

BOARD OF TRUSTEES

Carmen. Hulu Lindsey, *Chairperson*

Leina'ala Ahu Isa, *Vice Chairperson*

Dan Ahuna, Trustee Kaua'i & Ni'ihau

Kalei Akaka, Trustee O'ahu

Keli'i Akina, Trustee At-Large

Luana Alapa, Trustee Moloka'i & Lāna'i

Brendon Kalei'āina Lee, Trustee At-Large

Keola Lindsey, Trustee Hawai'i Island

John Waihe'e IV, Trustee At-Large



**STATE OF HAWAII'
OFFICE OF HAWAIIAN AFFAIRS**

MEETING OF THE BOARD OF TRUSTEES

DATE: Thursday, March 25, 2021

TIME: 10:00 am

PLACE: Virtual Meeting

Viewable at www.oha.org/livestream OR

Listen by phone: (213) 338-8477,

Webinar ID: 932 1664 1963

Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Eighteenth Supplementary Proclamation dated February 12, 2021 that suspends parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listen by phone: (213) 338-8477, Webinar ID: 932 1664 1963

AGENDA

- I. Call to Order
- II. Approval of Minutes
 - A. February 25, 2021
 - B. March 11, 2021
- III. Public Testimony on Items Listed on the Agenda* (Please see page 1 & 2 on how to submit written testimony or provide oral testimony online. Oral testimony by phone will **not** be accepted)
- IV. New Business
 - A. Committee on Beneficiary Advocacy and Empowerment
 1. 2021 OHA Legislative Positioning – Matrix 2 **†, March 17, 2021
 2. 2021 OHA Legislative Positioning – Matrix 2 **†, March 24, 2021
 3. Action Item: BAE #21-01: Approval of Wilmina K. English as the Moloka'i Island Representative for the Native Hawaiian Revolving Loan Fund (NHRLF) Board of Directors (BOD)
 - B. Committee on Resource Management
 1. Action Item RM #21-02: Approval to Close the Native Hawaiian Rights Fund (Special Fund S-331-z1) †
 - C. Workshop on Travel Services Business Travel Procedures – with Administration
- V. Community Concerns and Celebrations*(Please see pages 1 & 2 on how to submit written testimony or provide oral testimony online. Oral testimony by phone will **not** be accepted)
- VI. Announcements
- VII. Adjournment

If you require an auxiliary aid or accommodation due to a disability, please contact Raina Gushiken at telephone number 594-1772 or by email rainag@oha.org no later than three (3) business days prior to the date of the meeting.

Meeting Materials will be available to the public on Monday, March 22, 2021 and posted to OHA's website at: www.oha.org/bot

BOARD OF TRUSTEES

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STATE OF HAWAII' OFFICE OF HAWAIIAN AFFAIRS

†Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.

* **Public Testimony on Items Listed on the Agenda must be limited to matters listed on the meeting agenda. Community Concerns and Celebrations is not limited to matters listed on the meeting agenda.** Hawai'i Revised Statutes, Chapter 92, Public Agency Meetings and Records, prohibits Board members from discussing or taking action on matters not listed on the meeting agenda.

**Notice: Trustees may establish or revise an OHA position on ANY proposed bill / resolution / executive message currently moving through the state legislature or other relative elected body. The Matrices, which are available for public review in the meeting materials at this stated meeting, provide a brief description of each bill, the bill's number, the bill's title, the bill's intent, and the proposed and specific OHA position on each measure. However, the Trustees both in committee and as the Board of Trustees (BOT) reserve the right to discuss any and all bills on the Matrix, as well as those that time does not permit to be placed on the Matrix, in order to discharge their fiduciary obligations as Trustees of the Office of Hawaiian Affairs

Testimony can be provided to the OHA Board of Trustees either as: (1) **written testimony** emailed at least 24 hours prior to the scheduled meeting, or (2) live, **oral testimony online** during the virtual meeting.

- (1) Persons wishing to provide **written testimony** on items listed on the agenda should submit testimony via **email** to BOTmeetings@oha.org at least **24 hours prior** to the scheduled meeting. Any testimony received after this deadline will be late testimony and will be distributed to the Board members after the scheduled meeting. **Due to COVID- 19, please do not fax, mail, or hand-deliver written testimony**
- (2) Persons wishing to provide **oral testimony online** during the virtual meeting must first register at: https://zoom.us/webinar/register/WN_SGtwquGjTIW6EOp7-DfZ2w

You need to register if you would like to orally testify. Once you have completed your registration, a confirmation email will be sent to you with a link to join the virtual meeting, along with further instructions on how to provide oral testimony during the virtual meeting. The registration page will close during the Public Testimony or Community Concerns agenda item. Oral testimony by telephone/landline **will not** be accepted at this time.

To provide oral testimony online, you will need:

- (1) a computer or mobile device to connect to the virtual meeting;
- (2) internet access; and
- (3) a microphone to provide oral testimony.

Oral testimony online will be limited to five (5) minutes. Once your oral testimony is completed, you will be asked to disconnect from the meeting, unless you are also signed up for oral testimony during Community Concerns and Celebrations. If you do not sign off on your own, support staff will remove you from the Zoom meeting. You can continue to view the remainder of the meeting on the livestream or by telephone, as provided at the beginning of this agenda.

Please visit OHA's website for more detailed information on how to submit Public Testimony OR Community Concerns at: <https://www.oha.org/how-to-submit-testimony-for-oha-bot-meetings/>

Carmen Hulu Lindsey

Trustee Carmen Hulu Lindsey
Chairperson, Board of Trustees

3/19/2021

Date

Office of Hawaiian Affairs
Meeting of the Board of Trustees
March 25, 2021
10:00 A.M.

II. Approval of Minutes

- A. February 25, 2021
- B. March 11, 2021

STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 N. NIMITZ HIGHWAY, SUITE 200
(VIRTUAL MEETING - VIA ZOOM WEBINAR)

Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Seventeenth Supplementary Proclamation dated December 16, 2020 that suspend parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

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Minutes of the Office of Hawaiian Affairs
Board of Trustees
MINUTES
February 25, 2021

ATTENDANCE:

Chairperson Carmen Hulu Lindsey
Vice-Chairperson Leina'ala Ahu Isa
Trustee Dan Ahuna
Trustee Kaleihikina Akaka
Trustee Keli'i Akina
Trustee Luana Alapa
Trustee Brendon Kalei'āina Lee
Trustee Keola Lindsey
Trustee John Waihe'e, IV

BOT STAFF:

Colin Kippen
Amber Kalua
Kanani Iaea
Lehua Itokazu

ADMINISTRATION STAFF:

Sylvia Hussey, Ka Pouhana / CEO
Casey Brown, Pou Nui / COO
Ramona Hink, CFO
Sterling Wong, Chief Advocate
Raina Gushiken, CC
Everett Ohta, CC
Kurt Klein, Counsel
Kevin Chak, IT Support
Erin Nakama, IT Support

Call to Order

Chair Hulu Lindsey Calls the Board of Trustees Meeting to order for Wednesday, February 11, 2021 to order at 10:00 a.m. Chair Hulu calls for a roll call.

