

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

715 SOUTH KING STREET, SUITE 211 • HONOLULU, HAWAII 96813
PHONE: (808) 768-7790 • www.OahuWDB.com

RICK BLANGIARDI
MAYOR



CHRISTOPHER K. LUM LEE
CHAIR

HARRISON KURANISHI
EXECUTIVE DIRECTOR

**OAHU WORKFORCE DEVELOPMENT
FULL BOARD MEETING
Thursday, September 11, 2025
9:00 am to 12:00 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:

Christopher Lum Lee
Wesley Akamine
Pat Anbe
Steve Goo
Sarah Guay
Janna Hoshide
Carla Kobashigawa
Catherine Lederer
Sherry Menor-McNamara
Frederick Pascua
Andrew Rosen
Suzie Schulberg
Mimi Sroat
Keala Monaco (Designee for Della Teraoka)

Members Absent:

Trevor Bracher
Kevin Holu
Andrew Giles
Sudim Lazo
Pina Lemusu
Lisa Truong Kracher
Jeff Wagoner

Guests:

Reid Yamashiro, City & County of Honolulu, Deputy Corporation Counsel
Aedward Los Banos, Department of Community Services, Deputy Director
Taimane Passi, American Job Center – Oahu, One Stop Operator
Leina‘ala Nakamura, WorkHawaii Division, Administrator
Andrea Gaines, WorkHawaii Division, Assistant Administrator

Lee Williams-Naeole, WorkHawaii Division, WIOA Title I Programs Manager
Tamber Miller Garcia, WorkHawaii Division, Supervisor
Cassidy Patmont, WorkHawaii Division, Community Relations Specialist
Kalia McGee, WorkHawaii Division, Job Resource Specialist
Earl Kalani, WorkHawaii Division, Job Resource Specialist
Kui Donato, WorkHawaii Division, Job Resource Specialist
Alana Fujinaka, WorkHawaii Division, Job Resource Specialist
Kalima Shahbaz, WorkHawaii Division, Job Resource Specialist
Cristal Garan, WorkHawaii Division, Community Services Specialist
Valynn Kwon, WorkHawaii Division, Office Assistant
Lois Lum, WorkHawaii Division, Office Assistant
Carl Fujitani, WorkHawaii Division, Planner
Tyler Channell, WorkHawaii Division, Information Technology Support
Jazon Hidalgo, WorkHawaii Youth Program, Community Services Specialist
Yvette Cudal, WorkHawaii Youth Program, Community Services Specialist
Dana Brackett, WorkHawaii Youth Program, Community Services Specialist
Tracey Kaneshige, Workforce Development Division, American Job Center Oahu Office Manager
Bennete Misalucha, Workforce Development Council, Executive Director
Vanessa Rogers, Chamber of Commerce Hawaii, Vice President of Workforce Development

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 Board (OWDB) Full Board meeting was called to order at 9:02 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, 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

Chair Christopher Lum Lee informed the board that public testimony via email was received on September 10, 2025 regarding multiple agenda items. After conferring with State OIP and City and County of Honolulu Department of the Corporation Counsel (COR), the email was determined to be in direct violation of the sunshine law. Therefore the agenda items that were included in the emailed public testimony, agenda items IV, V, and VIII, cannot be discussed by the board and have been cancelled. There was no other public testimony.

IV. Discussion regarding the Workforce Innovation and Opportunity Act (WIOA) Title I Program Grievances

This agenda item was cancelled per the State OIP and City and County of Honolulu COR.

V. Approval to initiate process of OWDB taking over WIOA Title I Programs

This agenda item was cancelled per the State OIP and City and County of Honolulu COR.

VI. Approval of WIOA Title I Program's Budget Modifications

Chair Christopher Lum Lee noted that a full fiscal update will be presented at the OWDB Finance Committee meeting, scheduled for October 9, 2025. At the previous July 24, 2025 Full Board meeting, it was mentioned that budget modifications would periodically be sent based off of programmatic spending. The expenditure registers of the Adult and Youth programs can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/09/Budget-Modification.pdf>

Christopher Lum Lee proposed taking ~\$43,000 from the Adult Program Services budget and moving it into OWDB's contractual services budget and \$17,655 from Youth Program Services and likewise moving it to OWDB's contractual services budget.

Carla Kobashigawa inquired which line item the modification will be taking from for both programs.

- Christopher Lum Lee informed her that for the Adult Program budget it will be pulling from the Program Services line item, 3.D. The funds would be used for administrative costs that are not personnel or rent related, possibly acquiring a software platform that would, for example, assist in the development of intake procedure and processes.
- For the Youth Program budget it will also be pulling from the Program Services line item.
 - Suzie Schulberg inquired if the \$17,655 from Youth will also be utilized for the aforementioned software program or if it would be utilized for various special projects.
 - Christopher Lum Lee informed her that it would be used for special projects.

Based off of the statement that budget modifications will be based off of monthly spending, Carla Kobashigawa inquired if the bucket of funds that will be pulled from are funds that were anticipated to be spent in the month of July, however were not.

- Chair Christopher Lum Lee used the Youth Program expenditure register as an example noting the 8.22% accrued expenditure for Personnel in the month of July, likely resulting in little to no returned funds at the end of the program year. However in the program services sub-line items there are lesser percentages of accrued expenditures.

