

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**

**Thursday, October 9, 2025**

**11:00 am to 12:00 pm**

*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  
Kevin Holu  
Wesley Akamine  
Sarah Guay  
Carla Kobashigawa

**Guests:**

Andrea Gaines, American Job Center Hawaii WorkHawaii Division, Assistant Administrator  
Colin Inamasu, American Job Center Hawaii, Planner  
Hailey Higgins, University of Hawaii, Student

**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 Finance Committee meeting was called to order at 11:00 am by Committee 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 relating to agenda items.

#### **IV. Approval of May 27, 2025 Meeting Minutes**

Lisa Pereira, Workforce Innovation and Opportunity Act (WIOA) Specialist at OWDB, proposed an amendment to the circulated meeting minutes. Changing item IV. Sub-item a and b to indicate August 14, 2024 and August 23, 2024 rather than August 14, 2025 and August 23, 2025.

Chair Christopher Lum Lee requested a motion to approve the minutes for the May 27, 2025 meeting with proposed amendments. Sarah Guay moved to approve the minutes. Wesley Akamine seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

#### **V. Program Fiscal Update**

Chair Christopher Lum Lee shared the current expenditures up to August 31, 2025. The numbers can be seen at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/10/Fiscal-Update.pdf>

Carla Kobashigawa wanted clarification if the shown numbers are drawdowns for two months or if there was some kind of latency in the reporting.

- Christopher Lum Lee informed Carla that since the data shown is as of August 31, 2025, this is the drawdown for the first two months of the Program Year.

Christopher Lum Lee asked the individuals present if the current format that he has been using for the fiscal updates.

- Wes Akamine asked if a column could be added to clarify the program period and the percentage based off of projected spending.

Sarah Guay wanted clarification on how the board can be sure that the modifications proposed to the budget won't undermine the amount that the service provider needs. Based off of the budget that was presented at the start of the program year vs. the spending.

- Christopher Lum Lee noted that although there is no exact way the board can determine the figures, past program year expenditures and current expenditures are used as a projection.

Harrison Kuranishi wanted to note that there is some discrepancy for training drawdowns as looking at the expenditure reports, trainings that started in July were billed in August so as far as the drawdowns for training cost. The numbers presented are only showing July participants.

- Christopher Lum Lee asked if the August participants that were not billed yet would show up in the September invoice. Harrison noted that currently it's looking like the billing for invoices are a month behind.
  - Carla Kobashigawa asked if that is the standard as for some federal contracts that she has, they have 15 days for invoicing from the end of the period.
    - Harrison noted that WIOA is a reimbursement, so the City and County of Honolulu fronts the bill and then the City gets reimbursed by the grant. A current timeframe of ~six weeks is what it is looking like, for example one participant started class

on July 7<sup>th</sup> but the approval of payment is going through on August 26<sup>th</sup>.

## **VI. Workforce Innovation and Opportunity Act Title I Program's Budget Modification #2**

Chair Christopher Lum Lee informed the committee that he no longer has a proposed budget modification. Harrison Kuranishi asked if it could be possibly discussed at the committee level. Christopher shared the current invoices for the WIOA Title I programs, it can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2025/11/Invoice-2-Expenditure-Register.pdf>

For the Youth program, Christopher noted that they are on track for personnel cost being approximately 16% spent down. For program services he noted that there was not spending in career services and asked what may have caused it.

- Harrison Kuranishi noted that there are several possible factors, such as scheduled activities not being attended yet, cost identification not yet done for specific participants, etc. Harrison also indicate that usually career services is a strong point for the Youth program.
- Christopher asked Andrea Gaines, Assistant Administrator for WorkHawaii division, if there has been any addition staffing vacancies.
  - Andrea informed Christopher that the staff vacancies have actually just been filled, barring a supervisor position as well as the program manager position which is currently being held by Lee Williams-Naeole who is managing all the WIOA Title I programs.

For the Adult program, 11.90% of the personnel cost budget has been spent and 18.25% of the program services budget was spent.

- Christopher Lum Lee inquired if the positions that are filled are budgeted equally across the three programs.
  - Andrea Gaines informed Christopher that the split depends on the particular position focus. E.g. a Youth Program case manager would be 100% into the Youth budget, an Adult/Dislocated Worker (DW) Program case manager would be split amongst the program. The planners, supervisors, and business services team work across all three programs.
- Harrison informed the committee that a more accurate representation of the numbers up to August would be in the September invoice.

For the DW program, 12% of the personnel cost budget and .50% of the program services budget was spent.

- Christopher Lum Lee asked Andrea Gaines what the plan is to focus on more Dislocated Worker participants.
  - Andrea informed Christopher and the committee that they are attending Reemployment Services and Eligibility Assessment program orientations weekly as well as attending Workforce Development Division's Rapid Response efforts.
  - Andrea also noted that focus on the On-the-Job training (OJT) is more prevalent in the DW program rather than trainings.

- Harrison Kuranishi asked Andrea if outreach to military spouses/dependents is happening.
  - Andrea noted that they do attend events for military spouses and dependents however not many individuals are coming into the program through this avenue.
- Relating to Andrea's statement focusing on more OJT's, Erin Nicole Fernandez, WIOA specialist at OWDB, asked if the current \$2,000 budgeted in the DW program would be enough for the year.
  - Christopher asked Harrison what the process of moving funds looks like if the funds are moving around within program services.
    - Harrison noted that if the line item deviates more than 10% there would need to be a budget modification.
  - Andrea noted that a budget modification to move funds from training services to work-based learning is being worked on. Increasing work-based learning to \$35,000.

Christopher Lum Lee asked if there are any disallowed costs or participant related costs coming out of general funds.

- Andrea informed Christopher that currently there are no disallowed costs for the year, as well as no participant related costs coming out of general funds.

In regard to any possible budget modifications, Sarah Guay noted that the DW program may be somewhere the board may be hesitant to make cuts with the lay-offs due to the federal funding.

- Carla Kobashigawa noted that although the funds are supposed to be used for the benefit of the participants if the funds are not utilized, they will be recaptured by the State. After recapture specific county level utilization will no longer be possible.
- Harrison Kuranishi wanted to remind the committee that the funding that the committee is seeing on the invoices started July 1, 2024. For WIOA at the local level the grant period is two years, however the funding is first-in first-out. He noted that since the funding was not fully spent and there were returned funds the current funding is actually on quarter 5 of the period.
  - Harrison wanted to note that the budget modification would be to fund projects that the board decides on.

## **VII. Announcements**

Chair Christopher Lum Lee announced that the next Finance Committee meeting hasn't been scheduled yet but will tentatively be scheduled in January 2026. However another meeting may be scheduled to go over possible budget modifications.

- Carla Kobashigawa asked that if the board will be getting recommendations for budget modifications from the Service Provider that there is a hard deadline so the board members can properly review/comment.

## **VIII. Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 12:49 am.