MEMBERS			Present	TIME ARRIVED
TRUSTEE	LEINA'ALA	AHU ISA	x	
TRUSTEE	DAN	AHUNA		Joins at 10:04 a.m.
TRUSTEE	KALEI	AKAKA	x	
TRUSTEE	KELI'I	AKINA	x	
TRUSTEE	LUANA	ALAPA	x	
TRUSTEE	BRENDON KALEI'ĀINA	LEE	x	
TRUSTEE	KEOLA	LINDSEY	x	
TRUSTEE	JOHN	WAIHE'E	x	
CHAIRPERSON	CARMEN HULU	LINDSEY	x	
			8	

At the Call to Order, **Eight (8)** Trustees are PRESENT, thereby constituting a quorum.

Chairperson Hulu Lindsey Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Eighteenth Supplementary Proclamation dated February 12, 2021 that suspends parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

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Before we begin, I would like to note that items:

1. IV.A. 1 and 2 were received under the 72 hour deadline.

Also, there is no business to discuss in executive session so we will not be going into executive session. Please allow me to go over some quick announcements. Please mute your mics when you are not speaking. Trustees and our CEO, please enable your cameras if you are able to do so. All other OHA staff please enable your camera and mic when addressing the board. If you get disconnected, we will pause the meeting for one minute and wait for you to log back on. After one minute we will proceed with the meeting. If you need to leave the meeting, please inform the Chair by announcing that you are leaving the meeting.

We are recording today's meeting for the sole purpose of producing written minutes, which will become the official record of this meeting. Joining the Trustees today is Kurt Klein our Board Counsel and Sylvia Hussey our CEO. I would also like to introduce my staff, Colin Kippen, Lehua Itokazu, Kanani Iaea, and Amber Kalua.

I would like to call upon our Ka Pouhana Sylvia to announce the administrative staff that is present.

Sylvia Hussey, CEO Thank you Chair and good morning Trustees. Today we have Casey Brown-Chief Operating Officer, Ramona Hink-Chief Financial Officer, Raina Gushiken-Senior Legal Counsel, Everett Ohta-Assistant Legal Counsel, Chief Advocate-Sterling Wong and our IT team-Kevin and Dan for support.

Chairperson Hulu Lindsey Thank you. I will move on to approval of minutes. Can I get a motion to accept the minutes for January 28, 2021?

Approval of Minutes

Trustee Akaka I so move.

Trustee Waihee Seconds the motion.

Chairperson Hulu Lindsey Roll call

Minutes: January 14, 2021						
	1	2	‘AE (YES)	‘A‘OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA						
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI‘I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY			X			
TRUSTEE JOHN WAIHE‘E		X	X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			8			
MOTION: [] UNANIMOUS [X] PASSED [] DEFERRED [] FAILED						
Motion passes with Eight (8) YES votes and one (0) EXCUSED vote.						

Public Testimony

Chairperson Hulu Lindsey I would like to move on to Public testimony on the agenda, do we have anyone signed up?

Board Secretary Yes, our first speaker is Germaine Meyers.

Germaine Meyers Aloha Chair Hulu, Vice-Chair Ahu Isa, Board members, and Lahui.

My name is Germaine Meyers. I’m an OHA beneficiary for beneficiary advocacy and empowerment. I’m also a Nanakuli Hawaiian Homestead Lessee.

Today I provide my data, views, and arguments regarding agenda item III.B. 2021 OHA Legislative Positioning – Matrix 2.

Specifically, I support SB 1334 re Kakaako Makai, SB 321 relating to the increasing of payment amount for the OHA pro rata share of the public land trust, and SB 977 for DLNR to work with OHA to provide accurate and inclusive reporting. And for the same reasons expressed by OHA, I oppose SB 1317 relating to public land trust funds to DHHL.

Trustees, I support SB 1334 because I feel OHA needs to bring forth the \$200 million settlement of debt given to us by Governor Abercrombie. I will email to you Civil Beat article dated April 12, 2012 titled:

“OHA-Kakaako Deal A Victory for Abercrombie.”

I share verbatim a paragraph from the article: “Quoting U.S. Senator Daniel Akaka, who sat in the front row of the bill-signing ceremony Wednesday at Washington Place, Abercrombie said, *“It’s important to do things right...In Hawaiian we call it pono.”*

I will also email to you an article published 9 years ago in 2012 as well, but in the Star Advertiser: The Star Advertiser spoke of how the settlement does not involve any money, but instead conveys about 25 acres of adjacent parcels of land in Kakaako valued at about \$200 million to OHA. The state and OHA agree that a \$200 million settlement represents a reasonable compromise of the disputed claims for the prior 34 years. I asked myself is this the truth? Did we receive a \$200 million settlement? I support SB1334 and the development of Kaka‘ako Makai so that OHA will make this a reality. Trustees, the Friends of Kewalos submitted testimony in strong opposition to SB1334. What I saw in their testimony is a pilau message saying ‘KAPU, Hawaiians keep out. This is our home, our hale. Stay out of my front yard!’ I saw this message when I read their testimony, that I read for you now in verbatim:

We are not against all development. We understand the people need housing, but ask yourselves “Is this the right place?” We need to preserve for the People what little oceanfront land we have left, not only in Kakaako Makai, but the entire State. We support “smart development” that puts emphasis on People first over profit.

Trustees, that’s interesting and convenient for them to say, NOW. Now that they have their housing in their high rises, and their developers who surely put profit over people because many of us can’t afford those housing in their high rises. Trustees, hell yeah “THIS IS THE RIGHT PLACE!” This is our place. Our \$200 million settlement place. Are they shame of Native Hawaiians?

Hawaiians are ocean people. Hōkūlei‘a ocean people. I ask myself, as native Hawaiians, do we have easy access to beaches in Kailua, in Hawaii Kai, in Waikiki, in Haleiwa, in Waialua, in lands occupied by Military basis such as Pearl Harbor, Kaneohe Marine Base, Hickam, Barber’s Point, Ford Island, Iroquois in Ewa Beach? Hawaiians are ocean people. Hōkūlei‘a ocean people. We belong in Kaka‘ako Makai.

Trustees, on Oahu, OHA has land in the North Shore (Waimea Valley), in Wahiawa (Kūkaniloko), in Honolulu (Nā Lama Kukui) and near Waikiki (Kaka‘ako Makai). Hawaiians need OHA to maintain its presence on all of these lands.

Is this the right place? Yes, Hawaiians belong everywhere on the lands of Hawaii nei. We belong. Ke Akua Pu. God Bless You and God bless us all.

Chairperson Hulu Lindsey Do we have anyone else signed up?

Board Secretary We have two more people but they are not on the call presently.

Trustee Ahu Isa Chair, I would Like Germaine Meyer's testimony inserted as my own when the minutes are done. I agree with it and I would like it a part of my mana'o.

