

STATE OF HAWAII  
HAWAII COMMUNITY DEVELOPMENT AUTHORITY  
KAKAAKO  
Honolulu, Hawaii, 96813

November 6, 2019

Chairperson and Members  
Hawaii Community Development Authority  
State of Hawaii  
Honolulu, Hawaii

HCDA Board Members:

**SUBJECT:** Shall the Authority Authorize the Executive Director to Expend Up To \$47,000.00 from the Hawaii Community Development Authority Operating Funds for a Temporary Secretary.

**SUMMARY:**

The HCDA Administrative staff is seeking temporary secretarial and administrative assistance beginning, November 18, 2019 – June 30, 2020 with an option to extend of up to 4 months. July 1, 2020 – November 31, 2020.

**AUTHORITIES:**

At its August 3, 2016 General Meeting, the Authority voted to review and approve all procurement requests that exceed \$25,000.00

The subject solicitation was conducted pursuant to Hawaii Revised Statutes (HRS) Chapter 103D-305 Request for Quotes for Small Purchases, HRS Ch. 103D-305 specifies, "the contract shall be awarded to the lowest responsive, responsible quotation."

**BACKGROUND:**

The Kakaako Planning and Development secretary will be out of the office on maternity leave beginning November 11, 2019. Also, the Asset Management secretary is scheduled to transfer out of state at the end of March 2020, according to her spouse's assignment by the US Navy.

The HCDA will be short-staffed and is requesting to recruit a temporary secretary that will also provide administrative support. Both positions are an integral part of a three-person clerical team that services HCDA's Authority members and HCDA's staff members, in addition to the public. A Temporary secretary will enable support to HCDA's operations immediately. A fully staffed clerical team is essential in ensuring agency processes and workflows are processed timely and efficiently.

