

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, January 22, 2026
8:00 am to 9:30 am**

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
Andrew Rosen
Jeff Wagoner
Pat Anbe
Lui Hokoana
Carla Kobashigawa
Wesley Akamine
Sarah Guay
Su Lazo
Mimi Sroat
Catherine Lederer
Pina Lemusu
Janna Hoshide

Members Absent:

Lisa Truong Kracher
Sherry Menor-McNamara
Trevor Bracher
Kevin Holu
Frederick Pascua

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
Lee Williams-Naeole, WorkHawaii Division, WIOA Title I Programs Manager
Cassidy Patmont, WorkHawaii Division, Community Relations Specialist
Taimane Passi, American Job Center Hawaii – Oahu, One Stop Operator

Jazon Hidalgo, WorkHawaii Youth Program, Career Pathway Advisor
Dana Brackett, WorkHawaii Youth Program, Community Services Specialist
Jennifer Abe, WorkHawaii Youth Program, Community Services Specialist
Yvette Cudal, WorkHawaii Youth Program, Community Services Specialist
Earl Kalani, WorkHawaii Division, Business Services Team
Leiala Cook, WorkHawaii Division, Business Services Team
Ilene Lee, WorkHawaii Division, Planner
Keala Monaco, University of Hawaii Community Colleges, Director of Workforce Innovation
Mae Dorado, Hawaii Pacific Health, Medical Assistant Program Manager
Erin Yagi, Leeward Community College, Field Placement Coordinator
Mali Philliber, SolluCIO Partners, Director of Client Relations and Public Relations
Paul Anderson, SolluCIO Partners, Vice President of Advisory Services
Terri Funakoshi, Young Women's Christian Association, Chief Business Development Officer
Richard Hoapili, Professional Driving Academy, Owner/Instructor
Tracey Kaneshige, Workforce Development Division, American Job Center Oahu Office Manager

Staff:

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

I. Call to Order

The Full Board meeting was called to order at 8:03 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. Public Testimony Relating to Agenda Items

There was no public testimony relating to any agenda items.

IV. Approval of October 23, 2025 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the October 23, 2025, meeting. Andrew Rosen moved to approve the minutes. Sarah Guay seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

V. Bylaw Amendments to Article III, Section 6 and Article IV, Section 1

Chair Christopher Lum Lee stated the proposed bylaw amendment to Article III, Section 6; addition of item F to read: "If the Committee Chairperson is unable to conduct a scheduled Committee meeting and in the absence of a Committee Vice-Chairperson, any Executive Committee member may conduct the Committee meeting as the Vice-Chairperson."

- Carla Kobashigawa wanted clarification if the appointment of the one of the Executive Committee members must be made prior to the start of said

meeting. Christopher Lum Lee confirmed that it would need to be prior to the meeting.

Chair Christopher Lum Lee requested a motion to adopt the bylaw amendment to Article III, Section 6. Jeff Wagoner moved to approve the bylaw amendment. Suzie Schulberg seconded the motion. A roll call vote was taken.

- Voting in favor (Ayes): Suzie Schulberg, Sarah Guay, Wesley Akamine, Andrew Rosen, Carla Kobashigawa, Mimi Sroat, Catherine Lederer, Jeff Wagoner, Sudim Lazo, Janna Hoshide, Pat Anbe, Pina Lemusu, and Dr. Lui Hokoana. Total: 13.
- Voting against (Nays): None, Total: 0.
- Absent: Lisa Truong Kracher, Sherry Menor-McNamara, Trevor Bracher, Kevin Holu, and Frederick Pascua. Total: 5

There were no objections or abstentions. The bylaw amendment to Article III, Section 6 was approved unanimously.

Chair Christopher Lum Lee then stated the bylaw amendment to Article IV, Section 1; addition of item D to read: “If the Board Chairperson is unable to conduct a scheduled Board meeting and in the absence of the Board Vice-Chairperson, any Executive Committee member may conduct the Board meeting as the Vice-Chairperson.” Christopher Lum Lee stated that similar to the last bylaw amendment, the appointment of the Executive Committee member would similarly need to be made prior to the meeting.

