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, April 9, 2026**
**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
Andrew Rosen
Sarah Guay
Wesley Akamine

**Members Absent:**
Suzie Schulberg

**Guests:**
Reid Yamashiro, City and County of Honolulu, Deputy Corporation Counsel

**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
Daven Kawamura, Oahu Workforce Development Board, WIOA Specialist

## I. Call to Order
The Executive Committee meeting was called to order at 12:02 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.)

OWDB WIOA Title I Program documents are 100 percent funded by the U.S.
Department of Labor through awards totaling $448,563.00.

## III. Public Testimony Relating to Agenda Items

There was no public testimony relating to agenda items.

## IV. Approval of March 19, 2026 Meeting Minutes

Chair Christopher Lum Lee noted that there will be additions to the previously circulated March 19, 2026 meeting minutes, namely the transcript for the voided March 11, 2026 Executive Committee meeting.

- Sarah Guay and Wesley Akamine noted that prior to voting on the approval of minutes they would like to see exactly what would be circulate/added to the minutes.
    i. Daven Kawamura, Workforce Innovation and Opportunity Specialist (WIOA) from OWDB, shared the transcript with the committee. It is the full transcription of the meeting from Zoom. The transcript can be found at the following link: https://oahuwdb.com/wp-content/uploads/2026/04/3.11.26-Executive-Meeting-Transcript.docx
    ii. Daven also noted that in addition to having the March 11, 2026 transcript as an attached link within the March 19, 2026 meeting minutes, meeting minutes of the March 11, 2026 meeting have been drafted and will be circulated.

Chair Christopher Lum Lee requested a motion to approve the minutes for the March 19, 2026 meeting with the addition of the transcript and minutes of the voided March 11, 2026 meeting. Sarah Guay moved to approve the minutes with additions. Wesley Akamine seconded the motion. There were no objections or abstentions. The minutes were unanimously approved.

## V. Bylaw Amendments

Christopher Lum Lee requested Reid Yamashiro, Deputy Corporation Counsel for the City and County of Honolulu, to input any comment he may have on any of the bylaw amendments as they are presented.

a. Article III, Section 2(D); Amend to read, "Local Board members and their designees are also required to complete City Ordinance mandated trainings including Ethics, Prevention of Sexual Harassment (PoSH), and Anti-Bias & Inclusion each biennium. …"
    i. This bylaw amendment adds verbiage to extend the requirement of the City Ordinance mandated trainings to Board member designees, currently the bylaws indicate only the sworn member.
    ii. Chair Christopher Lum Lee requested a motion to approve the bylaw amendment to Article III, Section 2(D). Wesley Akamine moved to approve the bylaw amendment to Article III, Section 2(D). Sarah Guay seconded the motion. There were no objections or abstentions. The bylaw amendment was approved unanimously.

b. Article III, Section 8; Addition of item C to read, "The Executive Director shall be appointed by the Local Board."
    i. This bylaw amendment is for consistency with the State Workforce Development Council and Code of Federal Regulations that indicate authority of hiring and termination of the Boards Executive Director. This will solidify the processes if any ambiguity arises revolving Executive

Director hiring, e.g. if it is under the purview of the board or the fiscal agent.

1. Sarah Guay inquired if it is currently unclear or if the fiscal agent currently facilitates the hiring/termination. Christopher Lum Lee noted that the fiscal agent is currently facilitating the process, the bylaw amendment will help set the boundaries between the roles of the local board vs. the fiscal agent.

ii. Sarah Guay asked if information is available for the other local level boards and how the Executive Directors of their respective boards are selected/hired.

1. Harrison Kuranishi, Executive Director of OWDB, noted that the other counties are slightly different, e.g. for Maui County the Board staff has been following the practice of changing staff every administration change.
2. Harrison Kuranishi noted that the Workforce Development Council (WDC) and Workforce Development Division is advising the Local level boards to mirror the WDC.
    a. For example for term limits, OWDB mirrors the WDC's eight year/two full term limits. However Maui and Big Island boards have had members that exceed that limit.

iii. Sarah Guay also wanted clarification if this would give the board full authority over the hiring process or if it's just a procedural appointment.

1. Christopher Lum Lee noted that since the board staff are not civil service employees but rather are hired on Personal Service Contracts. So rather than the verbiage being "hired" the term "appointed" is used.

iv. Sarah Guay noted that since the bylaw amendment seems to be a significant change, she deferred to the other Executive Committee members for more discussion on the topic.