Sarah Guay wanted clarification on why the originally allocated amounts are not being spent down at the anticipated rate.

- Chair Christopher Lum Lee called upon the Service Provider to speak to the expenditures. Andrea Gaines, Assistant Administrator of WorkHawaii Division, informed the board that since the expenditure register only represents the July numbers and utilization of Program Year (PY) 24 funds only started in July she noted that there is a small delay. Andrea noted that a similar trend can be seen in the first months of prior PY expenditure Reports.

- Carla Kobashigawa inquired what the standard delay looks like and how many participants there were in July so the board can be ensured that there will be further drawdowns.
 - Andrea informed Carla that she will reach out to Fiscal to find out what the standard delay is and follow up with Lee Williams-Naeole, WIOA Title I Programs Manager at the American Job Center, regarding the participant count.

Sarah Guay also wanted clarification on what exactly the funds that are being moved from Program to OWDB will be used for other than the mentioned software program.

- Harrison Kuranishi, Executive Director of OWDB, informed Sarah that the funding would stay in contractual services and be used for special projects. Although the note of the slow start for the first month in the past, Harrison reiterated that in the past OWDB has still returned funds. He noted that if budget modifications are not done, it's a possibility that the same pattern will be followed.

Carla Kobashigawa inquired if the numbers presented reflect the reconciled amounts for July, Harrison informed her that it is the reconciled numbers and were received at the end of August. The shared document is what was submitted to the State for reimbursement.

- Carla reiterated that her question is in regards to the reconciliation, for example once August closes out will adjustments be made to the period of July or will everything that is recorded in August be allocated to the month of August.
 - Harrison noted that it depends on multiple factors. For example for the month of July, trainings for eight individuals were paid for however there could be more that didn't meet the deadline for July/didn't get paid out.

Chair Christopher Lum Lee requested a motion to move \$43,000 from the Adult Program and \$17,655 from the Youth Program to OWDB. Andrew Rosen moved to approve the motion. Suzie Schulberg seconded the motion. Carla Kobashigawa abstained in anticipation for the standard fiscal delay and participation counts; Frederick Pascua abstained due to not having concrete special projects that the funds will be used for; and Janna Hoshide abstained due to not having the full context as she has just recently joined the board. There were no objections. The motion to move funding from the Adult and Youth Programs to OWDB passed with three abstentions.

VII. Approval of OWDB WIOA Local Plan

Chair Christopher Lum Lee mentioned that the draft Local Plan was sent out prior to the meeting.

Sarah Guay inquired about the process of developing the plan and what is the difference in the plan versus the prior.

- Harrison Kuranishi informed Sarah that the Local Plan is based off of the Hawaii State Unified Plan, which is on the Workforce Development Council (WDC) website. The local plan follows the direction of the State Plan, the local plan focuses on the same initiatives as the State Plan but focused on the county.

- Through meetings, questions were received from WDC and were distributed to the board via the local plan template.

Carla Kobashigawa brought up the due date of September 30, 2025. Carla asked if there is a contingency plan in place in the event that the plan is not passed at this meeting.

- Harrison informed her that currently there is no contingency plan. If approved it will still need to be posted for a minimum of 14 days for public comment and approved by the Mayor, prior to submittal to WDC.
 - Harrison also noted that at the Local Plan was an agenda item at last OWDB Full Board meeting, however was tabled.
- Chair Christopher Lum Lee requested a motion to approve the Local Plan. Andrew Rosen moved to approve the Local Plan. Pat Anbe seconded the motion. Sarah Guay, Frederick Pascua, Carla Kobashigawa, Sherry Menor-McNamara, Keala Monaco, Steve Goo, and Suzie Schulberg abstained. There were no objections. The motion to approve the Local Plan did not pass.

VIII. Vote of Confidence for current OWDB Chair Christopher Lum Lee

This agenda item was cancelled per the State OIP and City and County of Honolulu COR.

IX. Announcements

Chair Christopher Lum Lee announced that the next OWDB Full Board meeting is tentatively scheduled for October 23, 2025 from 8:30 am – 10:00 am. Meeting location to be determined.

Harrison Kuranishi inquired if the members that abstained from the “Approval of Local Plan” vote would be interested in helping the development of the Local Plan.

- Sarah Guay, Suzie Schulberg, Janna Hoshide, Wes Akamine, and Sherry Menor-McNamara noted that they would like to attend the follow-up meeting/discussion regarding the development of the Local Plan.
- Andrew Rosen noted that in his short time on the board, it is the first time that it seems as the action items content was not vetted prior to the vote. Andrew inquired what could have been done differently to prevent getting to the point of a vote without any action.
 - Carla Kobashigawa inquired if there is a committee that the discussion regarding the Local Plan can be deferred to, so that there can be more concise discussion at the committee level having a thorough understanding of the local plan development and state plan. This way the board is relying on a recommendation from a committee, which has a better understanding of the action item.
 - The Special Projects committee was recommended to house the discussion of the Local Plan, this will be beneficial as any special projects going forward will need to align with the Local and State Plans.

X. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 9:35 am.