Kurt Klein Good morning Chair, Public testimony is a time for the public to testify. Typically we do not have a discussion back and forth. In discussion, under agenda items, if Trustee Ahu Isa would like to submit her thoughts for consideration, she can do that under the New Business portion if it pertains to a discussion item.

New Business

Chairperson Hulu Lindsey At this time I would like to move on to item IV. A. 1 and 2. I would like to call upon Trustee Akaka on the referral from the BAE Committee for February 17 and 24, 2021.

A. Committee on Beneficiary Advocacy and Empowerment

- 1. 2021 OHA Legislative Positioning – Matrix 2**, February 17, 2021**
- 2. 2021 OHA Legislative Positioning – Matrix 2**†, February 24, 2021**

Trustee Akaka Madam Chair, your Committee on Beneficiary Advocacy and Empowerment, having met on February 17, 2021 and after full and free discussion, recommends approval of the following motion to the Board of Trustees:

To approve Administration's recommendations on:

NEW BILLS (Items 1-65) and BILL POSITIONS FOR RECONSIDERATION (Items 66 - 70), on the OHA Legislative Positioning Matrix dated February 17, 2021, as amended.

Trustee K. Lindsey Seconds the motion.

Trustee Akaka moves to approve Administration's recommendations on: NEW BILLS (Items 1-65) and BILL POSITIONS FOR RECONSIDERATION (Items 66 - 70), on the OHA Legislative Positioning Matrix dated February 17, 2021, as amended. Trustee K. Lindsey seconds the motion.						
	1	2	'AE (YES)	'A'OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI'I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY		X	X			

TRUSTEE JOHN	WAIHE'E			X		
CHAIRPERSON HULU	LINDSEY			X		
TOTAL VOTE COUNT				9		
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
Motion passes with nine (9) YES votes and zero (0) EXCUSED vote.						

Trustee Akaka Your Committee on Beneficiary Advocacy and Empowerment, having met on February 24, 2021 and after full and free discussion, recommends approval of the following motion to the Board of Trustees:

To approve Administration's recommendations on:

NEW BILLS (Items 1-28) and BILL POSITIONS FOR RECONSIDERATION (Items 29-31), along with the following revisions:

ADD Measures

- HCR41, as COMMENT
- HR33, as COMMENT

CHANGE Measures:

- Item 609, SB1244, from SUPPORT to COMMENT on the OHA Legislative

Trustee K. Lindsey Seconds the motion.

Chairperson Hulu Lindsey Any discussion?

Trustee Ahu Isa Request that Germaine Meyer's testimony be submitted as her own.
(please see the testimony in attachments) *The final approved minutes will reflect this request.*

Trustee Akaka moves To approve Administration's recommendations on: NEW BILLS: NEW BILLS (Items 1-28) and BILL POSITIONS FOR RECONSIDERATION (Items 29-31), along with the following revisions:						
ADD Measures						
• HCR41, as COMMENT						
• HR33, as COMMENT						
CHANGE Measures:						
• Item 609, SB1244, from SUPPORT to COMMENT on the OHA Legislative						
Trustee Waihee seconds the motion.						
	1	2	'AE (YES)	'A'OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI			X			
TRUSTEE DAN			X			

TRUSTEE KALEI	AKAKA	X		X		
TRUSTEE KELI'I	AKINA			X		
TRUSTEE LUANA	ALAPA			X		
TRUSTEE BRENDON	LEE			X		
TRUSTEE KEOLA	LINDSEY			X		
TRUSTEE JOHN	WAIHE'E			X		
CHAIRPERSON HULU	LINDSEY		X	X		
TOTAL VOTE COUNT				9		
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
Motion passes with Nine (9) YES votes and one (1) no vote.						

Chairperson Hulu Lindsey As a reminder there is no decision making on item IV. A. 3. So we will skip this item on the agenda. I will call on Trustee Akaka regarding the referral from the BAE Committee for February 10, 2021.

Trustee Akaka Mahalo, Madam Chair. Your committee on Beneficiary Advocacy and Empowerment having met on February 10, 2021. And after a full and free discussion, recommends approval of the following motion to the Board of Trustees.

To approve Administration's recommendations on:

NEW BILLS (Items 1-26, 28-108,110-199, and 201-300) and BILL POSITIONS FOR RECONSIDERATION (Items – 301-305), along with the following revisions:

ADD items

- HB344, as OPPOSE

CHANGE items:

- 27, HB497, from MONITOR to OPPOSE;
 - 109, HB1105, from MONITOR to SUPPORT;
 - 200, SB567, from MONITOR to OPPOSE;
- on the OHA Legislative Positioning Matrix dated February 10, 2021, as amended**

Trustee Keola Lindsey Seconds the motion.

Trustee Akaka moves to approve Administration's recommendations on:
NEW BILLS (Items 1-26, 28-108,110-199, and 201-300) and BILL POSITIONS FOR RECONSIDERATION (Items – 301-305), along with the following revisions:

ADD items

- HB344, as OPPOSE

CHANGE items:

- 27, HB497, from MONITOR to OPPOSE;
 - 109, HB1105, from MONITOR to SUPPORT;
 - 200, SB567, from MONITOR to OPPOSE;
- on the OHA Legislative Positioning Matrix dated February 10, 2021, as amended**

Trustee Waihee seconds the motion.						
	1	2	‘AE (YES)	‘A‘OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI‘I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY		X	X			
TRUSTEE JOHN WAIHE‘E			X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			9			
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
Motion passes with nine (9) YES votes.						

Chairperson Hulu Lindsey Thank you. I would now like to call on Trustee John Waihee for the referral from the Committee of the Resource Management held on February 16, 2021.

Trustee Waihee Thank you madam Chair. Your Committee on Resource Management, having met on February 16, 2021 and after full and free discussion, recommends approval of the following action to the Board of Trustees:

To approve the following non-OHA employees as volunteer, uncompensated Managers for Hi‘ilei Aloha LLC, effective April 1, 2021, with the noted staggered terms of service:

- A. Roberts “Bob” Leinau for a service period of three (3) years;**
- B. Greg C. Pietsch for a service period of two (2) years; and**
- C. Leilani Kūpahu-Marino Kaho‘āno for a service period of one (1) year**

Trustee Ahu Isa Seconds the motion.

Chairperson Hulu Lindsey Any discussion? Roll Call.

<p>Trustee Waihee moves to approve Administration’s recommendation to:</p> <p>To approve the following non-OHA employees as volunteer, uncompensated Managers for Hi‘ilei Aloha LLC, effective April 1, 2021, with the noted staggered terms of service:</p> <p>A. Roberts “Bob” Leinau for a service period of three (3) years;</p> <p>B. Greg C. Pietsch for a service period of two (2) years; and</p>
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C. Leilani Kūpahu-Marino Kaho‘āno for a service period of one (1) year						
Trustee Ahu Isa Seconds the motion.						
	1	2	‘AE (YES)	‘A‘OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA		X	X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI‘I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY			X			
TRUSTEE JOHN WAIHE‘E	X		X			
CHAIRPERSON HULU LINDSEY					X	
TOTAL VOTE COUNT			8			
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
Motion passes with Eight (8) YES votes, two () no votes, and two (1) abstain						

Chairperson Hulu Lindsey Moving on to item V.