Chair Christopher Lum Lee requested a motion to adopt the bylaw amendment to Article IV, Section 1. Jeff Wagoner moved to approve the bylaw amendment. Dr. Lui Hokoana seconded the motion. A roll call vote was taken.

- Voting in favor (Ayes): Suzie Schulberg, Sarah Guay, Wesley Akamine, Andrew Rosen, Carla Kobashigawa, Mimi Sroat, Catherine Lederer, Jeff Wagoner, Sudim Lazo, Janna Hoshide, Pat Anbe, Pina Lemusu, and Dr. Lui Hokoana. Total: 13.
- Voting against (Nays): None, Total: 0.
- Absent: Lisa Truong Kracher, Sherry Menor-McNamara, Trevor Bracher, Kevin Holu, and Frederick Pascua. Total: 5.

There were no objections or abstentions. The bylaw amendment to Article IV, Section 1 was approved unanimously.

VI. Update on OWDB Workforce Innovation and Opportunity Act Local Plan

Harrison Kuranishi, Executive Director of OWDB, reminded the board that the OWDB Workforce Innovation and Opportunity Act (WIOA) local plan was approved at the last board meeting. It was posted on the OWDB website for 30 days and no public comment was received.

The local plan was subsequently submitted to the Workforce Development Council (WDC), however Harrison noted that the State Unified Plan is in the process of being revised. So the Local Plan may need to be revised accordingly, as some of the key verbiage that the Local Plan must follow may change.

VII. Reports related to WIOA

a. One Stop Operator and WIOA

Taimane Passi, One Stop Operator (OSO) of the American Job Center Hawaii – Oahu (AJCH), gave the reports related to WIOA. The slide deck can be found at the following link:

<https://oahuwdb.com/wp-content/uploads/2026/01/Reports-related-to-WIOA.pdf>

Carla Kobashigawa thanked Taimane for the write-up as she had been requesting something similar for the past couple of meetings. However her question remains, “What are the OSO activities doing for the enhancement of the WIOA ecosystem?”

- Taimane informed Carla and the board that with more activities happening at the AJCH, more outreach, and the individual programs starting to highlight the services that are available at the AJCH has really been adding to the activity and engagement.
- Taimane also highlighted the Business Services Team (BST) which is engaging with employers and businesses that want to partner with the AJCH.

Carla Kobashigawa inquired with the repeat workshops from Dr. Kat Andrews from Veterans Affairs (VA), if there is any notable results or impacts for VA participants/connection to services. Carla noted that Veterans and Spouses are one of WIOA’s target populations and has consistently been an area with low data points, she inquired if the utilization of the partnership is impacting numbers.

- Taimane informed her that although the numbers may be lower, the Homeless Veterans’ Reintegration Program and Disabled Veterans Outreach Program specialists are promoting the workshops, resulting in more activity on the Veteran side.

Carla also asked what other target populations are being targeted in the OSO activities.

- Taimane noted the homeless population as well as individuals coming out of prison are some that are being targeted.
 - Carla noted that in future OSO reports to highlight the not only what is happening but the connections that come out of activities, effects on participants, engagement of the WIOA ecosystem, etc.

Lisa Pereira, WIOA specialist of OWDB, asked if there is any data, such as enrollment numbers, from the January 5th Southwest Airlines recruitment informational session that is noted in the OSO report.

- Taimane deferred to Earl Kalani who is part of the BST at AJCH who facilitated the event. Earl noted that this January 5th event is actually the second one and between both sessions 10 individuals attended, six and four respectively, two individuals from the first session have obtained employment with Southwest and have since retained said employment.
 - Carla Kobashigawa inquired how many of the 10 individuals were WIOA participants, Earl noted that he wasn’t sitting in the sessions but will get back with that number, he also noted that the sessions were not on-the-spot hiring.
 - Earl also stated that the BST is trying to establish a process at career fairs, workshops, etc. to capture the participants and integrate the services AJCH provide.

