

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, October 23, 2025
8:30 am to 10:00 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
Suzie Schulberg
Sarah Guay
Wesley Akamine
Andrew Rosen
Andrew Giles
Sherry Menor-McNamara
Carla Kobashigawa
Mimi Sroat
Trevor Bracher
Steve Goo
Sudim Lazo
Pina Lemusu
Frederick Pascua
Lisel Coles, (Designee for Lisa Truong Kracher)
Keala Monaco, (Designee for Della Teraoka)

Members Absent:

Kevin Holu
Cathy Lederer
Jeff Wagoner
Janna Hoshide
Pat Anbe

Guests:

Reid Yamashiro, City & County of Honolulu, Deputy Corporation Counsel
Anton Krucky, Department of Community Services, Director
Taimane Passi, American Job Center Hawaii – Oahu, One Stop Operator
Leina‘ala Nakamura, WorkHawaii Division, 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
Jennifer Abe, WorkHawaii Youth Program, Community Services Specialist
Yvette Cudal, WorkHawaii Youth Program, Community Services Specialist
Brian Tulikihifo, WorkHawaii Youth Program, Community Services Specialist
Dana Brackett, WorkHawaii Youth Program, Community Services Specialist
Cristal Garan, WorkHawaii Division, Community Services Specialist
Tamber Miller-Garcia, WorkHawaii Division, Job Resource Specialist
Kalia McGee, WorkHawaii Division, Job Resource Specialist
Kalima Shahbaz, WorkHawaii Division, Job Resource Specialist
Valynn Kwon, WorkHawaii Division, Office Assistant
Leiala Cook, WorkHawaii Division, Business Services Team
Arlan Dangla, WorkHawaii Division, Eligibility Team
Ilene Lee, WorkHawaii Division, Planner
Kui Donato, WorkHawaii Division, Recruiter
Kanui Bell, The Institute for Human Services, Inc., Director of Strategy, Planning, and Impact
Deborah Zysman, Office of Economic Revitalization, Deputy Director
Sheri Komatsu, Division of Vocational Rehabilitation, Vocational Rehabilitation Specialist
Lisa Simmons, Department of Labor and Industrial Relations, Program Specialist

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

I. Call to Order

The Oahu Workforce Development Board (OWDB) Full Board meeting was called to order at 8:35 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. Approval of Minutes

a. July 24, 2025 Meeting Minutes

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

b. September 11, 2025 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the September 11, 2025, meeting. Andrew Giles moved to approve the minutes. Suzie Schulberg seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

IV. Bylaw Amendment to Article III, Section 2(D)

Chair Christopher Lum Lee informed the board of the bylaw amendment to align the verbiage with the City and County of Honolulu biennial-based Boards and Commissions City Ordinance mandated trainings. To read:

“Local Board members, including those leaving office, are required to file a Financial Disclosure with the Honolulu Ethics Commission each calendar year. Local Board members are also required to complete City Ordinance mandated trainings including Ethics, Prevention of Sexual Harassment (PoSH), and Anti-Bias & Inclusion each biennium. ...”.

- Carla Kobashigawa wanted to confirm that the amendment is just to align with the verbiage of the city, and that the board is already doing what is detailed in the amended verbiage. Christopher Lum Lee confirmed that it is just an issue of alignment.

Christopher Lum Lee requested a motion to approve the Bylaw amendment as presented. Suzie Schulberg moved to approve the amendment. Carla Kobashigawa seconded the motion. There were no objections or abstentions. The Bylaw amendment was unanimously approved.

V. Approval of the OWDB Workforce Innovation and Opportunity Act (WIOA) Local Plan

Chair Christopher Lum Lee explained that the OWDB WIOA local plan is a comprehensive four year strategic action document which is developed by OWDB that outlines how the board will provide WIOA Title I services and align with the Hawaii State Unified Plan.

- Chair Christopher Lum Lee expressed his thanks to Wesley Akamine and those who were present at the Special Projects committee meeting that went over the Local Plan, as stated in discussion at the last Full Board meeting.
- Carla Kobashigawa wanted clarification that the motion presented is to follow the recommendation from the Special Projects committee to accept the Local Plan, Christopher Lum Lee confirmed that the motion will be to approve the Plan based off of the Special Projects recommendation.

