

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, July 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](mailto:OahuWDB@honolulu.gov) to be added to a mailing list for future meeting announcements*

**Members Present:**

Christopher Lum Lee  
Wesley Akamine  
Trevor Bracher  
Andrew Giles  
Steve Goo  
Sarah Guay  
Carla Kobashigawa  
Catherine Lederer  
Sherry Menor-McNamara  
Frederick Pascua  
Andrew Rosen  
Suzie Schulberg  
Sheri Komatsu, (Designee for Pina Lemusu)  
Keala Monaco, (Designee for Della Teraoka)

**Members Absent:**

Pat Anbe  
Kevin Holu  
Mimi Sroat  
Lisa Truong Kracher  
Jeff Wagoner

**Guests:**

Reid Yamashiro, City & County of Honolulu, Deputy Corporation Counsel  
Anton Krucky, Department of Community Services, Director  
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  
Cassidy Patmont, WorkHawaii Division, Community Relations Specialist

Jazon Hidalgo, WorkHawaii Youth Program, Career Pathway Advisor  
Tracey Kaneshiro, Workforce Development Division, American Job Center Oahu Office Manager  
Randall Higa, Workforce Transition Center, Owner and Founder  
Su Lazo, Office of Economic Revitalization, Workforce Development Program Manager  
Jennifer Sakurai, Waipahu Community School for Adults, Workforce Development Coordinator  
Bennette Misalucha, Workforce Development Council, Executive Director  
Kazu Hayashida, Hawaiian Electric Company, Workforce Planning Manager  
Josiah Akau, Kinai 'Eha, Chairman of the Board of Directors  
Sonia Romero, ThriveHI, Executive Director  
Kaulana McCabe, Kupu, Vice President of Programs  
Nalani Kaku, Kupu, Executive Assistant to Chief Operations Officer

**Staff:**

Harrison Kuranishi, Oahu Workforce Development Board, Executive Director  
Lisa Pereira, Oahu Workforce Development Board, WIOA Specialist  
Erin Nicole Fernandez, Oahu Workforce Development Board, WIOA Specialist  
Daven Kawamura, Oahu Workforce Development Board, WIOA Specialist

**I. Call to Order**

The Oahu Workforce Development Full Board meeting was called to order at 8:32 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, 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. Reports Related to Workforce Innovation and Opportunity Act (WIOA)**

**a. WIOA Title I Programs**

Chair Christopher Lum Lee stated that quorum was not yet met and exercised chairs' prerogative to move the WIOA Title I program report to an earlier time.

Cassidy Patmont, Community Relations Specialist at the American Job Center (AJC) WorkHawaii Division, went over the WIOA Title I program performance metrics and success stories. The report can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/07/Reports-Related-to-WIOA.pdf>

Andrew Rosen inquired if there were any identifiable factors that contributed to the ~5% increase over the performance goal in the Dislocated Worker (DW) participant median earnings.

- Lee Williams-Naeole, WIOA Title I programs manager at the AJC, let Andrew know that the AJC team is focusing on placement in higher paying jobs, with a focus on Information Technology industry. Lee also mentioned the on-the-job training piece, after the training is completed the employer must add \$1 to the employee's wage.

Carla Kobashigawa brought up the 70% increase in Adult participant enrollment and inquired if there were any trends that could be applied to the DW and Youth programs to increase the enrollment numbers for those programs.

- Lee mentioned that DW enrollment numbers have been a struggle, however staff is in the Unemployment office twice a week and at the Reemployment Services and Eligibility Assessment workshops to promote the program.

Carla also asked about the Employment 4<sup>th</sup> quarter after exit being lower than the Employment 2<sup>nd</sup> quarter after exit for the DW and Youth programs.

- Lee noted that during the follow-up period after exit if the participant cannot be reached or the unemployment data that the State receives doesn't show the participant, the data cannot be captured. Three attempts per quarter are made.