- Carla noted the recent federal shutdown and the missed opportunity of potential participants. Carla is hoping the conversations that happen around the OSO activities bolster a more cohesive system.
 - Sarah Guay noted that now that some data points are coming through, a possible next step is to see where the performance metrics fall or what trend they are on.

Andrew Rosen wanted clarification on the process of identifying the best opportunities for participants coming into the AJCH.

- Taimane informed Andrew that when individuals come into the AJCH they will fill out a form that identifies what services they are looking for and what their needs are. After the form is complete, program staff become involved and assess the individual before enrollment.

Carla Kobashigawa added onto Andrews question noting that the individuals that may be coming into the AJCH/Resource Center may not know what to check off in the form and inquired if the assessment is guided purely from the form. Carla also brought up that individuals may not know what opportunities exist.

- Taimane noted that the Resource Center staff is the first person that individuals interact with, they share the programs available and flyers with the individual. The resource center staff will then get a program staff to talk to the individual after assessment.

Taimane Passi shared the update of Waipahu Community School for Adults (WCSA). Some key points are as follows:

- New WCSA – Waipahu Campus was set to open on December 15, 2025 but was postponed until summer of 2026. Currently personnel from the Waipahu office are spread across three different sites.
- WCSA helped 60 cadets at Hawaii Youth Challenge Academy graduate with their high school equivalency on December 7, 2025.
- WCSA has officially started two new Integrated Education and Training (IET) Programs.
 - FLEX Farms in Hilo and Para Professional Educational Assistant Certification at all WCSA sites. Para Pro training has been offered for over a decade however it has only now been designated as an IET, which can be federally funded.

Cassidy Patmont, Community Relations Specialist for the WorkHawaii Division, shared the WIOA numbers. Some key points to note are as follows:

- A highlighted community partner noted on the presentation was Abilities Unlimited an organization that is a long standing partner, which is now co-located at the Dole Cannery Office. WorkHawaii has connected them with CVS another company that is another long standing partner.

Cassidy Patmont called upon her colleague from the Youth Program at the AJCH, Jazon Hidalgo, Career Pathway Advisor at WorkHawaii Youth Program, to go over a Youth Program success story.

- Jazon highlighted Kipas Elias who is a recent GED graduate from the Youth Program, which many associate the Youth program to. Kipas utilized the other services that are available, such as a pre-apprenticeship construction training

with Building Industry Association of Hawaii and a work experience with Re-Use Hawaii.

Carla Kobashigawa noted that if the partnerships that were mentioned in the WIOA program report could be integrated into the OSO activity report/update. She noted that the partnership relations should be added to clearly establish the activities that are being pursued to build the ecosystem.

- Sarah Guay echoed Carla's point on connecting the reports from WIOA programs and the OSO. She highlighted the enrollment numbers for the Dislocated Worker program, where it would help the board if there is a connection as to where the OSO activities are helping to increase those numbers.
- Wesley Akamine noted that from a board's perspective explanation is key. He noted that for his own board he creates a strategic plan to have the goals and data set out.

Janna Hoshide wanted clarification on the "After Exit" verbiage that is attached to two of the performance metrics that are presented. She also asked if a participant needs to secure employment to exit the program or what triggers an exit.

- Lee Williams-Naeole, WIOA Title I Programs Manager of the WorkHawaii Division, explained that after exit participants are tracked for four quarters (one year), she also noted that during the follow-up period the AJCH team can still collect and input credentials.
- Lee stated that the perfect example would be getting the credential after training then securing employment, using on-job-training, etc.

Andrew Rosen asked what the pay and what long-term looks like for the healthcare pathway.