Community Concerns and Celebrations

Chairperson Hulu Lindsey Do we have anyone signed up?

Board Secretary Yes, we have Germaine Meyers

Germaine Meyers Aloha Chair Hulu, Vice-Chair Ahu Isa, Board members, and Lāhui.

My name is Germaine Meyers. I’m an OHA beneficiary for beneficiary advocacy and empowerment. I’m also a Nanakuli Hawaiian Homestead Lessee. Trustees a sincere mahalo to you for sharing with me your time to hear my community concerns. My concerns are focused on POLITICAL WILL.

Earlier I shared with you the Senate Bills I support and I oppose. Within each of these bills, the public and government agencies are allowed to testify in support of and in opposition. When I read all of the testimonies, it gives me an impression. An impression of the political will of people. But most especially, the political will of the Governor, the person who appoints the heads of departments. And the political will of the Legislators, based on their support or opposition of each bill. I now share with you the political will expressed in some testimonies, from head of government agencies, leaders appointed by the Governor. The Chairman of the Department of Land and Natural Resources, DLNR, stated in testimony regarding SB 1317 the following:

“The DLNR opposes paying DHHL or OHA any additional funds from ceded lands above the fixed annual payment of \$15.1 million currently paid to OHA, ...regardless of which agency actually

receives the funds.”

Department of Agriculture wants the pro rata amount to be deleted because any increase would place an undue hardship on their program. The Department of Budget and Finance interpret the bill would in effect double the required transfers from ceded land revenue to 40 percent—20 percent to OHA and 20 percent to DHHL. They complain that it would only leave them with 60 percent revenue for operations of the affected programs. Now, I would like to share with you the testimony by the Attorney General regarding SB 1317. At first, I felt it validated OHA when it stated this on page 2 of 6:

Section 5(f) of the Admissions Act, however, does require these lands, and the income and proceeds from these lands, to be used only for one of five purposes. Which it numerated, and states 2) the betterment of the conditions of native Hawaiians. Notably, article XII, section 6 of the Hawaii Constitution designates OHA as the receiving agency for ALL of the pro rata portion (emphasis on all) of receipts that go toward the betterment of the conditions of native Hawaiians.

However, there is no analogous provision in the Hawaii Constitution that provides DHHL with any portion of the receipts collected from the lands of the public land trust....

Madam Chair, and Trustees, to my dismay and disappointment, in the end, the AG’s statements on page 3 of 6 confirms that the political will of the Legislators and Governor super cedes everything. The AG states the following:

In fact, both the Hawaii Constitution and section 5(f) of the Admission Act are silent on how receipts from the public land trust must or should be apportioned to support any of the five trust purposes.

Trustees if this is true, there is no guarantee OHA will continue to receive pro rata receipts from the public land trust. Income OHA currently relies on.

For this reason, I humbly ask OHA to make responsible decisions regarding OHA’s budget. To also seriously develop Kakaako Makai and Na Lama Kukui so that OHA can generate and rely on it’s own income sources. OHA’s mandate is not the same as DHHL. DHHL’s primary mandated is to give land leases. Land leases for residential, agricultural, pastoral, aquaculture, rental, commercial, and industrial. Land leases. OHA’s mandate are for the betterment of the conditions of native Hawaiians. Health conditions, economic conditions, education conditions, housing conditions. Look at the political will of our past and current leaders. Native Hawaiians have 40 years of experiences with OHA and 100 years of experiences with DHHL’s Hawaiian Homes Commission Act to inform us of the Political Will of the Governors, the Legislators, and the People of the State of Hawaii.

Ke Akua Pu. God Bless You and God Bless Us All.

Chairperson Hulu Lindsey Thank you Germaine.

Board Secretary Next speaker is Rowena Contrades – Pangan.

Rowena Contrades – Pangan Aloha, I am Rowena Contrades – Pangan from the island of Kauai. My whole heart and soul of these native Hawaiian people that are houseless here on the Kauai. My whole heart goes out to these homeless people. We have been trying diligently to get funding to feed our Native Hawaiian people. They did not want to be part of this because at our last meeting they felt like they were mistreated as Native Hawaiians. I went all the way to Kekaha. I live in Kapa’a, I left my house at 8:00 in the morning to grab each and every one of them and took them to Salt pond. There was no one from the Office of Hawaiian Affairs to come and help us with the technology. So, we gathered our own people, did our own community outreach,

and then we were not allowed to speak because we didn't register. How are these people going to register when there is no help from OHA:

- 1) To get them to register
- 2) They are houseless – how are they suppose to get there? We had to bring our whole function to allow them to testify. They were there willing but we were not allowed to testify.

Today, when I asked them they said “no”. They do not want to be apart of it. They're thinking I am being investigated by the FBI. I don't even know what's going on and it doesn't matter. We are here for Native Hawaiian people. We need housing, food, and we need them to get help. They need to get simple medical help. I just a small grant. I am still trying to get a little more money to try and feed these people. I am asking OHA to consider helping Ho'omana, so that we can help the Native Hawaiian people. They're houseless, sick, and in need of help. We have many that are mentally ill at these sites and there is no help for them. I am reaching out to OHA to please kōkua and help our Native Hawaiians. Thank you.

Chairperson Hulu Lindsey Thank you Rowena. Our next speaker is Kamealoha.

Kamealoha Smith Aloha, this Kamealoha Smith, Kaua'i island beneficiary. Mahalo for giving me the opportunity to share manao at today's Board meeting. I work with Rowena, Ho'omana, and few other homeless adocate non profits to develop a plan to deal with homeless issues. Our non profit did recieve some funding to address some of the food insecurity issues. We look forward to develop more funding opportunities for Ho'omana and other non profits. I also wanted to thank Trustee Hulu Lindsey, Vice-Chair Lei Ahu Isa, and the leadership at OHA for providing beneficiaries and safe enviornement to provide testimony. I wanted to let you know I have written to the State Legislative body to both the State Representatives and our Senators in the Hawaiian Affairs Committee. I extended an invitation to the legislatures and to our County Council to attend todays Board meeting as well. My main goal was to give them an opportunity to understand the issues of our Hawaiian community. I think there are leaders on Hawaiian Affairs Committee, both at the House and Senate Committee. Both are important because they make decisions that will impact the Native Hawaiian community.