Carla brought up the Measurable Skill Gains (MSG) performance measure, as it was a significant talking point. She inquired if the MSG data shown is an accurate representation of the performance metric.

- Lee mentioned that MSGs are a real time metric, and that input of the MSG when it is received is something they are working on.

Christopher Lum Lee chimed in regarding MSGs and noted the training held with AJC staff going over what constitutes a MSG and inquired why the performance metric is still below the negotiated rate. He brought up the specific example that was provided, if a participant is unable to use a computer when they come into the program and they learn how to turn on a computer it can be considered a MSG.

- Leina'ala Nakamura, Administrator of the WorkHawaii Division, noted that timely input is something staff is working on. She mentioned that currently staff is on a daily task schedule, for instance from 1:00 pm – 3:00 pm all staff are on HireNet for input/upload of information.
- Jazon Hidalgo, Career Pathway Advisor for the WorkHawaii Youth Program, wanted clarification on the input of MSGs and what documents/records will suffice for validation of the MSG, inquiring if a case note will suffice since from the example there isn't exactly documents that can validate the MSG.
  - Christopher let him know that case notes are needed for any activity, and input into the MSG field available on HireNet.
  - Harrison Kuranishi noted that everything will be reliant on the participants plan. In the case of the example provided, it would likely fall under "benchmarks". As long as the case note matches the MSG, and follows the plan it should suffice.
  - Andrew Rosen inquired if the inputting of data is on an electronic or physical medium. If electronic Andrew wondered if the data points are aggregated automatically for the performance metrics. Jazon let Andrew know that it is predominately electronic via the HireNet system, however for the specific performance metrics such as MSGs the information must be added to the specific fields.

#### **IV. New OWDB Staff Update**

Chair Christopher Lum Lee noted that with Quorum achieved, he'd be moving the agenda back to the normal agenda items. Harrison Kuranishi, Executive Director of the OWDB, informed the board that OWDB has hired two new staff members.

Lisa Pereira came onboard Friday, July 18<sup>th</sup> as a WIOA specialist V and Erin Nicole Fernandez joined the board staff on Monday, July 21<sup>st</sup> as a WIOA specialist II. Both Lisa and Erin expressed that they are excited about the work to come.

**V. Public Testimony Relating to Agenda Items**

There was no public testimony relating to any agenda items.

**VI. Approval of Minutes April 24, 2025 Meeting Minutes**

Chair Christopher Lum Lee requested a motion to approve the minutes for the April 24, 2025 meeting. Andrew Rosen moved to approve the minutes. Suzie Schulberg seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

**VII. Adoption of Policies**

Christopher Lum Lee expressed thanks to the Executive Committee members that participated in the earlier Executive Committee meeting, moving the policies to the Full Board for adoption. The policies were sent out to board members prior to the meeting, and no follow-up questions were received.

A comprehensive list of all policies can be found on the OWDB website policy page, <https://oahuwdb.com/policies/>

**a. QUEST Participant Policy**

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

**b. Individual Employment Plan/Individual Service Strategy Policy**

Chair Christopher Lum Lee requested a motion to adopt the Individual Employment Plan/Individual Service Strategy policy. Sarah Guay moved to adopt the Individual Employment Plan/Individual Service Strategy policy. Suzie Schulberg seconded the motion. There were no objections or abstentions. The adoption of the Individual Employment Plan/Individual Service Strategy policy was unanimously approved.

**c. Youth Meals Policy**

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

**d. Youth Additional Criterion Policy**

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

**e. Adult Mentoring Policy**

Chair Christopher Lum Lee requested a motion to adopt the Adult Mentoring policy. Sherry Menor McNamara moved to adopt the Adult Mentoring policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the Adult Mentoring policy was unanimously approved.

**f. Measurable Skills Gain Policy**

Chair Christopher Lum Lee requested a motion to adopt the Measurable Skills Gain policy. Carla Kobashigawa moved to adopt the Measurable Skills Gain policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the Measurable Skills Gain policy was unanimously approved.