Christopher Lum Lee requested a motion to accept the recommendation of the Special Projects committee to approve the Local Plan. Carla Kobashigawa moved to approve the Local Plan based off of the Special Projects recommendation. Trevor Bracher seconded the motion. There were no objections or abstentions. The Local Plan was approved based off of the Special Projects committee’s recommendation unanimously.

VI. Reports Related to WIOA

a. One Stop Operator and WIOA

Taimane Passi, One Stop Operator at the American Job Center Hawaii – Oahu, shared the report for the One Stop Operator (OSO). The Slide deck can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/10/Reports-related-to-WIOA-share.pdf>

Taimane Passi went over the Quarter One OSO report. Some highlights are as follows:

- There is now a full time staff in the Resource Center, who helps with all basic needs for individuals that come in.
 - There is a language access phone in the Resource Center for individuals that may need interpreter services right away.
- At the last partner meeting, the main focus of the meeting was the City and County WorkHawaii division programs that services are offered for other than WIOA title I services. Such as housing, veteran services, Juvenile Justice Center (JJC), substance abuse prevention, etc.
 - One key initiative underway is the development of monthly case conferencing meetings, designed for tracking dual-enrollments.
 - The creation of a shared database was talked about at the partner meetings. To keep track of the dual-enrollments where numbers can be shared and tracked.

Carla Kobashigawa inquired about the shared database and how it will affect the current workload of the case workers. Such as increased case notes, data entry, etc.

- Taimane informed Carla that the shared database will be a simple database that is too just have a list of individuals that have dual enrollments across programs.
 - Carla asked what information will be on the database, if it will just be program and name. Or if it will include the Personally Identifiable Information that is needed for programs such as WIOA. Carla also asked what kind of data protection/information safeguarding is being implemented.
 - Taimane informed Carla that she is currently working with her Information Technology team to ensure that the proper protection is in place. Taimane also noted that the information on the database will be minimal.
 - Carla also asked if the Core Partners are already on board with the plan of a shared database or if only WIOA staff will be responsible for inputting data.
 - Taimane informed Carla that an example was shared at the last Core Partners meeting, once a more concrete idea is formed around the database it will be shared.

Christopher Lum Lee brought up the JJC and how it's typically a diversionary program to work with justice involved youth to get further into the system and asked if there has been any discussion for working with incarcerated youth.

- Leina'ala Nakamura, Administrator for the WorkHawaii Division, informed Chris that typically for incarcerated youth contact is made after they are released. The work with JJC is still aiming for diversion from further involvement with the justice system.
- Christopher asked about what the referral process looks like for the incarcerated youth coming out of Hawaii Youth Correctional Facility (HYCF).
 - Leina'ala informed Christopher that the partners such as RYSE, Kinai 'Eha, and partners in development will be the initial partners to

welcome the youth into their programs, at that point referrals are made and/or reference to other community services are provided.

- Pina Lemusu chimed in letting the board know that DVR has been working closely with HYCF and American Job Center of Hawaii (AJCH) focusing on the Youth program. Sheri Komatsu informed the board that there are currently eight paid worksites that are developed for youth.
- Jazon Hidalgo, Career Pathway Advisor for the WorkHawaii Youth Program, added how they work with HYCF. Jazon mentioned that they have historical ties with many of the probation officers which helps facilitate transition between the programs.

Cassidy Patmont, Community Relations Specialist for WorkHawaii Division, went over the WIOA Title I program. Some key topics include:

- Cassidy noted that the metrics presented are from the Federal ETA 9173 report from HireNet, pulled the week of October 6, 2025.
- The enrollment numbers show significant increases over the same period, last program year.
- Measurable skills gain continues to be a metric that WIOA Title I staff are working on, Cassidy mentioned that a training was requested.
- The Youth program had a combination of factors that led up to the marked increase in Q2 outcomes.
 - Jazon Hidalgo noted that many of the participants that had exited are full time employees that have helped the Q2 after exit numbers as well as the median earnings metric.

