

Minutes of a Special Meeting  
of the Members of the  
Hawaii Community Development Authority  
State of Hawaii

Wednesday, November 22, 2017

**GENERAL BUSINESS**

**I. CALL TO ORDER/ROLL CALL**

A special business meeting of the Members of the Hawaii Community Development Authority (“Authority” or “HCDA”), a body corporate and a public instrumentality of the State of Hawaii, was called to order by John Whalen, Chair of the Authority, at 9:00 a.m., November 22, 2017, at Authority’s principal offices at 547 Queen Street in Honolulu, Hawaii, 96813, pursuant to Article IV, Section 1 of the Authority’s Bylaws.

**Members Present:**

1. John Whalen
2. Beau Bassett
3. Wei Fang
4. Jason Okuhama
5. Shirley Swinney
6. Mary Pat Waterhouse
7. David Rodriguez (DOT)
8. Amy Luersen
9. Derek Kimura
10. Kathy Sokugawa
11. Mark Anderson (B&F)

**Members Absent:**

William Oh  
Michael Golojuch  
Maeda Timson  
Phillip Hasha  
JoAnn Leong  
Donna Camvel

**Others Present:**

Jesse Souki, Executive Director  
Lori Sunakoda, Deputy Attorney General  
Garett Kamemoto, Communications and Compliance Officer  
Aedward Los Banos, Administrative Services Officer  
Deepak Neupane, Kakaako Planning Director  
Tessa Malama, Kalaeloa Planning Director  
Lindsey Doi Leaverton, Asset Manager  
Tommilyn Soares, Secretary

## II. ACTION ITEMS

### **Process for Selecting and Appointing an Executive Director and CEO**

Chair Whalen explained Executive Director Jesse Souki's resignation was submitted shortly after the last Board meeting held in November and that the Executive Director position will be vacant beginning December 1, 2017.

Chair Whalen outlined the agenda for the board's special meeting.

1. Selecting an Interim Executive Director;
2. Permitted Interaction Group for recruitment and selection; and
3. Executive Session to review the last recruitment contract.

He stated that a proposal to assist with the ED recruitment was offered by DBEDT's Personnel office. Deputy Director Mary Alice Evans and Mr. Steven Sung, Personnel Officer, provided an outline of DBEDT's Administrative services for HCDA and proposed to post the notice for recruitment. Deputy Director Evans mentioned that DBEDT can provide a link that may be forwarded to anyone that may be interested in applying. She also reminded the board that the Executive Director position is not a Civil Service recruitment; therefore, there is no limit to the outreach for a pool of applicants for this exempt position.

Member Luersen asked if the job description is an accurate reflection?

Executive Director Souki noted that the board may want to verbalize to the candidates that the HCDA includes four boards and that the Executive Director would be working with the Legislature, City and will also include Park Management.

Chair Whalen mentioned that in addition to DBEDT's offer, other search firms may have networks that DBEDT may not have for potential candidates.

There was no public testimony.

Member Bassett motioned for the board to enter executive session.

Member Anderson seconded.

Chair Whalen conducted a voice vote. Motioned passed unanimously.

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Pursuant to Section 92-5 (a)(2), Hawaii Revised Statutes, the Authority convened in Executive Session at 9:20 a.m.

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Chair reconvened the meeting at 9:59AM.

There was no further discussion on the item, comments or questions by board members.

There was no public testimony.

Chair Whalen recommended the board combine its decision for agenda item 1 “Process for Selecting and Appointing an Executive Director and CEO” and item 2 “Shall the Authority Form and Appoint a Permitted Interaction Group to Conduct the Recruitment and Make a Recommendation to the Board for an Executive Director and CEO” as they are part of the same matter.

**Shall the Authority Form and Appoint a Permitted Interaction Group to Conduct the Recruitment and Make a Recommendation to the Board for an Executive Director and CEO?**

Chair noted that this Permitted Interaction Group will be coordinating its recruiting efforts with DBEDT staff, per its proposal to assist in the recruitment process.

There was no discussion, questions or comments from board members.

There was no public testimony.

Chair proposed that the three officers of the board participate in the Permitted Interaction Group and include:

1. Mary Pat Waterhouse, Vice-Chair;
2. Shirley Swinney, Secretary; and
3. John Whalen, Chair.

There was no further discussion by board members.

Member Luersen made a motion for the Authority to form and appoint a Permitted Interaction Group to conduct the recruitment and make a recommendation to the board for an Executive Director and CEO and to include the outline provided by DBEDT’s Deputy Director in Item 1, for an expedited recruitment and hiring process?

Member Okuhama seconded.

Chair Whalen conducted the roll call vote. Motion passed with nine votes and six excused.

**Shall the Authority Appoint an Interim Executive Director and CEO?**

Due to the confidentiality of the matter, Chair Whalen noted that the authority will discuss the item in an executive meeting.

There was no questions or discussion by board members.

There was no public testimony.

Member Waterhouse made a motion for the Authority to enter into executive session pursuant to Hawaii Revised Statutes Section 92-5(a)(2), to consider the evaluation of an officer or employee, where consideration of matters affecting privacy will be involved.

Member Bassett seconded.

Chair Whalen called for a voice vote. All members unanimously approved entering executive session.

Chair Whalen asked that only Executive Director Jesse Souki participate in the executive meeting with the authority members.

Chair Whalen recessed the regular meeting at 10:10 a.m.

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Pursuant to Section 92-5 (a) (4), Hawaii Revised Statutes, the Authority convened in Executive Session at 10:10 a.m.  
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Chair Whalen reconvened the meeting at 10:30 a.m.

Member Swinney made a motion for the authority to appoint Mr. Garrett Kamemoto as Interim Executive Director for the Hawaii Community Development Authority, effective December 1, 2017.

Member Okuhama seconded.

Chair Whalen conducted the roll call. Motion passed with eight votes and seven excused.

**V. ADJOURNMENT**

Chair Whalen adjourned the meeting at 10:32 a.m.

Approved and Submitted by,

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John P. Whalen, Chairperson

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Date Approved by the HCDA Board