


Reviewed and Approved by Executive Director:   
April 3, 2024

## FOR ACTION

### I. REQUEST

Establish a Permitted Interaction Group Pursuant to Hawaii Revised Statutes §92-2.5(b), to Conduct the Annual Performance Review of the Executive Director of the Hawaii Community Development Authority and Establish the Executive Director's New 1- 3-, and 5-Year Goals and Accordingly Amend the Agency's Strategic Plan Adopted by the Authority at the November 2, 2022 General Authority Meeting, as the same was Revised.

### II. BACKGROUND AND DISCUSSION

In May 2022, the Authority hired Craig Nakamoto to fill the position of the Executive Director (ED) of the HCDA.

In November 2022, the Authority adopted and accepted the findings and recommendations of the Permitted Interaction Group, established at the At-Large Authority Special Meeting, held on February 16, 2022, Pursuant to Hawaii Revised Statutes 92-2.5(b)(1), to Direct the HCDA Executive Director to Develop a Strategic Vision Plan and Financial Management Plan, including the Agency's and Executive Director's Goals and 1-, 3-, and 5-year Plan, and make a Recommendation to the Authority.

In September 2023, the Authority adopted and accepted the findings and recommendations of the Permitted Interaction Group, established at the At-Large Authority Meeting, held on May 3, 2023, Pursuant to Hawaii Revised Statutes 92-2.5(b)(1), to Direct the HCDA Executive Director to Develop a Strategic Vision Plan and Financial Management Plan, including the Agency's and Executive Director's Goals and 1-, 3-, and 5-year Plan, and make a Recommendation to the Authority.

The Authority's Employment Agreement with the ED requires the Authority to conduct an annual performance evaluation based on the performance goals and objectives for the ED established by the Authority.

### III. RECOMMENDATION

It is recommended that the Authority establish a Permitted Interaction Group to conduct the performance review of the Executive Director and establish the Executive Director's new 1- 3-, and 5-year goals and accordingly amend the Agency's Strategic Plan and Financial Management Plan adopted by the Authority at the September 6, 2023 General Authority Meeting.

Prepared By: Craig Nakamoto, HCDA Executive Director: 