Andrew Rosen inquired if with the successful individuals that came through the program, there are any common characteristics that they possess.

- Jazon Hidalgo indicated that the moniker that the AJCH has been using “Level up” helped indicate to participants that it doesn’t matter if they are young/old, have no experience, etc. AJCH WIOA Title I staff’s goal is to help the participant reach their goal.

Trevor Bracher asked if there are any formal way participants can provide feedback when leaving the program.

- Cassidy Patmont informed Trevor that there is currently no formal form or system in place. However during the participants’ time in the program questions regarding needed additional support are recurring.

Suzie Schulberg inquired if AJCH staff can be present at the Performance Measures and Accountability committee meeting. To share and facilitate collaboration between the board and the service provider. Leina’ala let Suzie know that they are open to attend any of the committee meetings.

Wesley Akamine added that he has worked with countless youth, incarcerated individuals, etc. and highlighted that success stories are really important to form a narrative to explain the numbers that are presented.

Carla Kobashigawa asked about the Measurable Skill Gains (MSG) performance

metric and brought up that at the last meeting, Andrea Gaines, Assistant Administrator of the WorkHawaii Division, indicated that they were not aware of how to input the correct codes to reflect a MSG. Carla was wondering if that disconnect was resolved.

- Taimane Passi informed her that internally, steps are being taken to ensure that understanding is shared. Taimane also noted the training that was requested.
 - Carla noted the training that was provided for the Youth program a while back, focusing on MSG.
 - Jazon Hidalgo informed her that the meeting/training was more for guidance, and that they are still seeking additional information. He noted that a reason that the MSG credential may be lower than expected is that some participants are in trainings currently that haven't achieved anything that would qualify as a MSG.

Carla Kobashigawa inquired if it's customary that the board provides trainings to the service provider and if that is in the board's responsibility/oversight.

- Harrison noted that historically the board was specifically administrative/oversight. However with all the things that are needed data-wise, he noted that it wasn't exactly up to par.
- Harrison clarified that all decisions must come from the board. For example if the board decides that trainings will happen once a month, board staff would need to comply.

Harrison Kuranishi wanted to note that out of all the performance metrics MSG is the only one that is tracking current participants. He clarified that all the other performance metrics are showing past participants, he also noted that MSG's are a problem-metric for the nation as a whole.

- Christopher Lum Lee called upon Lisa Simmons, Program Specialist from Department of Labor and Industrial Relations Workforce Development Division, to ask if she would be able to assist in the training regarding MSG.
 - Lisa echoed Harrison's earlier statement regarding the problematic nationwide MSG attainment. She also let Chris and the board know that training can be done.

Carla noted the total enrollment between Adult, Dislocated Worker, and Youth that was presented totaled 297 participants. She inquired if the number includes carry-over or if the enrollment numbers are only new participants.

- Lee Williams-Naeole, WIOA Title I Program Manager at the AJCH, informed her that the number of enrollments includes carry-over as well as possible follow-ups.
- Carla then asked how many staff are being utilized to work with the 297 participants.
 - Lee let her know that three staff are being utilized for follow-ups, she also noted that two new staff have recently come onboard one being a case manager.

Leina'ala Nakamura wanted to clarify a previous question from Carla Kobashigawa regarding the OSO codes. She let her know that the codes are currently being utilized

however the currently the codes are being tied to Wagner Peyser rather than WIOA. Harrison informed the board that OWDB staff is working with Jayson Muraki to see if the codes can be used to track the WIOA counts.

Harrison Kuranishi wanted to inform the board that although there is a lot of current focus on the MSG performance metric, he wanted to note the “Employment 2nd and 4th quarter after exit” performance metrics. WIOA’s main goal/function is for participants to be gaining employment.

Erin Nicole Fernandez, WIOA specialist for OWDB, asked if there are any other factors that contribute to the low MSG performance metric.