1. Andrew Rosen chimed in noting that for most boards the Executive Director is chosen by said board so this bylaw amendment is reinforcing that practice.
    a. Christopher Lum Lee noted that with the push to align with the WDC's practices, this bylaw is language that has been missing from the bylaws and will help align consistency between OWDB and WDC.
2. Wesley Akamine inquired if there is any foreseen pushback from the fiscal agent as they are currently facilitating the hiring.
    a. Harrison Kuranishi noted that back in June of 2024, Safal partners which was contracted by the United States Department of Labor had training for all of the Local Boards, and had meetings with the Mayors and designees. During their trainings they advised the Local Boards to follow the Federal Regulations and the WDC.

v. Chair Christopher Lum Lee requested a motion to approve the addition of Item C to Article III, Section 8 of the bylaws. Andrew Rosen moved to approve the addition. Wesley Akamine seconded the motion. There were no objections or abstentions. The bylaw addition was approved unanimously.

c. Article III, Section 8; Addition of item D to read, "The Executive Director shall have the sole authority over staffing decisions."
    i. The addition of the bylaw will authorize the Executive Director to have full decision over staff hiring, termination, performance evaluation, etc. It is written broadly but draws delineation between the board and Executive Director.
        1. Sarah Guay noted that since the bylaw is overly broad it could potentially cause issue if there is no collaboration with other parties during staffing decisions. Andrew Rosen echoed that it may be beneficial if another party is involved, e.g. the Board Chair.
            a. Christopher Lum Lee noted that the verbiage was set only to the Executive Director to avoid opportunities of power struggle, e.g. Executive Director initiating termination of a staff member for performance issues and Board Chair challenging saying no we can't because I want said staff member.
            b. Wesley Akamine chimed in saying the verbiage "sole authority" it really puts the Executive Director in the spotlight. He mentioned that at Olelo that same process is followed, Executive Director making staffing decisions, however internally there is a team that is consulted before decisions are officially made.
                i. If there is no internal oversight it brings up the possibility of the Executive Director going rogue, Wes noted that although the board knows Harrison and how he runs operations, if the Executive Director were to change he questioned if the toolset could be used unethically.
            c. Andrew Rosen noted as an Executive Director himself he is judged based off of his organization and staff so he advocated for picking his own team. He also noted that there would be the safety of if the board is to facilitate the appointment of the Executive Director, there is always a possibility of the Executive Director being terminated.
    ii. Chair Christopher Lum Lee requested a motion to approve the addition of item D to Article III, Section 8 of the bylaws. Andrew Rosen moved to approve the addition. Wesley Akamine seconded the motion. A roll call vote was taken.
        1. Voting in favor (Ayes): Andrew Rosen, Sarah Guay, and Wesley Akamine. Total: 3.
        2. Voting against (Nays): None. Total: 0.
        3. Absent: Suzie Schulberg. Total: 1.

        There were no objections or abstentions. The addition of item D to Article III, Section 8 of the bylaws was approved unanimously.

d. Article IV, Section 2(A); Amend to read, "The OWDB members are expected to attend a majority of the full board meetings ~~and committee meetings~~ of the Local Board."
    i. This bylaw amendment is to get rid of the obligation to attend a majority of the committee meetings. As there are no committee assignments other than the Chairs and Vice-Chairs of the committees, requirement of

attendance to a majority of all committee meetings may put undue burden on the board members.

ii. Chair Christopher Lum Lee requested a motion to approve the bylaw amendment to Article IV, Section 2(A). Wesley Akamine moved to approve the bylaw amendment to Article IV, Section 2(A) of the bylaws. Sarah Guay seconded the motion. There were no objections or abstentions. The bylaw amendment was approved unanimously.

e. Article IV, Section 2(B); Amend to read, "The OWDB members who do not provide a minimum of two (2) days advance notice for multiple absences or are absent for a majority of the full board meetings ~~and committee meetings~~ of the OWDB in the twelve (12) month period following their appointment may be asked to tender their resignation."
   i. This bylaw amendment is similar to the amendment to Article IV, Section 2(A) and will be removing the obligation of majority attendance for committee meetings.
   ii. Chair Christopher Lum Lee requested a motion to approve the bylaw amendment to Article IV, Section 2(B). Wesley Akamine moved to approve the bylaw amendment to Article IV, Section 2(B). Andrew Rosen seconded the motion. There were no objections or abstentions. The bylaw amendment was approved unanimously.

