

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

**PERFORMANCE MEASURES
AND ACCOUNTABILITY
COMMITTEE MEETING**
Tuesday, November 18, 2025
1:00 pm to 2:00 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:

Suzie Schulberg
Wesley Akamine
Andrew Rosen
Carla Kobashigawa
Sherry Menor-McNamara
Lisel Coles, (Designee for Lisa Truong-Kracher)

Guests:

Naomi Rose Caywood, Kinai 'Eha, Program Manager
Lee Williams-Naeole, WorkHawaii Division, WIOA Title I Programs Manager
Jazon Hidalgo, WorkHawaii Youth Program, Career Pathway Advisor
Keith C., Member of the public

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 Performance Measures and Accountability Committee meeting was called to order at 1:02 pm by Committee Chair Suzie Schulberg.

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 regarding Agenda Items

There was no public testimony relating to any agenda items.

IV. Approval of August 12, 2025 Meeting Minutes

Chair Suzie Schulberg requested a motion to approve the minutes for the August 12, 2025 meeting. Wesley Akamine moved to approve the minutes. Andrew Rosen seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

V. Program Year (PY) 25 Quarter One Data

Daven Kawamura, Workforce Innovation and Opportunity Act (WIOA) Specialist at OWDB, shared the PY25 Quarter One Data.

- Daven Kawamura noted that the performance metrics for the WIOA Title I Adult, Dislocated Worker (DW), and Youth programs are similar to those shared at the October 23, 2025 Full Board meeting. However contrary to the presentation at the October 23, 2025 Full Board meeting for participant counts OWDB staff only look at new participants. He shared the new participant counts for the Adult, DW, and Youth programs; 69, 6, and 36 respectively.

Carla Kobashigawa inquired if there was anything scheduled regarding the Measurable Skills Gain (MSG) training that was requested at the October 23, 2025 Full Board meeting.

- Harrison Kuranishi, Executive Director of OWDB, informed her that a training has been scheduled for Monday, November 24, 2025. The training will be conducted by Department of Labor and Industrial Relations, Workforce Development Division staff, Lisa Simmons.

Carla Kobashigawa also asked if that at the training there will be follow-up/reference materials provided so that line staff are properly equipped to input the MSGs.

- Harrison Kuranishi informed Carla that the meeting will likely be more of a Question and Answer format. Harrison noted that the training will mostly be for identifying what constitutes an MSG and what can be input for tracking purposes.
 - Harrison also noted that the training started as an Oahu only training but has since been requested by the other counties so the training on Monday, November 24, 2025 will be statewide.

VI. OWDB monitoring of the Service Provider

Harrison Kuranishi noted that a monitoring of the Service Provider will be facilitated by OWDB staff. The contract states that the monitoring must be conducted by March 31, 2026. The program monitoring letter should be sent out sometime in late November.

VII. PY24 Workforce Innovation and Opportunity Act Monitoring Response

Harrison Kuranishi informed the committee that a response was sent on September 30, 2025 for the monitoring that was conducted in April, 2025, however an extension of time was requested for many of the findings. Some of the findings are as follows:

- A Memorandum of Agreement (MOA) between the Board and City and County of Honolulu, Department of Budget of Fiscal Services. In the finding response an extension for the MOA was requested for February 2026.
 - The MOA will identify the roles of the City and County of Honolulu, the Mayor as the Chief Local Elected Official (CLEO), CLEO's Designee, OWDB Chair, OWDB Vice-Chair, OWDB Executive Director, and OWDB Staff.
- No extension between OWDB and WorkHawaii as the Service Provider. The Memorandum of Understanding wasn't initially sent in, it has been now. No response from the State yet.
- The Bylaw amendment from the January Full Board meeting that was revisited at the April Full Board meeting, came into question. The amendment was to open the eligibility of potential Board Chairs to more of the members as the past bylaw restricted the Chair to an individual who was not associated with receiving WIOA funding. A City and County of Honolulu EM2 form (Disclosure of Conflict of Interest Statement) will be submitted and confirmation in writing from the Ethics Commission to close the finding.
- Finding regarding a perceived conflict of interest regarding an OWDB member being a training provider on the Eligible Training Provider List. This finding will be closed with another EM2 form and something in writing from the Ethics Commission.
- Finding regarding reverse referrals were being conducted at the training provider site. The state identified that since the reverse referral was being conducted on a training provider site the participant was not receiving the full scope of possible eligible training provider services. A policy is being drafted for the practice of reverse referrals to close the finding.
 - The practice of enrollment at the training provider site will be prohibited.

Carla Kobashigawa noted that her company, which provides training via the Eligible Training Provider List (ETPL), was monitored. She noted that the State monitors arrived an hour late on a different day that was scheduled. During the monitoring questions regarding her position on OWDB were asked, which was not indicated as it was supposedly restricted to her services as a training provider.

- Harrison Kuranishi noted that there were other training provider monitoring scheduled, however at the time of monitoring the State monitors were identified to be at an Out-of-State training.

VIII. Quality Jobs, Equity, Strategy and Training (QUEST) grant Monitoring Finding Responses Update

Harrison Kuranishi informed the committee that the QUEST grant has ended on September 15, 2025. One key finding from the QUEST monitoring was updated grievance procedures. The new grievance procedures have been approved by the State, it will be discussed at the next OWDB Full Board meeting.

IX. Discussion regarding a Stipends Policy

Harrison Kuranishi mentioned that a Stipends policy was an interest. Currently the Youth program have incentives, however incentives cannot be used for the Adult and

DW program participants. Stipends, which are almost identical to incentives, can be used for the Adult and DW program participants.

- Carla Kobashigawa asked if this could be tied into the Measurable Skill Gain performance metric.
 - Harrison Kuranishi informed Carla and the committee that it could be as currently the incentives in the Youth program are integrated into the performance metric.

Lisel Coles, Division General Manager at LevelUp HR, informed the committee that there is a company called Onaroll, which is a goals and rewards platform for employers to improve their workforce performance. She was unsure if they could branch into the workforce development side, but metrics could potentially be set up on the training side.

Suzie Schulberg asked what the next steps would be to get a stipends policy drafted and approved.

- Harrison opened the floor to the committee on how they would like to proceed with the drafting and approval of the policy such as: small group, committee level, idea submittal, etc.
 - Suzie suggested a small group for collaboration of board members and American Job Center staff.
- Carla Kobashigawa brought up an example from King County, where their policy indicated a cap and comparable incentives across programs. She then asked if it would help with the spending of funds for the Adult and Dislocated Worker programs.
 - Harrison Kuranishi informed her that it would be from the respective program funds.

X. Announcements

There were no announcements.

XI. Schedule Next Meeting

The next Performance Measures and Accountability committee meeting has not been scheduled yet. Once the meeting is tentatively scheduled invites will be sent out accordingly.

XII. Adjournment

Chair Suzie Schulberg adjourned the meeting at 2:01 pm.