resulting in low percentages of reported MSGs in participant files.

Sarah Guay inquired if the definition of MSGs are consistent across the State or if they vary by county. Harrison informed her that it should be but the other counties currently don't have MSG policies.

Chair Christopher Lum Lee requested a motion to adopt the Measurable Skills Gain policy. Wes Akamine moved to adopt the Measurable Skills Gain policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

g. Credentials Policy

Christopher Lum Lee informed the committee that the Credentials policy was written to address a similar issue as the MSG policy, to similarly identify what constitutes a credential.

Chair Christopher Lum Lee requested a motion to adopt the Credentials policy. Sarah Guay moved to adopt the Credentials policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

h. Conflict of Interest Policy

Christopher Lum Lee noted the possible conflict of interest that was identified in the monitoring. Although the board was following the City and County of Honolulu conflict of interest policy, this policy was written to apply it more closely to the board side.

Chair Christopher Lum Lee requested a motion to adopt the Conflict of Interest policy. Andrew Rosen moved to adopt the Conflict of Interest policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

i. Change of Service Provider Policy

Christopher Lum Lee noted that this policy was written per a question that came up at monitoring. The question regarded the process to follow if there was a change of Service Provider. The policy details the process of which would be followed if such an event occurs.

Sarah Guay inquired if the “change of Service Provider by OWDB request” can be based off of performance metrics.

- Harrison Kuranishi informed Sarah that the contract with the Service Provider can be terminated based off of performance metrics. However since the contract is Request for Proposal based, in the event that the contract is terminated, during the interim the board staff would have to act as the Service Provider.

Chair Christopher Lum Lee requested a motion to adopt the Change of Service Provider policy. Wes Akamine moved to adopt the Change of Service Provider policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

j. Case Management and Case Note Policy

Harrison Kuranishi informed the committee that during monitoring, it was identified that case noting was a weak point. In this policy it also identifies a cap of 75 participants per case manager which was also a finding/concern that was identified during a monitoring.

Chair Christopher Lum Lee requested a motion to adopt the Case Management and Case Note policy. Wes Akamine moved to adopt the Case Management and Case Note policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

k. Records Retention Policy

Christopher Lum Lee noted that this policy was part of a list of policies that were needed/recommended that came up at a training at the State. The policy sets the timeframe of which the records of participants needs to be retained.

Chair Christopher Lum Lee requested a motion to adopt the Records Retention policy. Sarah Guay moved to adopt the Records Retention policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

l. Contact with Service Provider Policy

Christopher Lum Lee informed the committee that this policy was written to separate the contact between the State Workforce Development Division (WDD) and Service Provider. The policy was set to keep information stays consistent between WDD, the Service Provider, and OWDB.

Harrison Kuranishi noted an example that led to the policy being written. During negotiations between OWDB and WDD for the QUEST grant, OWDB had initially declined the full amount of extra funding. However contact between the Service Provider and WDD was made and the full amount was taken.

Chair Christopher Lum Lee requested a motion to adopt the Contact with Service Provider policy. Andrew Rosen moved to adopt the Contact with Service Provider policy. Wes Akamine seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

m. Transfer of Funds between Adult and Dislocated Worker Allocations Policy

Harrison Kuranishi noted that the policy provides guidance and procedure to transfer funds between the programs.

Chair Christopher Lum Lee requested a motion to adopt the Transfer of Funds between Adult and Dislocated Worker Allocations policy. Sarah Guay moved to adopt the Transfer of Funds between Adult and Dislocated Worker Allocations policy. Wes Akamine seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

n. Allowable Cost Policy

Harrison Kuranishi informed the committee that all spending must follow the cost principals, Necessary, Reasonable, and Allocable. The policy also notes that the split between programs must be respective to the actual program usage.

- E.g. if there are 900 Adult vs. 100 Dislocated Worker participants a case of paper cannot be split 50/50 but must be split 90/10.

Chair Christopher Lum Lee requested a motion to adopt the Allowable Cost policy. Sarah Guay moved to adopt the Allowable Cost policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

o. Cost Classification Policy

Harrison Kuranishi informed the committee that the policy identifies what constitutes as Administrative/Programmatic cost.

Sarah Guay inquired if the criteria used for the Cost Classification and Allowable Cost policy is aligned with other counties/State and not unique to OWDB.

- Harrison let her know that they are not and the policies are following the State policies.

Chair Christopher Lum Lee requested a motion to adopt the Cost Classification policy. Wes Akamine moved to adopt the Cost Classification policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

p. Budget Modifications Policy

Harrison Kuranishi informed the committee that this policy aligns with the State policy. The forms for Budget Modification are available on the Workforce Development Council website.

