

**STATE OF HAWAII
HAWAII COMMUNITY DEVELOPMENT AUTHORITY
GENERAL MEETING**

Wednesday, September 1, 2021

MINUTES

I. CALL TO ORDER/ROLL CALL

The Hawaii Community Development Authority (“Authority” or “Board”), a body corporate and a public instrumentality of the State of Hawaii met virtually (utilizing the state-supported Zoom Meeting platform) for a meeting on September 01, 2021.

Board Chairperson, Jason Okuhama, called the meeting to order at 10:32 a.m.
Those present were as follows:

Members Present:

Jason Okuhama, Chairperson
Susan Todani
Wei Fang
Chason Ishii
David Rodriguez, DOT (Ex-Officio)
Craig Hirai, B&F (Ex-Officio)
Eugene Takahashi, DPP (non-voting)
Pearlyn Fukuba, DHHL (non-voting)
Kevin Sakoda
Phillip Hasha
Mitchell Tynanes
David Rae
Joe Lewis
Jo Ann Leong

Members Excused:

Donna Camvel
Cultural Specialist (VACANT)
Heeia Member (VACANT)

Legal Counsel:

Kelly Suzuka, Deputy Attorney General

Staff Present:

Deepak Neupane, HCDA Executive Director
Garet Sasaki, HCDA Administrative Services Officer
Craig Nakamoto, HCDA Compliance Assurance & Community Outreach Officer
Francine Murray, HCDA Program Specialist
Tommilyn Soares, HCDA Secretary

A quorum was present.

Acknowledgement that the Meeting is Being Convened Virtually

Chair Okuhama reiterated the wording contained in the Meeting Agenda regarding the state's response to the COVID-19 pandemic, the state's efforts to slow the community spread of the virus and Governor David Y. Ige's issuance of Supplementary Emergency Proclamations which suspended Chapter 92 of the Hawaii Revised Statutes to the extent necessary to enable public boards and commissions to conduct business without holding meetings open to the public.

With regard to the foregoing, Chair Okuhama reiterated wording contained in the Meeting Agenda noting that HCDA welcomes public attendance via the Zoom link and HCDA's YouTube Channel contained in the meeting agenda, HCDA also welcomes public comment and public participation via submission of written and or verbal testimony (consistent with the social distancing guidelines and Emergency Proclamation directives in effect).

Chair Okuhama stated that individuals, if any, from the public who have requested to provide testimony are on standby and will be permitted to speak during the public testimony session of the specific agenda item.

II. APPROVAL OF MINUTES

1. Regular Meeting Minutes of July 7, 2021

Minutes were approved as presented.

Member Rae exited the Zoom meeting.

III. DECISION MAKING

2. Request to Reestablish A Permitted Interaction Group, Pursuant to Hawaii Revised Statutes §92-2.5(b), to Advise the Executive Director in Developing a Strategic Vision/Plan and Financial Management Plan for the Hawaii Community Development Authority and Make a Recommendation to the Authority.

HCDA Executive Director, Mr. Deepak Neupane, presented the staff report. The Authority adopted the recommendation of the Permitted Interaction Group tasked with establishing objectives, policies, and initiatives for the Executive Director and convened a permitted interaction group to advise the Executive Director in developing a strategic vision/plan and financial management plan in January 2021. Members John Whalen, Kevin Sakoda, Shirley Swinney and Jo-Ann Leong were named to this Strategic Vision/Plan P.I.G.

The Authority adopted the prioritization of the ED's goals and objectives in May 2021 and the P.I.G. has met several times since then, however, membership to the Authority has changed and new members will need to be appointed to complete the Strategic Vision/Plan P.I.G. to complete its work and made a recommendation to the Authority.

Mr. Neupane stated the current Permitted Interaction Group must be dissolved prior to reestablishing and appointing members to the new Permitted Interaction Group (PIG).

There were no questions or comments from board members.

Public Testimony

Chair Okuhama called for public testimony. There was no request to provide verbal testimony.

Motion 1

Member Leong motioned for the Authority to dissolve the existing Permitted Interaction Group.

Member Sakoda seconded the motion.

Mr. Neupane conducted the roll call vote. Motion passed with 11 votes and 4 excused.

Mr. Neupane noted that the second motion may have to be amended to include the appointment of members to the new FIG.

Motion 2

Member Todani motioned for the Authority to reestablish a Permitted Interaction Group, pursuant to Hawaii Revised Statutes §92-2.5(b), to advise the Executive Director in developing a Strategic Vision/Plan and Financial Management Plan for the Hawaii Community Development Authority and make a recommendation to the Authority, and to appoint new members to the Permitted Interaction Group.

Member Leong seconded the motion.

Public Testimony

Chair Okuhama called for public testimony. There was no public testimony.

Mr. Neupane conducted the roll call vote. Motion passed with 11 votes and 4 excused.

Chair Okuhama asked Members Sakoda and Leong if they would like to rejoin this FIG for continuity. Member Sakoda and Member Leong agreed to join the FIG. Chair Okuhama asked for any volunteers from the Kalaeloa Board. Member Tynanes volunteered to join the FIG. Chair Okuhama also volunteered himself to the FIG.