- Lee Williams-Naeole informed Andrew that Certified Nurse Aide (CNA) can start at \$17 an hour, however there's been participants questioning the validity of going into the program for CNA vs. going to McDonalds and getting paid the same.
 - Andrew asked what the dialogue is between Case Manager and participant when a participant says they can go and work at McDonalds and make the same. He questioned if there is any dialogue noting a career pathway and the possibilities that surround a career start such as CNA.
 - Lee informed him that when working with a participant there are short-term and long-term goals highlighting the career pathway.
 - Wesley Akamine noted that the information that the AJCH staff is getting regarding the generational shift for programs to get into a pathway vs. a job that is paying the same without needing training is key information for the board to make decisions.

Christopher Lum Lee asked what was discussed during the December partners meeting.

- Taimane noted that there was no core partner meeting, however in the November meeting it was decided to have an all-in-one meeting where it was

focusing on team building activities and a presentation from Windward Community College.

- Christopher then asked about the individual monthly meetings with partners and asked how many have convened in the month of January. Taimane noted that there hasn't been any for the month of January yet but one will be convening the end of January and one on February 5th.

Christopher Lum Lee inquired about the rapid response effort for the Duty Free Shop closure since the Dislocated Worker program counts were being discussed.

- Lee Williams-Naeole noted that AJCH was just recently informed by Tracey Kaneshige. They are still in the planning phase, AJCH is one of the representatives that show up to the rapid response efforts.

Christopher Lum Lee asked if the OSO has any recommended corrective action set for the Measurable Skill Gains (MSG) performance metric. Taimane Passi called upon Lee Williams-Naeole, however Christopher Lum Lee noted that if Lee spoke on this matter it would breach firewall.

- Taimane Passi noted that there was the MSG training so there have been processes that have been put into place to try to better capture the MSG counts. Such as revamping the eligibility process and pushing staff to upload the MSGs as soon as possible.
 - Christopher noted that MSGs are attached to learning outcomes in curriculum, he asked Carla Kobashigawa about learning outcomes in one of her companies trainings, Network +.
 - Carla noted that in the training there is the course completion, credential/certification, and a CompTIA transcript where it allows the addition of continuing education units (CEU). Carla noted that CEU's can be course completions with affiliated organizations, however she posed an example based off of a conference which is not part of the training but would be equivalent to two CEU's which would also be a measurable skill. She asked if those would count as an MSG.
 - Lee Williams-Naeole noted that since the MSG is a real-time measure the number fluctuates and only counts one time in the yearly data. Jazon also chimed in noting that even if multiple MSGs are input into the system it will still be counted as one, he noted that they are still inputting MSGs after the singular one.
 - Carla noted that if the board would be able to see the trends in MSGs, for example if there is generally a uptick in MSGs in the month of May when many programs finish, it would help with the understanding of the low performance metric data.

VIII. Executive Director's Report

Harrison Kuranishi shared some key topics that have been happening during the interim between Full Board meetings.

- The Board recertification is due on March 31, 2026 to the WDC, he announced that in the past couple of months OWDB has lost two members.

Andrew Giles and Steve Goo, replacements for those two individuals are being looked for.

- The Program Year (PY) 25 contracts were received back from the State, OWDB is in the process of notarizing and signing off prior to receiving the contracts.
- OWDB has received documents regarding the Request for Proposals (RFP) for the OSO and Youth program. However for the Adult and Dislocated Worker programs RFP no draft has been submitted.
- OWDB has started desk monitoring of the Service Provider at the beginning of January, the on-site monitoring will be early February.
- The findings from Workforce Development Division has been received, OWDB staff is working on the responses.
 - One finding is the need of a Memorandum of Agreement between OWDB and Department of Budget and Fiscal Services (BFS), identifying the roles of OWDB and BFS. This should be finished in February sometime.

IX. OWDB Standing Committee Reports

a. Executive

Christopher Lum Lee noted that the Executive Committee meeting was scheduled to convene on January 15, 2026. However due to quorum issues the meeting was cancelled.

b. Special Projects

Wesley Akamine went over the Special Project Committee meeting, at the recent meeting there were several Small Project proposals. There were three recommendations from the committee for the organizations to add to their proposals; the addition of a narrative on how the project effects the WIOA ecosystem, addition of a graph or a breakdown of funds and how it'd be used for the participants, and a sustainability plan.

