

Reviewed and Approved by Executive Director: Craig Nakamoto
March 5, 2025

FOR ACTION

I. REQUEST

Consider Establishing, Pursuant to Section 92-2.5(b)(1), *Hawaii Revised Statutes*, a Permitted Interaction Group for the Purpose of:

- i. Conducting the Executive Director's Annual Performance Review, and
- ii. Establishing 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 June 5, 2024 General Authority Meeting.

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.

In June 2024, the Authority adopted and accepted the findings and recommendations of the Permitted Interaction Group, established at the At-Large Authority Meeting, held on April 3, 2024, 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, Pursuant to Section 92-2.5(b)(1), Hawaii Revised Statutes, a Permitted Interaction Group for the Purpose of:

- i. Conducting the Executive Director's Annual Performance Review, and

- ii. Establishing 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 June 5, 2024 General Authority Meeting.

Prepared By: Craig Nakamoto, HCDA Executive Director: Craig Nakamoto