The other issue is sustainability. I know OHA was interested a while back on creating a puwalu on the island of Kaua'i. I know part of that was to address sustainability, that's a good idea. OHA also has a tendency to be Oahu centric – that has come up in a public discussion. While I support the idea of a puwalu, I think it's important for OHA to work to empower the people on the neighbor islands to lead on those efforts of sustainability. Many of us on the neighbor islands are connected to the work we do on geneology and lineage. What ever kuleana we have has been passed down through ohana. It would be better if OHA provided the support and resources that work rather than come to the neighbor islands and take over. I don't think anyone intends to do that but it happens sometimes. It is my belief that if we want to raise capable leaders on the neighbor islands and we want better outcomes and engagement it is better if we can work to empower our local leaders. I also wanted to say item B. Committee on Resource Management – what was the purpose of that resolution was. It would be nice if you folks did some type of education activity to explain to beneficiaries about this agenda item. What that agenda item is meant to address and how that agenda item impacts OHA operations especially the budget solution? What is the benefit to OHA? And will improve with OHA as a result of this action item being passed? That is all I have to say. Mahalo for giving me an opportunity to speak today. Thank you everyone. Mālama pono and a hui hou.

Chairperson Hulu Lindsey Mahalo Kamealoha. Our next speaker is Thomas Shirai.

Thomas Shirai Hello, Congratulations to those who got elected. I see this as a good group that can move forward with our Hawaiian issues. I am trying to get a hold of whoever lobbies at legislature and puts

together the package. I tried for three weeks to get a hold of that person. I left a message, email, and my telephone number. No one got back to me. I wanted to have one bill if possible to be added to your legislative package for this session. It is a very sentimental and special bill for me. It has to do with SB1368, this has to do with Kawaihapai airfield open for civil aviation instead of DOT's position on shutting civilian operations and terminating their lease with the Army in 2024. Why do I feel strongly? I've done a lot of good things for that airfield including iwi kupuna disturbance. It was covered extensively by KHON2 until reinterment. The legislative body of that bill, SB1368 only addresses the business community and the tenants. The only reason why they're there is WWII, the army got Kawaihapai to make an airfield. At the end they were supposed to give it back but instead they gave it to the territory of Hawaii, who then gave it to the State of Hawai'i and it became public recreational land. They are complaining they have over one year to get off the airfield. My Grandpa's family, one of the original land owners – going back to the mahele and the original deeds, they had less than one month to get off the airfield. They had to start life all over, they didn't have time to apply for Hawaiian homestead, hawaiian housing, foodstamp, or any governmental assistance. They needed something right then and there. Some made it and some did not, my grandparents made it. I live in that same house since that time period, to this very day with my wife. It is very much a Hawiian place after you hemo all the military history and the civilian recreational activities. Get plenty Hawaiian stuff and a lot of it was done because of my family, they were the informants for Bishop Museum and its documented in sites of Oahu. I am asking that it doesn't matter if you support or you oppose what's going on or you support or oppose the Army. There was only non-Hawaiian testimony being presented, over 300 at the City Council. I would like to see more Hawiian people voice their opinion and to give balance. I want OHA to look at this bill and offer comments. Bad things have happened here in the past like eviction of Hawaiians. The second, is a burial site. This was my grandpa's family iwi kupuna. We told them not to disturb this area and they did, in 2005. Despite they had seven years prior notice. We spent time with SHPD sharing with them our family, our relationship, cultural sites, burial sites, and where not to disturb. 2005, the DOT allowed illegal sand mining and that is when they disturbed my ancestors. I went through the process 6E and NAGPRA for two years and it was very draining. It was with the help of Kai Markel and KHON2 that we reburied them at Kawaihapai. If you have no position, please add it on to your list of tracking of legislative bills, and comment. I'm also trying to get ahold of Ka Wai Ola and no one has called me back. I think this is a good informative subject to put in the newspaper. Also, I am not a cultural descendant, I am a recognized lenial decedent by SHPD and NAGPRA. Thank you.

Chairperson Hulu Lindsey Thank you so much. We will definitely follow up. Does Kai Markell have your information; phone number and email? We will have our BAE committee follow up on this bill. Thank you again for your comments.

Sylvia Hussey, CEO We will have Mr. Shirai connect with Chief Advocate, Sterling Wong as well as Public Policy manager, and of course Kai to continue that conversation.

Announcements

Chairperson Hulu Lindsey okay, our next Board meeting will be on March 11th at 10:00 a.m.

Adjournment

Trustee Ahuna moves to adjourn the meeting.

Trustee Akaka seconds the motion.

Chairperson Lindsey calls for a **ROLL CALL VOTE**.

Adjournment							
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA	X		X			
KALEIHIKINA	AKAKA		X	X			
KELI'I	AKINA			X			
LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
KEOLA	LINDSEY			X			
JOHN	WAIHE'E			X			
CHAIR CARMEN HULU	LINDSEY			X			
TOTAL VOTE COUNT				9		0	0

Chairperson Carmen Hulu Lindsey adjourns the Board of Trustees meeting at 10:48 a.m.

Respectfully submitted,

Lehua Itokazu
Board Secretary

As approved by the Board of Trustees on March 25, 2021.

Carmen Hulu Lindsey
Chairperson, Board of Trustees

Attachments:

DRAFT
To be approved on
3/25/2021

STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 N. NIMITZ HIGHWAY, SUITE 200
(VIRTUAL MEETING - VIA ZOOM WEBINAR)

Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Seventeenth Supplementary Proclamation dated December 16, 2020 that suspend parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listen by phone: (213) 338-8477, [Webinar ID](#)

Minutes of the Office of Hawaiian Affairs
Board of Trustees
MINUTES
March 11, 2021

ATTENDANCE:

Chairperson Carmen Hulu Lindsey
Vice-Chairperson Leina'ala Ahu Isa
Trustee Dan Ahuna
Trustee Kaleihikina Akaka
Trustee Keli'i Akina
Trustee Luana Alapa
Trustee Brendon Kalei'āina Lee
Trustee Keola Lindsey
Trustee John Waihe'e, IV

BOT STAFF:

Colin Kippen
Amber Kalua
Kanani Iaea
Lehua Itokazu

ADMINISTRATION STAFF:

Sylvia Hussey, Ka Pouhana / CEO
Casey Brown, Pou Nui / COO
Ramona Hink, CFO
Sterling Wong, Chief Advocate
Raina Gushiken, CC
Everett Ohta, CC
Kurt Klein, Counsel
Kevin Chak, IT Support
Erin Nakama, IT Support
Robert Klein, Counsel
Kevin Chak, IT Support
Erin Nakama, IT Support

Call to Order

Chair Hulu Lindsey Calls the Board of Trustees Meeting to order for Wednesday, February 11, 2021 to order at 10:00 a.m. Chair Hulu calls for a roll call.

MEMBERS			Present	TIME ARRIVED
TRUSTEE	LEINA‘ALA	AHU ISA	x	
TRUSTEE	DAN	AHUNA	x	
TRUSTEE	KALEI	AKAKA	x	
TRUSTEE	KELI‘I	AKINA	x	
TRUSTEE	LUANA	ALAPA	x	
TRUSTEE	BRENDON KALEI‘ĀINA	LEE	x	
TRUSTEE	KEOLA	LINDSEY	x	
TRUSTEE	JOHN	WAIHE‘E		10:03 a.m.
CHAIRPERSON	CARMEN HULU	LINDSEY	x	
			8	

At the Call to Order, **Eight (8)** Trustees are PRESENT, thereby constituting a quorum.