Chair Christopher Lum Lee noted that he would not be participating in any discussion regarding the small projects due to conflicts but will open up the discussion for the following programs; Hawaii Pacific Health (HPH), Hawaii Correctional Industries (HCI), Leeward Community College (LCC) alternative certification for Career and Technical Education (CTE) Licensure, Young Women's Christian Association (YWCA)'s Social Enterprise program, and SolluCIO Partners 90-day pilot program.

- i. Mae Dorado, Medical Assistant Program Manager for HPH, gave a short explanation of the HPH Medical Assistant program. She noted that their program is the only nationally accredited Medical Assistant program and their focus of the program is High School Seniors.

Chair Christopher Lum Lee requested a motion to approve the HPH Medical Assistant program small project funding proposal. Suzie Schulberg moved to approve the small project funding proposal. Carla Kobashigawa seconded the motion. A roll call vote was taken.

- Voting in favor (Ayes): Suzie Schulberg, Sarah Guay, Wesley Akamine, Andrew Rosen, Carla Kobashigawa, Mimi Sroat, Catherine Lederer, Sudim Lazo, Janna Hoshide, Pat Anbe, Pina Lemusu, and Dr. Lui Hokoana. Total: 12.
- Voting against (Nays): None, Total: 0.
- Absent: Lisa Truong Kracher, Jeff Wagoner, Sherry Menor-McNamara, Trevor Bracher, Kevin Holu, and Frederick Pascua. Total: 6.

There were no objections or abstentions. The HPH Medical Assistant program small project funding proposal request was approved unanimously.

- ii. There was no representative from HCI to give a short presentation for the Board. Chair Christopher Lum Lee asked if there was any discussion based off of what was sent out to the board prior. There was no discussion.

Chair Christopher Lum Lee requested a motion to approve the HCI Digital Career Pathway small project funding proposal. Suzie Schulberg moved to approve the small project funding proposal. Wesley Akamine seconded the motion. A roll call vote was taken.

- Voting in favor (Ayes): Suzie Schulberg, Sarah Guay, Wesley Akamine, Andrew Rosen, Mimi Sroat, Catherine Lederer, Sudim Lazo, Janna Hoshide, Pat Anbe, Pina Lemusu, and Dr. Lui Hokoana. Total: 11.
- Voting against (Nays): None, Total: 0.
- Abstain: Carla Kobashigawa, Total: 1.
- Absent: Lisa Truong Kracher, Jeff Wagoner, Sherry Menor-McNamara, Trevor Bracher, Kevin Holu, and Frederick Pascua. Total: 6.

There were no objections and one abstention from Carla Kobashigawa. The HCI Digital Career Pathway small project funding proposal was approved unanimously.

- iii. Erin Yagi, Field Placement Coordinator from LCC, gave a short overview for their alternative certification for CTE licensure program. The funding request is for tuition assistance/supplies for the students/participants. There were no questions.

Chair Christopher Lum Lee requested a motion to approve the LCC alternative certification for CTE licensure program small project funding proposal. Wesley Akamine moved to approve the small project funding proposal. Carla Kobashigawa seconded the motion. A roll call vote was taken.

- Voting in favor (Ayes): Suzie Schulberg, Sarah Guay, Wesley Akamine, Carla Kobashigawa, Mimi Sroat, Catherine Lederer, Sudim Lazo, Janna Hoshide, Pat Anbe, Pina Lemusu, and Dr. Lui Hokoana. Total: 11.

- Voting against (Nays): None, Total: 0.
- Absent: Lisa Truong Kracher, Andrew Rosen, Jeff Wagoner, Sherry Menor-McNamara, Trevor Bracher, Kevin Holu, and Frederick Pascua. Total: 7.

There were no objections or abstentions. The LCC alternative certification for CTE licensure program small project funding request was approved unanimously.

