

**STATE OF HAWAII
HAWAII COMMUNITY DEVELOPMENT AUTHORITY
AT-LARGE MEETING
(Kakaako, Kalaeloa, and Heeia Business)**

Wednesday, November 04, 2020

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 regular meeting on November 04, 2020.

Board Chairperson, John Whalen, called the meeting to order at 10:01 a.m. Those present and excused were as follows:

Members Present:

John Whalen, Chairperson
Amy Luersen, Vice Chairperson
Wei Fang, Secretary
Chason Ishii
Daniel Ikaika Ito
David Rodriguez
Craig Hirai (joined at 10:21 a.m.)
Phillip Hasha
Kevin Sakoda
Jason Okuhama
Shirley Swinney
Maeda Timson
Jo-Ann Leong
Amy Luersen
Kathy Sokugawa (DPP, non-voting)

Members Absent:

Donna Camvel
Mitchell Tynanes
Jobie Masagatani (DHHL, non-voting)

Legal Counsel:

Kelly Suzuka, Deputy Attorney General

Staff Present:

Deepak Neupane, Executive Director
Garet Sasaki, Administrative Services Officer
Lindsey Doi, Asset Manager
Garett Kamemoto, Communications Outreach Officer
Francine Murray, HCDA Program Specialist
Tommilyn Soares, HCDA Secretary

A quorum was present.

Acknowledgement that the Meeting is Being Convened Virtually

Chair Whalen 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 Whalen reiterated wording contained in the Meeting Agenda noting that HCDA welcomes public attendance via the Zoom link 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 Whalen stated that individuals 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. ACTION ITEMS

1. Shall the Authority Establish Pursuant to Hawaii Revised Statutes § 92-2.5, a Permitted Interaction Group for the Purpose of Preparing Recommendations to the Board for Performance Goals, Objectives, Policies, and Initiatives for the Executive Director?

Chair Whalen stated this item was suggested by the newly elected Executive Director Deepak Neupane to help evaluate his performance. He noted, this will also be helpful for the board to update its goals for each district and if the board approves to create a Permitted Interaction Group, he will ask for board members to volunteer.

Member Luersen motioned for the board to create a Permitted Interaction Group. Member Leong seconded the motion.

Member Luersen stated her support for the Permitted Interaction Group as it would be helpful for Executive Director (ED) Neupane and also help to clarify what the board's expectations are for the ED so that moving forward board members are on the same page as far as what those expectations are.

Chair Whalen noted there was no further discussion on the motion and called for public testimony. There was no written or verbal testimony received.

Chair Whalen asked ED Neupane to conduct the roll call vote. Mr. Neupane conducted the roll call vote. Motion passed with 12 yes votes and 3 excused.

Chair Whalen stated that he would like one member from each district to serve on this Permitted Interaction Group and asked if there were any members from the Kalaeloa Community Development District that would like to volunteer to serve.

Member Swinney noted that as she was part of the Executive Director Recruitment Permitted Interaction Group (P.I.G.), she would like to check with Member Tynanes and give him the opportunity to serve, who is not present at today's meeting. Member Swinney noted, if Member Tynanes is not able to serve she would serve from the Kalaeloa Community Development District.

Chair Whalen stated that he will name Member Tynanes to the P.I.G. and if he is not available to serve, the board will revise its P.I.G. members at the next HCDA board meeting. Member Swinney agreed.

Chair Whalen asked if there were any members from the Heeia Community Development District that would like to serve. Member Leong asked Member Luersen to take on the assignment. Member Luersen gladly accepted.

Chair Whalen asked for a volunteer from the Kakaako Development District.

Member Sokugawa stated she is willing to serve but would like to note for the board she will be retiring at the end of the year. If the P.I.G. can meet and make recommendations within 4 – 6 weeks, she is willing to participate if the board agrees.

Member Fang asked for a timeline to see whether the board can present recommendations at its December meeting.

Member Luersen noted that the Permitted Interaction Group would need to present recommendations to the board at its December meeting with a decision at its January meeting.

Member Swinney stated that timeline is possible.

Chair Whalen agreed with Members Luersen and Swinney.

Member Fang stated if recommendations can be presented at its December meeting and no one else from the Kakaako District would like to volunteer, she is willing to serve.

Chair Whalen confirmed the following four members will serve on the Permitted Interaction Group:

- Member Luersen (Heeia)

- Member Tynanes, if he agrees, or Member Swinney (Kalaeloa)

- Member Sokugawa (At-Large)

- Member Fang (At-Large)

There was no further discussion and no public testimony.

III. REPORT OF THE EXECUTIVE DIRECTOR

2. Status Update of HCDA's Vacant Positions

ED Neupane provided an update for the board and noted that HCDA has submitted a request to fill three positions which is currently being reviewed by Budget and Finance. Those positions are the two Planner positions and the Kakaako Planning and Development Director. ED Neupane noted for the board that the Planning positions are Generally funded and the Kakaako Planning and Development Director position is funded by the Revolving Fund.

Chair Whalen noted that Member Craig Hirai, Ex Officio with Budget and Finance has joined (10:21 a.m.) the board meeting.

ED Neupane stated that HCDA has been asked to prepare for a 20% budget cut to the General Fund. He explained that HCDA has prepared budget worksheets for a 10% and 20% budget cut to the general fund.

Member Swinney asked if there are a total of four positions that will be filled and the reason there are only three being reviewed by Budget and Finance is because they are Generally funded vs. the Kakaako Planning and Development Director position that is funded out of the Revolving fund?

ED Neupane clarified there are only three positions (2 Planners and 1 Kakaako Planning and Development Director) that are being requested to fill. Regardless of its funding all positions are required to be reviewed and approved by Budget and Finance, and the Governor.

There were no further questions.

3. HCDA Monthly Financial Highlights for September 2020

ED Neupane referred to the report provided in the board packet and noted Mr. Gareth Sasaki, HCDA Administrative Services Officer is present to answer any questions that board members may have.

Member Swinney questioned the federal grant information noted on the monthly Executive Director's Report for the Kalaeloa Community Development District.

ED Neupane responded, he is gathering more information on an apparent EDA Grant that has been submitted by HCDA and will be presenting that information to the Kalaeloa Board at its December meeting.

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

IV. ADJOURNMENT

There being no further comment or questions on the Report of the Executive Director, Chair Whalen thanked those who have joined today's meeting on Zoom and adjourned the meeting at 10:29 a.m.

John Whalen, Chairperson

Date

DRAFT