f. Article IV, Section 2(D); Amend to read, "… in accordance with WIOA Section 679.110(d)(4). ~~The designee is subject to the same membership requirements as an OWDB member.~~ Each OWDB member shall address his or her…"
   i. This bylaw has been under review for some time, as a question arose about what exactly the bylaw is entailing as "membership requirements". The membership requirements is in relation to the city mandated trainings that were discussed in the amendment to Article III, Section 2(D). This bylaw amendment removes the verbiage that would be made redundant with the additional verbiage in Article III, Section 2(D).
   ii. Chair Christopher Lum Lee requested as motion to approve the bylaw amendment to Article IV, Section 2(D). Wesley Akamine moved to approve the bylaw amendment to Article IV, Section 2(B). Sarah Guay seconded the motion. There were no objections or abstentions. The bylaw amendment was approved unanimously.

## VI. Standing Committee Updates

a. **Sector Strategies and Career Pathways**
Andrew Rosen shared that he has met with several different individuals regarding the 40/40 plan that was proposed at the last Sector Strategies and Career Pathways committee meeting. He noted that the individuals he spoke with backed the idea as it is an employee/employer focused program where placement into a pathway earning at least $83,000 is emphasized regardless of education.

b. **Performance Measures and Accountability**
Suzie Schulberg was not available to give an update for the Performance Measures and Accountability committee. Christopher Lum Lee noted that the next Performance Measures and Accountability committee meeting is tentatively scheduled for May 12, 2026 from 1:00 pm – 2:00 pm.

Harrison Kuranishi noted that there was a key topic discussed at the Performance Measures and Accountability committee meeting. That being the 30-day corrective action letter for the One-Stop Operator. The 30-day notice was sent out to the One-Stop Operator as of March 27, 2026 and as of April 9, 2026 there has been no communication back.

c. **Employer Engagement**

Sarah Guay noted that at the last committee meeting there were several engaged conversations. Such as the creation of a sub-committee for the Eligible Training Provider List and discussion revolving around currently active training programs such as the programs from Hotel and Restaurant Industry Employment & Training Trust and the possibility of visiting such programs.

d. **Special Projects**

Wesley Akamine gave an update from the Special Projects committee. The three projects that came through the committee meeting are as follows:

i. The Youth Workforce Training, LLC dba Pathways to Success focusing on special education students through Randall Higa.
ii. The Boys and Girls Club workforce readiness program which was focusing on students on the verge of dropping out of school from Claudia “Lala” Fernandez.
iii. The Hawaii Pacific Health Youth Workforce program which is focused on stipends for their Youth internships in the Healthcare field.

e. **Finance**

Christopher Lum Lee noted that the Finance committee convened earlier in the day and there were two motions that came from the meeting. However since one of the motions is not noted on the agenda it will not be discussed at the Executive Committee meeting and will likely be passed straight to the next Full Board meeting.

i. Christopher Lum Lee brought up the motion regarding the return of three non-serviceable, broken televisions that are indicated on the equipment lists or to issue reimbursement.
    1. Andrew Rosen inquired why exactly the board would want the return of equipment that is broken. Christopher noted that in a normal business operation it would be simply throwing out the broken equipment however due to the purchase via WIOA federal funding, proper disposal requests must be made to the State to remove them from the equipment lists.

Chair Christopher Lum Lee requested a motion to approve the request of return or reimbursement of the broken equipment from the Service Provider. Andrew Rosen moved to approve the request. Wesley Akamine seconded the motion. There were no objections or abstentions. The request was approved unanimously.

## VII. Announcements

Daven Kawamura shared that board staff, Harrison Kuranishi and Daven Kawamura, and Board members Christopher Lum Lee and Andrew Rosen had the opportunity to travel to Las Vegas, Nevada to attend the National Association of Workforce Boards (NAWB) annual conference “The Forum” at its first iteration outside of Washington, D.C. in 40 years. At the NAWB conference workforce boards from around the nation come together to have robust discussion revolving pressing topics in the workforce field. At the NAWB conference, OWDB was awarded the Laurie Moran partnership award for its partnership with the Native Hawaiian Chamber of Commerce.

The next Executive Committee meeting is tentatively scheduled for Thursday, July 9th at 12:00 pm to 1:00 pm.

**VIII. Adjournment**

Chair Christopher Lum Lee adjourned the meeting at 12:54 pm.