- iv. Terri Funakoshi, Chief Business Development Officer at YWCA, gave a short overview of YWCA's Social Enterprise program. The program focuses on justice involved women. Carla Kobashigawa commented that at the Special Projects Committee meeting it was discussed that a portion of the funds will be used for curriculum development and that OWDB would have shared rights to that curriculum. There were no other comments or questions.

Chair Christopher Lum Lee requested a motion to approve the YWCA Social Enterprise program small project funding proposal. Wesley Akamine moved to approve the YWCA Social Enterprise program small project funding proposal. Carla Kobashigawa seconded the motion. A roll call vote was taken.

- Voting in favor (Ayes): Suzie Schulberg, Sarah Guay, Wesley Akamine, Carla Kobashigawa, Mimi Sroat, Catherine Lederer, Sudim Lazo, Janna Hoshide, Pat Anbe, Pina Lemusu, and Dr. Lui Hokoana. Total: 11.
- Voting against (Nays): None, Total: 0.
- Absent: Lisa Truong Kracher, Andrew Rosen, Jeff Wagoner, Sherry Menor-McNamara, Trevor Bracher, Kevin Holu, and Frederick Pascua. Total: 7.

There were no objections or abstentions. The YWCA Social Enterprise program small project funding request was approved unanimously.

- v. Paul Anderson, Vice President of Advisory Services from SolluCIO Partners, gave a short overview of SolluCIO partners 90-day pilot program. The program is to help automate the manual processes of OWDB like workflows, reporting processes, etc.

Carla Kobashigawa noted that at the Special Projects Committee meeting SolluCIO noted that they don't have background in key areas in the ecosystem (Workforce Development, city or state agencies, etc.)

- Paul Anderson noted that although SolluCIO doesn't have experience with workforce development workforce automation, nobody really does.

Carla Kobashigawa also inquired what the intended result of City and County of Honolulu.

- Paul informed her that the main intended result of the 90-day pilot will be identifying more efficient workflows for OWDB staff, identification of additional grant funding opportunities, and general discovery work as a first adopter.

Wesley Akamine recommended to defer the vote to have another committee meeting to address questions from the board prior to having the vote. The vote to approve the SoluCIO partners 90-day pilot program was deferred to the April OWDB Full Board meeting.

c. Finance

Christopher Lum Lee noted that there was a fiscal update from the Finance committee but it will be sent out after the Full Board meeting via email.

d. Sector Strategies and Career Pathways

Andrew Rosen was not available to present an update from the Sector Strategies and Career Pathways committee meeting. Christopher Lum Lee noted that Andrew is working on partnership building with several sectors and will be rolling out a strategic draft of sector partnerships with the coming months.

e. Performance Measures and Accountability

Suzie Schulberg was not available to present an update from the Performance Measures and Accountability Committee. However she noted updates in the chat. Suzie noted that the committee met on November 18, 2025 and reviewed the following topics: PY 25 Quarter one data, OWDB’s monitoring of the Service Provider, PY24 WIOA monitoring responses, and update on the Quality Jobs, Equity, Strategy and Training grant monitoring finding responses, and an update on the potential Stipends policy.

f. Employer Engagement

Sarah Guay noted that Employer Engagement committee meeting dates have been tentatively set starting in February. She has been attending a series of webinars from WDC on best practices for employer engagement.

X. State Mandated Partner Updates

a. Institute for Higher Education, UH System

Keala Monaco, Director of Workforce Innovation for the University of Hawaii Community college system, shared a short presentation for Institute for Higher Education, UH System. The presentation can be found at the following link: <https://oahuwdb.com/wp-content/uploads/2026/02/OWDB-UHCC-Update-1.22.2026.pdf>

XI. Announcements

Chair Christopher Lum Lee informed the board that the next OWDB Full Board meeting is tentatively scheduled for April 23, 2026 from 8:00 am – 9:30 am. Location likely to be at Māpunapuna ‘Ōlelo Community Media Center.

XII. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 9:41 am.