Chair Okuhama confirmed the following members to the Strategic Vision/Plan P.I.G.:

1. Member Kevin Sakoda
2. Member Jo-Ann Leong
3. Member Mitchell Tynanes
4. Chairperson Jason Okuhama

3. Request to Establish a Permitted Interaction Group, Pursuant to Hawaii Revised Statutes §92-2.5(b), to Conduct the Annual Performance Evaluation of the Executive Director of the Hawaii Community Development Authority and Make a Recommendation to the Authority.

Mr. Neupane presented the staff report for this item. The Authority's Employment Agreement with the Executive Director (ED) requires the Authority to conduct an annual performance evaluation based on the performance goals and objectives for the ED established by the Authority. Therefore, a Permitted Interaction Group is recommended so members may conduct the ED's performance evaluation and make a recommendation to the Authority.

There were no questions or comments from board members.

Public Testimony

Chair Okuhama called for public testimony. There was no public testimony.

Motion

Member Fang motioned for the Authority to establish a Permitted Interaction Group, pursuant to Hawaii Revised Statutes §92-2.5(b), to conduct the annual performance evaluation of the Executive Director of the Hawaii Community Development Authority and make a recommendation to the Authority.

Member Tynanes seconded the motion.

Member Todani asked if this matter comes up every year.

Mr. Neupane confirmed that the practice of the board in the past, has been to evaluate the Executive Director's performance annually. Member Todani asked if it would be possible to keep the same PIG for this matter each year. Mr. Neupane posed the question to HCDA's Deputy Attorney General, Ms. Kelly Suzuka, stating that his understanding is that a PIG is dissolved once it makes its recommendation to the board. Ms. Suzuka confirmed that once the recommendation is made, the business of that PIG is complete, and the group should be dissolved.

There were no further questions and no public testimony.

Mr. Neupane conducted the roll call vote. The motion passed with 11 votes and 4 excused.

Chair Okuhama stated up to seven members may sit on this PIG. He then asked for volunteers, noting it would be ideal to have at least one member from each Community Development District. Chair Okuhama, along with Members Sakoda, Fang, Leong, and Tynanes volunteered to sit on this PIG.

Member Fang exited the Zoom meeting.

Chair Okuhama confirmed the following members to the ED's Performance Evaluation Permitted Interaction Group:

1. Chairperson Okuhama
2. Member Kevin Sakoda
3. Member Wei Fang
4. Member Jo-Ann Leong
5. Member Mitchell Tynanes

4. Request to Approve the Non-substantive and Housekeeping Amendments to the Bylaws of the Hawaii Community Development Authority, Pursuant to Article V of the Bylaws.

Mr. Neupane presented the staff report for this item and reviewed the changes made to the Bylaws. He noted that January 2005 is the most recent revision to the HCDA Bylaws and amendments are well overdue.

Member Todani asked if the language should be amended to provide for Zoom meetings as allowed under State rules. She stated her understanding that the preference is for in-person meetings, but she is wondering if a change should be made due to the current environment. She asked if the other option would be to leave the Bylaws as is and also asked if the State rules will allow for remote meetings. Mr. Neupane stated currently, the remote meetings are held pursuant to the Governor's Emergency Proclamation and he believes the law that was passed, which Member Todani was referencing, is going to be effective starting at the beginning of next year.

Mr. Neupane asked HCDA Deputy Attorney General, Ms. Kelly Suzuka, if this should be added to the HCDA Bylaws or if the language of the upcoming law will allow for remote meetings without having it in the Bylaws. Ms. Suzuka stated that would be a substantive amendment to the Bylaws, so it cannot be considered in this meeting. However, she continued saying the Authority can revisit this matter as it gets closer to that law coming into effect, to see if the Authority wants to add it as a substantive amendment to the Bylaws at that time.

There were no further questions or comments from board members.

Public Testimony

Chair Okuhama called for public testimony. There was no public testimony.

Motion

Member Sakoda motioned for the Authority to approve the non-substantive and housekeeping amendments to the Bylaws of the Hawaii Community Development Authority, pursuant to Article V of the Bylaws.

Member Hasha seconded the motion.

Mr. Neupane conducted the roll call vote. The motion passed with 10 votes and 5 excused.

IV. REPORT OF THE EXECUTIVE DIRECTOR

5. Monthly Financial highlights of July 2021

Mr. Neupane chose to stand on the written report as presented. HCDA Administrative Services Officer, Mr. Garet Sasaki, was present to answer questions from board members.

Member Sakoda asked whether the allocations for Kalaeloa and Kakaako are still accurate in terms of budgeting, because Kalaeloa is becoming more active. Mr. Neupane deferred to Mr. Sasaki to field Member Sakoda’s question. Mr. Sasaki stated the allocations remain the same from prior years. He added it can be revisited moving forward, but the financials in the report reflect that same allocation. Member Sakoda advised that moving forward, the numbers should be adjusted, or it should be noted if staff is spending more time on Kalaeloa, because that how it was done in the past. Mr. Neupane affirmed that he and staff will look into that, especially in the upcoming years when it will become more relevant.

There were no further questions or comments from board members.

Public Testimony

Chair Okuhama called for public testimony. There was no public testimony.

V. ADJOURNMENT

There being no further comment or questions on the Report of the Executive Director, Chair Okuhama thanked those who joined the meeting on Zoom and adjourned the meeting at 11:07 a.m.

Wei Fang, Secretary

Date