

**STATE OF HAWAI‘I
HAWAI‘I COMMUNITY DEVELOPMENT AUTHORITY
AT-LARGE BOARD MEETING**

Wednesday, June 7, 2023

MINUTES

I. CALL TO ORDER/ROLL CALL

The Hawai‘i Community Development Authority (“Authority” or “Board”), a body corporate and a public instrumentality of the State of Hawai‘i (“State”) met in-person at the HCDA’s physical meeting site, American Brewery Building, 547 Queen Street, 2nd floor Board room and provided an option to attend virtually (utilizing the State-supported Zoom Meeting platform) for a Regular meeting on June 7, 2023.

Chairperson Chason Ishii called the June 7, 2023, HCDA At-Large Authority Regular meeting to order at 11:35 a.m.

Acknowledgement that the Meeting is Being Convened Virtually

Executive Director Craig Nakamoto reiterated the wording contained in the Meeting Agenda regarding the guidelines and directives provided by Section 92-3.7, Hawai‘i Revised Statutes, to enable public boards and commissions to conduct business virtually with a meeting site open to the public.

Regarding the foregoing, Mr. Nakamoto reiterated wording contained in the Meeting Agenda, noting that the HCDA welcomes public attendance via the Zoom link provided and also at the meeting site located at The American Brewery Building, 547 Queen Street, 2nd Floor Board room, Honolulu, Hawai‘i 96813. He noted that the meeting would be live streamed on the HCDA’s YouTube Channel contained in the Meeting Agenda and that the HCDA also welcomes public comment and public participation via submission of written or oral testimony. Mr. Nakamoto stated that individuals, if any, from the public who had requested to provide testimony were on standby and would be permitted to speak during the public testimony session of the specific agenda item.

Chair Ishii conducted the roll call. Those present and absent were as follows:

Members Present:

Chason Ishii, Chairperson
Peter Apo, Vice Chairperson
Sterling Higa, Secretary
Melissa Miranda-Johnson (Ex-Officio)
Craig Hirai, City & County of HNL DPP (Ex-Officio)
Mary Alice Evans, DBEDT (Ex-Officio)
Russell Tsuji, DLNR (Ex-Officio)
Kevin Sakoda
David Rae
Jo-Ann Leong

Members Absent:

Sabrina Nasir, B&F (Ex-Officio)
Kathleen Aoki, Maui County DPP (Ex-Officio)
Kaiwipunihei Lipe
Kaka‘ako Member (Vacant)
Kalaeloa Member (Vacant)
Pulehunui Member (Vacant)
Pulehunui Member (Vacant)

A quorum was present.

Legal Counsel:

Delanie Prescott-Tate, Deputy Attorney General

Staff Present:

Craig Nakamoto, Executive Director
Garet Sasaki, Administrative Services Officer
Francine Murray, HCDA Program Specialist
Lindsey Doi Leaverton, HCDA Asset Manager
Tommilyn Soares, HCDA Executive Secretary

II. APPROVAL OF MINUTES

Regular Meeting Minutes of May 3, 2023

There were no comments or corrections by Board members. The meeting minutes were approved as presented.

III. INFORMTION AND DISCUSSION

Request by the State of Hawai‘i, Department of Public Safety (“PSD”) for Project Management Assistance for the Construction and Expansion of Kitchen Facilities and Other Related Interim and Permanent Improvements Located at the State of Hawai‘i, Women’s Community Correctional Center (“WCCC”) Located at 42 477 Kalaniana‘ole Highway, Kailua, Oahu, Hawai‘i 96734, and Further Identified by Oahu Tax Map Key Number (1) 4-002-003: 004

Executive Director Nakamoto presented the staff report, which was included in the Board packet. This agenda item is for information only as the Department of Public Safety awaits final budget approval by Governor Green of the funds needed for this project. Mr. Nakamoto stated that HCDA’s 2022 Strategic Plan, adopted by the board, allows the agency to assist other state agencies in the development of infrastructure or project management. In late 2022 PSD and HCDA discussed the possibility of HCDA providing assistance in managing the construction of a new kitchen facility at the Women’s Community Correctional Center. This new kitchen facility will be a modern facility that will provide additional meals to accommodate the additional beds at WCCC. WCCC collaborates with Kapiolani Community College’s culinary program. Instructors in the culinary program teach inmates culinary and life skills that prepares inmates for release and integration into the community. HCDA is willing to support this project and, if approved, would enter into a Memorandum of Agreement with PSD.

Chair Ishii called for questions or comments.

Member Rae inquired and Member Leong followed up regarding HCDA's involvement.

Mr. Nakamoto responded that HCDA will be assisting with project management, including procuring a contractor. PSD views this project as an opportunity to utilize HCDA's services since HCDA is willing to assist other state agencies. Mr. Nakamoto added that he hopes this project will result in an opportunity to work on other PSD projects and establish working relationships with other state agencies. HCDA's intention is not to replace DAGS. PSD is satisfied with DAGS and the services DAGS provides.

Chair Ishii noted that he believes this request for assistance is attributed to the HCDA team and the confidence level with other state agencies and understands the request by PSD.

There were no further questions or comments from Board members.

Public Testimony

Chair Ishii called for public testimony. There were no inquiries to provide oral testimony, and no written testimonies were received.

IV. REPORT OF THE EXECUTIVE DIRECTOR Monthly Financial Highlights for April 2023

Executive Director Nakamoto noted the Financial Highlights for April 2023 are included in the board packet. Mr. Garet Sasaki, Administrative Services Officer, is present to answer any questions board members may have.

Mr. Nakamoto highlighted a contract that has been executed with Avalon Corp. for property management services for Block P, which are the parcels HCDA acquired to develop affordable housing.

Member Higa asked what the terms are for the contract.

Ms. Lindsey Doi Leaverton, Asset Manager explained the contract is for three years with two one-year options for extension for a total of five years.

Mr. Sasaki added that the amount of the Avalon contract covers the initial three years.

There were no further questions or comments by Board members.

Public Testimony

Chair Ishii called for public testimony. There were no inquiries to provide oral testimony, and no written testimonies were received.

V. **ADJOURNMENT**

Chair Ishii thanked those who joined today's meeting on Zoom or the HCDA's YouTube and adjourned the meeting at 11:50 a.m.

Sterling Higa, Secretary

Date Approved by the Board