**g. Credentials Policy**

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

**h. Conflict of Interest Policy**

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

**i. Change of Service Provider Policy**

Chair Christopher Lum Lee requested a motion to adopt the Change of Service Provider policy. Suzie Schulberg moved to adopt the Change of Service Provider policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the Change of Service Provider policy was unanimously approved.

**j. Case Management and Case Note Policy**

Chair Christopher Lum Lee requested a motion to adopt the Case Management and Case Note policy. Suzie Schulberg 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 Case Management and Case Note policy was unanimously approved.

**k. Records Retention Policy**

Chair Christopher Lum Lee requested a motion to adopt the Records Retention policy. Steve Goo moved to adopt the Records Retention policy. Suzie Schulberg seconded the motion. There were no objections or abstentions. The adoption of the Records Retention policy was unanimously approved.

**l. Contact with Service Provider Policy**

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

- m. Transfer of Funds between Adult and Dislocated Worker Allocations Policy**  
Chair Christopher Lum Lee requested a motion to adopt the Transfer of Funds between Adult and Dislocated Worker Allocations policy. Andrew Rosen moved to adopt the Transfer of Funds between Adult and Dislocated Worker Allocations policy. Sarah Guay seconded the motion. There were no objections or abstentions. The adoption of the Transfer of Funds between Adult and Dislocated Worker Allocations policy was unanimously approved.
- n. Allowable Cost Policy**  
Chair Christopher Lum Lee requested a motion to adopt the Allowable Cost policy. Steve Goo moved to adopt the Allowable Cost policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the Allowable Cost policy was unanimously approved.
- o. Cost Classification Policy**  
Chair Christopher Lum Lee requested a motion to adopt the Cost Classification policy. Suzie Schulberg moved to adopt the Cost Classification policy. Andrew Rosen seconded the motion. There were no objections or abstentions. The adoption of the Cost Classification policy was unanimously approved.
- p. Budget Modifications Policy**  
Chair Christopher Lum Lee requested a motion to adopt the Budget Modifications policy. Sarah Guay moved to adopt the Budget Modifications policy. Steve Goo seconded the motion. There were no objections or abstentions. The adoption of the Budget Modifications policy was unanimously approved.
- q. Personally Identifiable Information Policy**  
Chair Christopher Lum Lee requested a motion to adopt the Personally Identifiable Information policy. Carla Kobashigawa moved to adopt the Personally Identifiable Information policy. Steve Goo seconded the motion. There were no objections or abstentions. The adoption of the Personally Identifiable Information policy was unanimously approved.
- r. WIOA Adult and Dislocated Worker Work Experience Policy**  
Chair Christopher Lum Lee requested a motion to adopt the WIOA Adult and Dislocated Worker Work Experience policy. Suzie Schulberg moved to adopt the WIOA Adult and Dislocated Worker Work Experience policy. Andrew Giles seconded the motion. There were no objections or abstentions. The adoption of the WIOA Adult and Dislocated Worker Work Experience policy was unanimously approved.
- s. WIOA Priority of Service Policy**  
Chair Christopher Lum Lee requested a motion to adopt the WIOA Priority of Service policy. Sarah Guay moved to adopt the WIOA Priority of Service policy. Suzie Schulberg seconded the motion. There were no objections or abstentions. The adoption of the WIOA Priority of Service policy was unanimously approved.
- t. 2025 Lower Living Standard Income Level Guidelines Policy**  
Chair Christopher Lum Lee requested a motion to adopt the 2025 Lower Living Standard Income Level Guidelines policy. Steve Goo moved to adopt the 2025

Lower Living Standard Income Level Guidelines policy. Suzie Schulberg seconded the motion. There were no objections or abstentions. The adoption of the 2025 Lower Living Standard Income Level Guidelines policy was unanimously approved.

**u. OWDB Staff Communications Policy**

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

**VIII. Approval of Local Plan**

Chair Christopher Lum Lee informed the board that the approval of the local plan will be tabled for this meeting. It will come up at the next full board meeting.