Chairperson Hulu Lindsey Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Eighteenth Supplementary Proclamation dated February 12, 2021 that suspends parts of Hawai‘i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA’s website at www.oha.org/livestream

Before we begin, I would like to note that items:

1. IV.A. 1 and 2 were received under the 72 hour deadline.

Please mute your mics when you are not speaking. Trustees and our CEO, please enable your cameras if you are able to do so. All other OHA staff please enable your camera and mic when addressing the board. If you get disconnected, we will pause the meeting for one minute and wait for you to log back on. After one minute we will proceed with the meeting. If you need to leave the meeting, please inform the Chair by announcing that you are leaving the meeting.

We are recording today’s meeting for the sole purpose of producing written minutes, which will become the official record of this meeting. Joining the Trustees today is Sylvia Hussey our CEO and Assistant Legal Counsel-Everett Ohta. We also have Colin Kippen-Chief of Staff, Board Secretary-Lehua Itokazu, Kanani Iaea and Amber Kahlua. I would also like to introduce my staff, Colin Kippen, Lehua Itokazu, Kanani Iaea, and Amber Kalua.

I would like to call upon our Ka Pouhana Sylvia to announce the administrative staff that is present.

Sylvia Hussey, CEO Thank you Chair and good morning Trustees. Today we have Casey Brown-Chief Operating Officer, Ramona Hink-Chief Financial Officer, Raina Gushiken-Senior Legal Counsel, Everett Ohta-Assistant Legal Counsel, and our IT team for support.

Chairperson Hulu Lindsey Thank you. I will move on to approval of minutes. Can I get a motion to accept the minutes for February 11, 2021?

Approval of Minutes

Trustee Akaka I so move.

Trustee Akina Seconds the motion.

Chairperson Hulu Lindsey Roll call

Minutes: February 11, 2021						
	1	2	‘AE (YES)	‘A‘OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI‘I AKINA		X	X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE					X	
TRUSTEE KEOLA LINDSEY			X			
TRUSTEE JOHN WAIHE‘E			X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			8		1	
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
Motion passes with Eight (8) YES votes and one (1) ABSTENSION vote.						

Public Testimony

Chairperson Hulu Lindsey I would like to move on to Public testimony on the agenda, do we have anyone signed up?

Board Secretary No

New Business

Chairperson Hulu Lindsey At this time I would like to move on New Business and call upon Trustee Akaka on the referral from the BAE Committee for March 10, 2021.

A. Committee on Beneficiary Advocacy and Empowerment

1. 2021 OHA Legislative Positioning – Matrix 2†, March 10, 2021**

2. OHA Federal Legislative Positioning - Matrix† - Advocacy (Washington, D.C. Bureau)

Trustee Akaka Madam Chair, your Committee on Beneficiary Advocacy and Empowerment, having met on March 10, 2021 and after full and free discussion, recommends approval of the following motion to the Board of Trustees:

To approve Administration's recommendations on:

NEW BILLS (Items 1-24) and BILL POSITIONS FOR RECONSIDERATION (Items 25-29), along with the following revisions:

ADD Measures

- **GM688, as SUPPORT**
- **GM689, as SUPPORT**
- **GM691, as SUPPORT**
- **HCR76, as SUPPORT**
- **HR64, as SUPPORT**
- **SCR55, as SUPPORT**
- **SR37, as SUPPORT**

CHANGE Measures:

- **Item 329, HCR9, from MONITOR to SUPPORT**

On the OHA Legislative Positioning Matrix dated March 10, 2021

Trustee K. Lindsey Seconds the motion.

Trustee Akaka moves to approve Administration's recommendations on:

NEW BILLS (Items 1-24) and BILL POSITIONS FOR RECONSIDERATION (Items 25-29), along with the following revisions:

ADD Measures

- **GM688, as SUPPORT**
- **GM689, as SUPPORT**
- **GM691, as SUPPORT**
- **HCR76, as SUPPORT**
- **HR64, as SUPPORT**
- **SCR55, as SUPPORT**
- **SR37, as SUPPORT**

CHANGE Measures:

- **Item 329, HCR9, from MONITOR to SUPPORT**

On the OHA Legislative Positioning Matrix dated March 10, 2021

Trustee K. Lindsey seconds the motion.

	1	2	‘AE (YES)	‘A‘OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI‘I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY		X	X			
TRUSTEE JOHN WAIHE‘E			X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			9			
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
Motion passes with nine (9) YES votes and zero (0) EXCUSED vote.						

Trustee Akaka to approve Administration’s recommendations on:

OHA Federal Legislative Positioning Matrix presented by the OHA Advocacy Washington D.C. Bureau:

- **OHA FED 1 through OHA FED 4 all as SUPPORT**

Trustee K. Lindsey Seconds the motion.

Trustee Akaka moves To approve Administration’s recommendations on: NEW BILLS:						
OHA Federal Legislative Positioning Matrix presented by the OHA Advocacy Washington D.C. Bureau:						
● OHA FED 1 through OHA FED 4 all as SUPPORT						
Trustee Waihee seconds the motion.						
	1	2	‘AE (YES)	‘A‘OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI‘I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			

TRUSTEE KEOLA	LINDSEY			X			
TRUSTEE JOHN	WAIHE'E			X			
CHAIRPERSON HULU	LINDSEY		X	X			
TOTAL VOTE COUNT				9			
MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED							
Motion passes with Nine (9) YES votes and zero (0) no vote.							

Trustee Lee Madame Chair, may I have a point of personal privilege please?

Chairperson Hulu Lindsey Yes.

Trustee Lee I would like to note the presence of Board Counsel, Robert Klein.

Chairperson Hulu Lindsey Mahalo Trustee, Aloha Counsel.

Community Concerns and Celebrations

Chairperson Hulu Lindsey Do we have anyone signed up?

Board Secretary There is no one signed up.

Announcements

No announcements are made.

Adjournment

Trustee Akaka moves to adjourn the meeting.

Trustee Ahuna seconds the motion.

Chairperson Lindsey calls for a **ROLL CALL VOTE**.

Adjournment							
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA		X	X			
KALEIHIKINA	AKAKA	X		X			
KELI'I	AKINA			X			
LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
KEOLA	LINDSEY			X			
JOHN	WAIHE'E			X			
CHAIR CARMEN HULU	LINDSEY			X			

TOTAL VOTE COUNT			9		0	0
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Chairperson Carmen Hulu Lindsey adjourns the Board of Trustees meeting at 10:13 a.m.

Respectfully submitted,

Lehua Itokazu
Board Secretary

As approved by the Board of Trustees on March 25, 2021.

Carmen Hulu Lindsey
Chairperson, Board of Trustees

Attachments:

Office of Hawaiian Affairs
Meeting of the Board of Trustees
March 25, 2021
10:00 A.M.