- Lee stated that other than the possibility of the current participants not having any recordable MSG’s, the staff input is a possible problem.
- Jazon Hidalgo also noted that the delay between credential attainment/recordable MSG and AJCH staff obtaining documentation for validation prior to upload.
 - Jazon also noted that at least for the Youth program, everything is based off of the individual’s path/timeframe. There are some participants that are not yet in General Educational Development (GED) programming, but rather in trainings akin to tutoring. Within these pre-GED trainings it may take time for improvements to be shown.
- Erin wanted to know exactly what the training should entail for AJCH staff.
 - Lee Williams-Naeole noted that staff would like clarification of different scenarios, for example if a participant goes through MedCerts they may be taking 60 quizzes vs. one final test at the end of the program.

VII. Executive Director’s Report

Harrison Kuranishi gave an Executive Director’s report. Some key points are as follows.

- The QUEST grant has ended as of September 15, 2025. OWDB staff is in the process of closing out, the invoice for September still needs to go in and two payments are still needed. Closeout should be completed by November 15, 2025.
- On October 2, 2025 responses to program findings were submitted. Most of the findings more time was requested. The findings will be discussed/closed via the Special Projects committee.
- The Workforce Development Council recently updated their bylaws, which in turn may result in updates to OWDB bylaws as the board mirrors the State bylaws.
- The Request for Proposals are through purchasing and are in the queue. As to when they will be posted is being closely followed, through close contact with Purchasing.
- The current Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) s will be expiring June 2026. OWDB staff will be starting the discussion with partners in November/December of 2025.

- At the last Finance committee meeting, special projects were a big topic. The Special projects committee will be responsible for looking into/recommending special projects through small purchases which was recently increased to \$50,000.

VIII. OWDB Standing Committee Repots on Activities

a. Executive

Christopher Lum Lee informed the board that at the last Executive committee meeting fiscal updates were shared. Christopher shared what was shared at the Executive committee, it can be seen at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/11/Fiscal-Update.pdf>

Christopher noted the addition of lines for the funding that was set aside for Special projects as well as OSO funding.

b. Sector Strategies and Career Pathways

Andrew Rosen had no updates for the board and apologized for his absence/lack of engagement. He has been working on his organizations own initiatives, since they are now finished he noted that at the next board meeting there will be a detailed plan of action from the Sector Strategies and Career Pathways committee.

c. Performance Measures and Accountability

Suzie Schulberg informed the committee that the Performance Measures and Accountability committee last convened on August 12, 2025. Some key points during the meeting included the QUEST finding responses, Program Year (PY) 24 Q4 and rolling four quarter data, performance goals for PY25, and the OSO certification. The next Performance Measures and Accountability committee is scheduled for November 18, 2025.

- Harrison Kuranishi noted that the QUEST findings that were discussed at the August 12, 2025 Performance Measures and Accountability committee meeting were closed prior to the grant ending on September 15, 2025.

d. Special Projects

Wesley Akamine informed the board that at the last Special Projects committee meeting the main focus was around the OWDB WIOA Local Plan. Where the board members present went through the plan item by item making sure that the alignment with the State unified plan was present.

e. Employer Engagement

Erin Nicole Fernandez let the board know that Sarah Guay indicated that she would like to hold her first Employer Engagement committee meeting on Monday, December 1, 2025 from 1:00 – 2:00 pm. Sarah had noted that she will be working with OWDB staff to ensure agenda is posted and in compliance.

IX. State Mandated Partner Updates

a. Institute for Higher Education, UH System

Keala Monaco, Director of Workforce Innovation for the University of Hawaii Community Colleges, gave an update for the UH System. The slide deck can be found at the link below:

https://oahuwdb.com/wp-content/uploads/2025/11/UHCC_OWDB_Update_10.23.25.pdf

Lisa Pereira inquired what the plan is for dual enrollments between the Good Jobs Hawaii grant and the WIOA Service Provider.

- Keala informed her that a WIOA partnership meeting was conducted to better understand WIOA funding. There is now a basic understanding of referrals to utilize the funding.
 - Leina‘ala Nakamura chimed in that the meeting was conducted with the navigators from the College system. Future meetings are scheduled.

X. Announcements and Public Testimony

The next OWDB full board meeting is not yet scheduled. It will probably be tentatively scheduled around January as per the usual timeline. Once the date and time is tentatively scheduled it will be sent out accordingly.

XI. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 9:54 am.