**IX. Reports Related to WIOA**

**a. One Stop Operator**

Taimane Passi, One Stop Operator (OSO) at the AJC, was unavailable to give the OSO report. Andrea Gaines, Assistant Administrator of the WorkHawaii Division, gave the report on her behalf. Andrea noted that the OSO role has transitioned from herself over to Taimane Passi.

The report can be found in the same link as item III.

Carla Kobashigawa brought up that at the last meeting she asked how the trainings and meetings that are happening are being brought back to enhance the WIOA ecosystem. Carla inquired what type of impact on client engagement and performance metrics the partnership meetings are having. She noted that knowing trainings are being done is good but the board would like to see the results of said trainings.

- Andrea noted the comments so that in future reports it can be better illustrated the results of the trainings.

Bennette Misalucha, Executive Director of the Workforce Development Council (WDC), noted that the WDC had funded an awareness campaign and wanted to know if there was a significant increase in walk-in customers/call-ins.

- Andrea stated moving forward they can start to include a “how they heard about the AJC” item to track the individuals that came in resulting from the awareness campaign.
- Cassidy Patmont informed Bennette that a primary way for individuals to get in touch with the AJC is the program interest form on the Department of Community Services website. One of the categories on the form is a “how you heard about us”.
- Andrew Rosen noted that a good way to see the impact of the awareness campaign would be to see if there was increased traffic to the website.

Christopher Lum Lee noted that on the HireNet 9173 report there was a total of three reportable individuals over the Program Year.

- Andrea Gaines informed Christopher that it was not known that certain codes must be input to have that count tracked. Permissions are being worked on for staff to be able to input the correct codes for the “Total Reportable Individuals” tracking.

## **X. OWDB Chair Report**

Chair Christopher Lum Lee noted that the partner Memorandum of Understanding (MOU)/Infrastructure Funding Agreements (IFA) are now completed. Negotiations will start again later in the calendar year for the next round of MOU/IFAs.

Christopher also brought up the Request for Proposals (RFP), as of July 11, 2025 the US Department of Labor hasn't issued a notice of award to Workforce Development Division (WDD). Without it WDD will not issue a notice of award to OWDB. The city doesn't allow conditional RFPs without a notice of award, so currently the RFPs are at a standstill. Christopher noted that if the notice is issued closer to the end of the year/into next year the board may have to look at another extension rather than going for a competitive RFP process.

## **XI. Executive Director's Report**

Harrison Kuranishi went over multiple talking points during his Executive Director's report.

- Harrison noted that the MOU/IFAs that were just completed expire on June 30, 2026. Negotiations for the next round of MOU/IFAs must be started by January, OWDB will be reaching out to current partners and possibly new partners.
- Harrison also talked about the findings for the QUEST grant and the WIOA Title I programs.
  - The QUEST monitoring resulted in nine findings, responses were sent. Three findings remain, the remaining findings will need to be closed before September.
  - The findings from the WIOA Title I programmatic monitoring have been responded to, however OWDB hasn't received a response yet.
- The Local Plan is being worked on, it should be completed in early August.
- Harrison also noted the change of the OSO, and reiterated that Andrea Gaines is no longer the OSO and all communications regarding OSO activities must be directed to the new OSO, Taimane Passi.
- Harrison also announced that the Future of Work conference is being held in September similar to last years. Interested board members can get free tickets to the conference, Daven Kawamura, WIOA Specialist at the OWDB, will be sending out an interest form soon.
- Lastly Harrison informed the board that the State had sent out a revised bulletin regarding the Stevens Amendment. OWDB will be pushing out a policy on Stevens Amendment, noting the need for Stevens Amendment on public facing documents. E.g. all documents shared at the meeting would need the Stevens Amendment.

## **XII. OWDB Standing Committee Reports**

### **a. Executive**

Christopher Lum Lee informed the board that the Executive Committee met two times, June 17, 2025 and July 10, 2025.