IV. New Business

A. Committee on Beneficiary Advocacy and
Empowerment

1.2021 OHA Legislative Positioning –
Matrix2**†, March 17, 2021

- *The Committee Report for Action Item IV.A. 1. will be forwarded to the Board of Trustees once received from the BAE Committee.*

Office of Hawaiian Affairs
Meeting of the Board of Trustees
March 25, 2021
10:00 A.M.

IV. New Business

A. Committee on Beneficiary Advocacy and
Empowerment

2. 2021 OHA Legislative Positioning –
Matrix 2**†, March 24, 2021

- *The Committee Report for Action Item IV.A.2 will be forwarded to the Board of Trustees once received from the BAE Committee.*

Office of Hawaiian Affairs
Meeting of the Board of Trustees
March 25, 2021
10:00 A.M.

IV. New Business

A. Committee on Beneficiary Advocacy and
Empowerment

3. Action Item: BAE #21-01: Approval of Wilmina K.
English as the Moloka‘i Island Representative for
the Native Hawaiian Revolving Loan Fund
(NHRLF) Board of Directors (BOD)

- *The Committee Report for Action Item IV.A.3 will be forwarded to the Board of Trustees once received from the BAE Committee.*

Office of Hawaiian Affairs
Meeting of the Board of Trustees
March 25, 2021
10:00 A.M.

IV. New Business

B. Committee on Resource Management

1. Action Item: RM #21-02: Approval to Close the
Native Hawaiian Rights Fund (Special Fund
S-331-z1)†

- *The Committee Report for Action Item IV.B.1 will be forwarded to the Board of Trustees once received from the RM Committee.*

Office of Hawaiian Affairs
Meeting of the Board of Trustees
March 25, 2021
10:00 A.M.

IV. New Business

- C. Workshop on Travel Services Business Travel
Procedures – with Administration



Board of Trustees
Thursday, March 25, 2021
Workshop on Travel Services
Business Travel Procedures

THE OFFICE OF HAWAIIAN AFFAIRS

Empowering Hawaiians, Strengthening Hawai'i



Policy Number: C-2021-XXX

Business Travel Policy

Subject: Business Travel

Effective Date: Upon approval by Ka Pouhana

Scope: Organization

Date Reviewed/Revised: Upon approval by Ka Pouhana

Responsible Office: Administration,
Paia Kanaloa Wai, Chief Financial Officer

Next Scheduled Review Date: Two (2) years from
Effective Date or More Frequently, As Needed

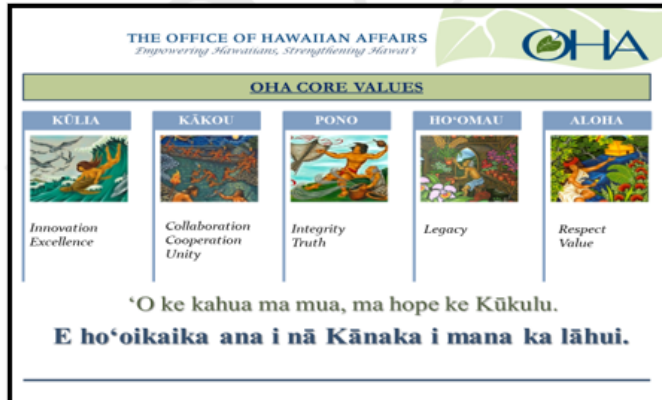
Policy Administrator: Administration, Paia
Kanaloa Wai, Chief Financial Officer

I. POLICY AND GENERAL STATEMENT

Travel from a primary work site to other on-island, in-state, out-of-state and international locations is necessary to effectively conduct the Office of Hawaiian Affairs' (OHA) strategic, tactical and operational business activities. This policy applies to the Board of Trustees (BOT), their Aides and other Board positions (e.g., Chief of Staff, Board Secretary), Administration full-time employees, and as needed and approved, non-employees (e.g., contractors, vendors, community members) who travel on behalf of OHA to complete necessary OHA business activities (e.g., Board Counsel, iwi kupuna repatriation experts).

II. MO'OKUAUHAU

The core values articulated below and approved by the BOT in April 2019 as part of the Board Governance Framework, provides the basis for the policy itself as well as the policy implementation procedures and practices.



Business Travel Policy – Draft

- Travel from in-state, out-of-state and international locations, necessary to effectively conduct OHA's strategic, tactical and operational business activities.
- Applies to the Board of Trustees, their Aides and Staff, Administration full-time employees, and non-employees, as needed and approved.
- Regulatory Basis -- Administrative Rules. In accordance with Hawai'i Administrative Rule (HAR) § 3-10-3 the applicability of HAR Chapter 3-10 (administrative rules as they relate to travel expenses incurred by state employees and representatives in connection with the official business of the State).

Business Travel Policy – Draft (continued)

Scope and Delegation of Authorized Travel Approvals

Travel – Board of Trustees	Trustee	COO	CEO	BOT Chair
In-State Travel	<i>Initiates</i>	FINAL		
Out-of-State Travel	<i>Initiates</i>			FINAL
BOT Chairperson Travel	<i>Initiates</i>		FINAL	
Non-employee (e.g., Board Counsel, Contractor)	<i>Chief of Staff</i>			FINAL

Travel – BOT Staff	Aide/ Staff	Trustee	COO	CEO
In-State Travel	<i>Initiates</i>	1st	FINAL	
Out-of-State Travel	<i>Initiates</i>	1st		FINAL

Travel – Administration	Staff	Program Manager	Director	COO	CEO	BOT Chair
Administration Staff In-State Travel	<i>Initiates</i>	1st/Initiates	FINAL	FINAL for Director	FINAL for COO	FINAL for CEO
Administration Staff Out-of-State Travel	<i>Initiates</i>	1st/Initiates	2nd/1st	FINAL	FINAL for COO	FINAL for CEO
Non-employee (e.g., Contractor, NHRLF Board Member)		Initiates	1st	FINAL		



Hawai'i Administrative Rule (HAR) § 3-10-3

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Amendment of Chapter 3-10
Hawaii Administrative Rules

June 23, 1999

SUMMARY

1. §§3-10-1 to 3-10-4 are amended.
2. §§3-10-6 to 3-10-14 are amended.
3. Chapter 3-10 is compiled.

Travel Purpose: To provide uniform application as they relate to travel expenses.

Applicability: To all persons employed by the State.









- Rules apply to all travel expenses regardless of the source of funding.
- Takes precedence over conflicting travel policies of any department or agency of the state.

Travel Status: Begins with departure of common carriers from the island on which the traveler's regular place of business is located and terminates upon the traveler's return to that island.

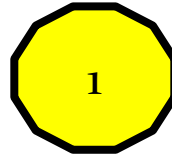
Routing of Travel: The most economical and direct route available to the point of business destination.

- Travel tickets shall be for complete routes, including all direct connections.
- Any charges related to travel not applicable to state business will be the responsibility of the employee.

