

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

EXECUTIVE COMMITTEE MEETING

Thursday, October 9, 2025

12:00 pm to 1:00 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
Sarah Guay

Members Absent:

Andrew Rosen
Suzie Schulberg

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 Executive Committee meeting was called to order at 12:07 pm 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 July 10, 2025 Meeting Minutes

Chair Christopher Lum Lee requested a motion to approve the minutes for the July 10, 2025 meeting. Wesley Akamine moved to approve the minutes. Sarah Guay seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

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

Chair Christopher Lum Lee brought up the possible bylaw amendment to Article III, Section 2(D). It would be to align the bylaws verbiage to the City and County biennial-based Boards and Commissions City Ordinance mandated trainings.

- The amendment would have the bylaw 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. ...”

Harrison Kuranishi, Executive Director of OWDB, explained that per the monitoring findings from an April monitoring, the bylaws were brought up to change as the bylaws currently have it as annual.

- Wesley Akamine inquired if the change in bylaws will allow board members that are providers to vote on certain topics that they would previously had abstained.
 - Harrison Kuranishi explained that they would still need to abstain not only from the vote but also the discussion revolving the vote.
- The Executive committee pushed a recommendation to the full board for voting purposes.

VI. Committee Updates

a. Sector Strategies and Career Pathways

Chair Andrew Rosen was unavailable to present an update from the Sector Strategies and Career Pathways committee meeting. The meeting was mainly for information alignment and background as it was the first meeting after the transition between Lisa Truong Kracher and Andrew Rosen.

b. Performance Measures and Accountability

Chair Suzie Schulberg was unavailable to present an update from the Performance Measures and Accountability committee meeting. Harrison Kuranishi shared some key topics that were discussed at the meeting.

- The Quality Jobs, Equity, Strategy, and Training (QUEST) grant ended on September 15, 2025. All of the QUEST grant findings were closed prior to the end of the grant period.
- The Workforce Innovation and Opportunity Act (WIOA) Title I program monitoring findings were received from the State Department of Labor and Industrial Relations, Workforce Development Division. There were five findings.
 - One finding discussed the practice of reverse referrals at a service provider location, OWDB staff will be writing a policy on reverse referrals by December 31, 2025.
 - Another finding indicated the need of a timeline between the Bylaw amendment to Article III, Section 3(A) & 4(A), the Chair vote, the

addition of Christopher Lum Lee to the eligible training provider list, and Christopher Lum Lee's first WIOA funding. A timeline is being drafted and in the future roll-call votes may be implemented.

- Another finding indicated the lack of a memorandum of agreement (MOA) with City and County of Honolulu Department of Budget and Fiscal Services (BFS). Harrison noted that the OWDB, BFS, Service Provider, and accountants are all under the city. The finding is to have a MOA to indicate the roles of all parties. The MOA should be completed by February 2026.
 - Wesley Akamine wanted clarification if the MOA is strictly a separation of duties and responsibilities on an official document. Harrison confirmed that the MOA will notate the duties and responsibilities for the parties such as; Chair, Chief Local Elected Official (CLEO), Fiscal Agent, etc.

c. Employer Engagement

Chair Sarah Guay informed the committee that the Employer Engagement committee hasn't yet convened. However she noted that she has an email drafted to send out to employers.

d. Special Projects

Chair Wesley Akamine brought up the WIOA OWDB Local Plan Special Projects committee recommendation for Full Board.

Wesley Akamine inquired if in the past the workflow surrounding recommendations is similar to what the committees have been doing. E.g. at the committee level discussion around a topic to Full board.

- Christopher Lum Lee informed him that in the past it has usually been Committee level to Executive committee to Full Board. However he did note that there are instances where recommendations do go straight to the Full Board in the instance where the committee cannot meet.

e. Finance

Chair Christopher Lum Lee informed the committee that the Finance committee convened earlier in the day.

Christopher noted that there was no budget modification put forth at the meeting, however the Finance committee will likely meet prior to the tentatively scheduled committee meeting in January 2026 after possible budget adjustment are worked on with the Service Provider.

VII. Announcements

Chair Christopher Lum Lee informed the committee that the next Executive Committee meeting has not been scheduled yet but will tentatively be held in January 2026.

Harrison Kuranishi informed the committee that the Administration from City and County of Honolulu, assigned OWDB a project to get the participation counts and the expenditures for the counties.

Chair Christopher Lum Lee brought up the idea of changing the way the partner updates are presented at the Full Board meetings. Changing from partner organization representatives presenting individually to the One Stop Operator presenting all the partner updates.

VIII. Adjournment

Chair Christopher Lum Lee adjourned the meeting at 12:55 pm.