- At the June 17, 2025 meeting the committee approved the budgets and Contract extensions for Adult, DW, Youth, and OSO. There was also a retroactive approval of the QUEST grant extension.
- Christopher shared the approved budgets, as seen in the chart below. However he noted although these were the budgets approved, depending on the program spend budget modifications will be made.
  - Sarah Guay wanted clarification on Christopher’s proposed budget modifications, e.g. will it be quarterly? Christopher let her know that with quarterly modifications it will reduce the time unspent funds can be used, Christopher is looking at a once a month or every other month schedule.

	<u>Adult</u>	<u>DW</u>	<u>Youth</u>	<u>OSO</u>
Personnel Cost	619,812.00	358,407.00	567,728.62	124,856.00
Equipment Purchases	.00	.00	.00	3,622.00
Program Services	517,601.00	49,310.00	439,150.09	.00
Contractual Services	10,666.00	2,668.00	6,666.00	200.00
Other Current Expenses	47,050.00	12,180.00	66,291.29	16,322.00
<b>TOTAL</b>	<b>1,195,129.00</b>	<b>422,565.00</b>	<b>1,079,836.00</b>	<b>145,000.00</b>

- During the July 10, 2025 meeting the committee went through the policies that were adopted at today’s Full Board meeting.

### **b. Sector Strategies and Career Pathways**

Andrew Rosen is the new Chair of the Sector Strategies and Career Pathways Committee. He’s had the opportunity to meet with prior Chair Lisa Truong Kracher. He is currently in the process of setting up the committee meetings.

### **c. Performance Measures and Accountability**

Suzie Schulberg informed the board that the last Performance Measures and Accountability last convened on May 13, 2025. At the meeting the committee discussed the April programmatic and fiscal monitoring, OSO certification, QUEST monitoring, and Program Year 24 Quarter 3 data. The next Performance Measures and Accountability committee meeting is scheduled for August 12, 2025.

### **d. Employer Engagement**

Sarah Guay is the new chair of the Employer Engagement Committee. She echoed Andrew Rosen informing the board that she is trying to learn everything that has been going on in the committee prior to her becoming the chair.

### **e. Special Projects**

Wes Akamine also echoed both Sarah and Andrew. Wes is the Chair of the new Special Projects Committee. He mentioned that the committee will be focusing on

solution-based talks to get topics rolling. There will be set standard quarterly meetings as well as “as-needed” meetings.

### **XIII. WIOA Core Partner Updates**

#### **a. Adult Education and Career Pathways**

Jennifer Sakurai, Workforce Development Coordinator at Waipahu Community School for Adults, gave the update on Pat’s behalf.

#### **b. Institute for Higher Education, UH System**

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

Keala included a link to data analysis from UHERO regarding the Good Jobs grant success rates. More analysis will be available at a later date, the current data analysis can be found at the following link:

<https://uhero.hawaii.edu/what-happens-after-job-training-preliminary-wage-and-employment-insights-from-good-jobs-hawaii/>

Bennette Misalucha provided some insight she gained from a National Governors Association meeting that she attended. Individuals can receive a Pell grant for as short as eight weeks. After the guidance comes down from US Department of Education, the State boards will be in charge of crafting the eligibility for the pertinent state.

#### **c. Division of Vocational Rehabilitation**

Sheri Komatsu, Section Supervisor for the Division of Vocational Rehabilitation, gave the update on behalf of Pina Lemusu.

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

<https://oahuwdb.com/wp-content/uploads/2025/07/WIOA-Core-Partner-Updates.pdf>

### **XIV. Announcements**

Chair Christopher Lum Lee announced that the next Full Board meeting is tentatively scheduled for October 23, 2025 from 8:30 am – 10:00 am. Meeting location is to be determined but will likely be at Māpunapuna ‘Ōlelo Community Media Center again. Wes Akamine noted that he will double check and get back to Chris.

There were no other announcements.

### **XV. Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 9:34 am.