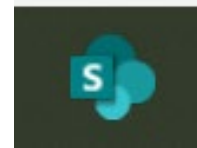
Frequently Used

	My Email
	My Teams
	My SharePoint
	My Timecards
	My Workflow Tasks
	My Oracle
	My eSign
	My HiPay

SharePoint Homepage



Navigate to SharePoint Homepage



Click on icon on task bar

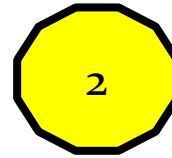
or type in browser:

<https://oha2.sharepoint.com/>

SharePoint access to Business Travel Services

Forms and Resources

Emergency Timecard
Check Issuance Form
Request For Payment On Contract
Purchase Card Request
Employee Reimbursement
Mileage Reimbursement
Trustee Protocol Allowance (TPA) Disbursement Form
Travel Services

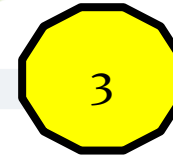


Select "Travel Services"

THE OFFICE OF HAWAIIAN AFFAIRS

Empowering Hawaiians, Strengthening Hawai'i

SharePoint access to Business Travel Services

[Home](#)[Board of Trustees](#)[Administration](#)[Forms and Resources](#)[My Workspace](#)

Navigate

TRAVEL SERVICES APPLICATION

PROCEDURES

MANUAL

TRAVEL CHANGE FORM

TRAVEL TRAINING

FAQ

HOW TO SUBMIT A PER DIEM AFFIDAVIT FORM

DEPARTMENT OF TRANSPORTATION'S COVID-19 UPDATES

THE OFFICE OF HAWAIIAN AFFAIRS

Empowering Hawaiians, Strengthening Hawai'i

Business Travel Services Procedures



OFFICE OF HAWAIIAN AFFAIRS TRAVEL SERVICES BUSINESS TRAVEL PROJECT PROCEDURES

Effective March 20, 2020
Revised March XX, 2021

These procedures are considered a draft, and the information contained herein is subject to change as this document is currently undergoing review by the Business Travel Process project team. This document is not to be considered the final adoption of OHA's travel procedures, and all information contained herein is subject to change upon further review by the Travel Services Program.

PROCEDURES

OHA Travel Services can book air, ground transportation and lodging services

- All first-time (employee and non-employee) travelers must create an Employee Travel Profile in the SharePoint Travel Services Application.

- Traveler Deadlines, currently:

Location	Deadline
In-state (Air only)	Minimum 10 business days before the date of travel
In-state (Air, car, lodging)	Minimum 15 business days before the date of travel
Domestic out-of-state	Minimum 45 business days before the date of travel
International	Minimum 60 business days before the date of travel

For groups of five (5) or more travelers, allow for five (5) additional business days.

- Procurement is in the process of operationalizing a third-party travel agency for out-of-state and international travel.
- For neighbor island travel, 1 day before and 1 day after is allowed for the traveler. The 2 days are for the traveler to situate themselves before the business meeting and provide adequate time after the business meeting for the return trip home. Mainland travel is 2 days before and 2 days after. International travel is 3 days before and after.
- An approved Travel Request Form should be submitted to Travel Services within the deadlines before the Travel Specialist prepares travel. The Travel Request Form should list the employee traveler's name, the event travelling to, dates, justification for travel, and include all authorized signatures for approval.



**OFFICE OF HAWAIIAN
AFFAIRS
TRAVEL SERVICES
BUSINESS TRAVEL PROJECT
PROCEDURES**

Effective March 20, 2020
Revised March XX, 2021

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Business Travel Services Procedures (continued)

- Travel approval is required in advance for all travel, including in-state, domestic out-of-state, and international travel. Travel must be approved in accordance with the Travel Policy.
- If travel is for the purpose of attending a training program, the traveler must submit a Training Request Form with corresponding documentation about the professional development training for which the employee is requesting travel.
- Quotes:
 - In-state travel requires only one (1) airfare quote.
 - Out of state-travel requires a minimum of two (2) airfare quotes.
 - Travel Specialists should book the most economical lodging that best fits the business requirements. In-state and out-of-state travel requires a minimum of two (2) quotes nearest the place of business, unless using conference lodging.
- For in-state travelers, the Travel Specialist shall use the State Procurement Office Price List for car rental reservations when a rental car is necessary. The size of the car is determined by the number of people in the group.
- For out-of-state travelers, these travelers shall use the airport and/or lodging shuttle whenever possible. If a car rental is necessary (and approved), the traveler will pay up front and be reimbursed.
- Travel Itinerary, the Travel Specialist will compile all confirmed information and complete the Travel Itinerary based on official business dates, time, and estimated costs obtained from the above processes.



**OFFICE OF HAWAIIAN
AFFAIRS
TRAVEL SERVICES
BUSINESS TRAVEL PROJECT
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Business Travel Services Procedures (continued)

- Travel Changes:
 - Minor changes that do not affect the traveler's trip may be made by the Travel Specialist for the Travel Itinerary.
 - For Same day changes, travelers should contact Travel Services and submit a new Travel Request Form if there are changes for airline or car rental.
 - Significant travel changes are defined as: 1) increase of 15% or more owed to the traveler or \$75 or more, 2) change in the method of travel, 3) change in account code, 4) change in destination (including layovers), and 5) travel changes of a day or more. The traveler is responsible for obtaining approvals, canceling the original Travel Request Form and submitting a new Travel Request Form. These travel changes require two (2) days' notice.
Travel Change Form is located in the Travel Services list of options.
- If an unforeseen circumstance requires a last-minute travel request or change to an existing travel request, anytime within two (2) business days of the start of the travel or after the start of the travel, the traveler is responsible for making their own arrangements/changes and also responsible for seeking reimbursement.
- Pursuant to HAR § 3-10-3, travel not applicable to state business will be the responsibility of the employee. If the business travel includes a personal piece, the traveler will need to complete the Per Diem Affidavit Form. The form is located in the My eSign section located on the SharePoint homepage. A drop-down menu in "Use a Workflow" provides a template for the Per Diem Affidavit Form.

Business Travel Services Procedures (continued)



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- Travelers are required to complete and submit a Statement of Completed Travel (SOCT) within 5 business days after return from travel and submitted to Travel Services. SOCT should have the dates and times of travel and justification for any changes. Original electronic or paper receipts (airline, lodging, and ground transportation) are the traveler's responsibility. Any out-of-pocket expenses must be itemized on the SOCT.
- The Travel Services from the Forms and Resources tab on the SharePoint homepage provides these options:

TRAVEL SERVICES APPLICATION

PROCEDURES

MANUAL

TRAVEL CHANGE FORM

TRAVEL TRAINING

FAQ

HOW TO SUBMIT A PER DIEM AFFIDAVIT FORM

DEPARTMENT OF TRANSPORTATION'S COVID-19 UPDATES

1. Travel Services Application – Use to initiate a Travel Request Form. First time users will need to sign up.
2. Procedures and Manual – Detailed information and desktop procedures of the what, when, why, where and how OHA travel is executed.
3. Travel Change Form
4. Instructional training video
5. FAQ
6. Instructions of how to locate the Per Diem form on eSign and how to complete it.
7. COVID-19 Updates, Hawaii Traveler Information with links for updates.



He ninau kau

Mahalo!