Chair Christopher Lum Lee requested a motion to adopt the Budget Modifications policy. Andrew Rosen moved to adopt the Budget Modifications policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

q. Nepotism Policy

Christopher Lum Lee noted the policy captures the guidelines the Board will follow in regards to Nepotism.

Sarah Guay expressed concern regarding the verbiage in the policy, “All program customers will be provided the highest quality of service and treated with respect and courtesy in the highest professional manner while showing no: Favoritism, Nepotism, Conflict of Interest, and Violation of confidentiality or privacy rights.”

- She noted that there is potentially things not noted in the above verbiage that could potentially pose challenges, in regards to who is served/not served or hired.

Wes Akamine suggested a potential change to the policy shifting it to “Nepotism specific to hiring practices”, focusing in on specifics while still following the Code of Federal Regulations.

After discussion the nepotism policy was tabled to be revised and to be adopted at a later meeting.

r. Personally Identifiable Information Policy

Harrison Kuranishi noted that OWDB staff and the Service Provider staff have access to Personally Identifiable Information (PII). The policy is to ensure PII is secure and protected.

Harrison noted an example pertaining to a participant’s photo being circulated via text message without having the proper release forms.

- Wes Akamine inquired if there is anywhere the proper forms can be accessed so that a participant’s likeness can be utilized for things such as marketing, success stories, etc. Harrison noted that the packets should include a waiver.

Chair Christopher Lum Lee requested a motion to adopt the Personally Identifiable Information policy. Andrew Rosen moved to adopt the Personally Identifiable Information policy. Wes Akamine seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

s. WIOA Adult and Dislocated Worker Work Experience Policy

Harrison Kuranishi informed the committee that the policy was written to establish what is allowable for Work Experience. He noted that Work Experience must be classified as an Individualized Career Service not coming out of training funds.

Chair Christopher Lum Lee requested a motion to adopt the WIOA Adult and Dislocated Worker Work Experience policy. Andrew Rosen moved to adopt the WIOA Adult and Dislocated Worker Work Experience policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

t. WIOA Priority of Service Policy

Harrison Kuranishi informed the committee that the policy was written to identify the priority of service.

Harrison noted that in past trainings it was discussed that veterans have priority of service, this is only true if all things are equal. For example, the priority of service is as follows: Veteran with barrier, individual with barrier, Veteran, anyone else.

Chair Christopher Lum Lee requested a motion to adopt the WIOA Priority of Service policy. Wes Akamine moved to adopt the WIOA Priority of Service policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

u. 2025 Lower Living Standard Income Level Guidelines Policy

Harrison Kuranishi informed the committee that this policy is a direct copy from the State policy, identifying low income levels.

Chair Christopher Lum Lee requested a motion to adopt the 2025 Lower Living Standard Income Level Guidelines policy. Sarah Guay moved to adopt the 2025 Lower Living Income Level Guidelines policy. Wes Akamine seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

v. OWDB Staff Communication Policy

Harrison Kuranishi informed the committee that the policy indicates the working hours for OWDB staff. Outside of the set hours communication is to be done through the OWDB Executive Director via the OWDB cell phone.

Sarah Guay inquired if this will be setting restrictions on Board contact outside of those hours and setting an understanding that a response will be received within those hours.

- Harrison informed her that if calls are regarding board matters, contact can be made. Contact that is not relating to board matters is what this policy is prohibiting.

Chair Christopher Lum Lee requested a motion to adopt the OWDB Staff Communication policy. Andrew Rosen moved to adopt the OWDB Staff Communication policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the policy was unanimously approved.

VIII. Staff Concerns

Chair Christopher Lum Lee brought up concerns regarding recent board member/staff communications that happened outside of normal work hours. He noted that the interaction was a main point that led to the OWDB Staff Communication policy being written.

IX. Committee Updates

a. Sector Strategies and Career Pathways

Chair Christopher Lum Lee announced that Andrew Rosen is now the Sector Strategies and Career Pathways committee chair.

b. Performance Measures and Accountability

Harrison Kuranishi, let the committee know that at the last Performance Measures and Accountability committee meeting, the One Stop Operator certification was discussed.

- The One Stop Operator certification needs to be done every three years, the State have come out with a policy with new requirements. It was the first time using the new requirements during the certification.

Another discussion topic was the QUEST monitoring, initially there were nine findings and four concerns. Six of the findings have since been closed. At the next meeting the performance metrics will be discussed.

c. Employer Engagement

Chair Christopher Lum Lee informed the committee that Sarah Guay is now the chair of the Employer Engagement committee.

d. Special Projects

Chair Christopher Lum Lee announced to the committee that Wes Akamine is now the chair of the Special Projects committee, the Special Projects committee was previously the Data Management and Technology committee.

X. Announcements

There were no announcements.

XI. Schedule Next Meeting

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

XII. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 1:41 pm.

