

PHONE (808) 594-1888



FAX (808) 594-1868

COMMITTEE ON RESOURCE MANAGEMENT  
Dan Ahuna, Chairperson  
Robert K. Lindsey, Jr., Vice Chairperson  
Leina'ala Ahu Isa, At-Large  
Kalei Akaka, O'ahu  
Keli'i Akina, At-Large  
Brendon Kalei'aina Lee, At-Large  
Carmen Hulu Lindsey, Maui  
Colette Y. Machado, Moloka'i/Lāna'i  
John Waihe'e IV, At-Large

**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS**

COMMITTEE ON BENEFICIARY ADVOCACY  
AND EMPOWERMENT  
John Waihe'e IV, Chairperson  
Kalei Akaka, Vice Chairperson  
Leina'ala Ahu Isa, At-Large  
Dan Ahuna, Kauai/Ni'ihau  
Keli'i Akina, At-Large  
Brendon Kalei'aina Lee, At-Large  
Carmen Hulu Lindsey, Maui  
Colette Y. Machado, Moloka'i/Lāna'i  
Robert K. Lindsey, Jr., Hawai'i Island

**JOINT MEETING OF THE COMMITTEE ON BENEFICIARY ADVOCACY AND EMPOWERMENT AND  
THE COMMITTEE ON RESOURCE MANAGEMENT**

**DATE:** Wednesday, July 31, 2019  
**TIME:** 10:00 am  
**PLACE:** OHA Board Room, Nā Lama Kukui  
560 N. Nimitz Hwy., Suite 200  
Honolulu, HI 96817

**AGENDA**

- I. Call to Order
- II. Public Testimony\*
- III. Approval of Minutes
  - A. March 27, 2019
  - B. April 24, 2019
- IV. New Business
  - A. Update by Kumabe HR on executive search for next Chief Executive Officer (CEO)
- V. Announcements
- VI. 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 at: [rainag@oha.org](mailto:rainag@oha.org) no later than three (3) business days prior to the date of the meeting.

\*Notice: Persons wishing to provide testimony are requested to submit 13 copies of their testimony to the Chief Executive Officer at 560 N. Nimitz. Suite 200, Honolulu, HI, 96817 or fax to 594-1868, or email [BOTmeetings@oha.org](mailto:BOTmeetings@oha.org) 48 hours prior to the scheduled meeting. Persons wishing to testify orally may do so at the meeting, provided that oral testimony shall be limited to five minutes.

Handwritten signature of Dan Ahuna in black ink.

\_\_\_\_\_  
Trustee Dan Ahuna  
Chairperson, Committee on Resource Management

Handwritten date stamp "07/25/19" in black ink.

\_\_\_\_\_  
Date

Handwritten signature of John Waihe'e IV in black ink.

\_\_\_\_\_  
Trustee John Waihe'e IV  
Chairperson, Committee on Beneficiary Advocacy  
and Empowerment

Handwritten date stamp "7-25-2019" in black ink.

\_\_\_\_\_  
Date

# Transmission Report

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STATE OF HAWAII  
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Trustee Dan Ahuna  
 Chairperson, Committee on Resource Management

Date

Trustee John Waihe'e IV  
 Chairperson, Committee on Beneficiary Advocacy  
 and Empowerment

7-25-2019  
 Date

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Abbreviations:

HS: Host send      PL: Polled local      MP: Mailbox print      CP: Completed      TS: Terminated by system  
 HR: Host receive      PR: Polled remote      RP: Report      FA: Fail      G3: Group 3  
 WS: Waiting send      MS: Mailbox save      FF: Fax Forward      TU: Terminated by user      EC: Error Correct

**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 N. Nimitz Hwy, Suite 200  
HONOLULU, HI 96817**

**Minutes of the Office of Hawaiian Affairs  
Joint Committees on Beneficiary Advocacy and Empowerment  
and Resource Management  
July 31, 2019  
10:00 am**

**ATTENDANCE:**

Trustee Dan Ahuna, RM Chairperson  
Trustee Brendon Kaleiaina Lee  
Trustee Kalei Akaka, BAE Vice-Chair  
Trustee Keli'i Akina  
Trustee Leina'ala Ahu Isa  
Trustee Robert Lindsey, RM Vice-Chair

Trustee Carmen Hulu Lindsey  
Trustee John Waihe'e, BAE Chairperson

**EXCUSED**

Trustee Colette Machado

**STAFF PRESENT:**

Sylvia Hussey, Interim CEO  
Miles Nishijima  
Keola Lindsey  
Ron Porter  
Lehua Itokazu  
Raina Gushiken  
Claudine Calpito  
Lopaka Baptiste  
Paul Harleman  
Maria Calderon  
Crayn Akina  
Brandon Mitsuda  
Kama Hopkins  
Lei Ann Durant  
Zuri Aki  
Priscilla Nakama  
Nathan Takeuchi

**Guest and Community:**

Robert G. Klein, Esq.  
Marie Kumabe – Kumabe HR  
Kimberly Miyashiro – Kumabe HR

## I. CALL TO ORDER

**Chair Ahuna** – Calls the Joint Committees on Beneficiary Advocacy and Empowerment and Resource Management to order at 10:00 am, noting for the record the following Trustees present:

		<b>Present</b>	<b>Excused</b>	<b>Comments</b>
TRUSTEE LEI	<b>AHU ISA</b>	<b>X</b>		
TRUSTEE KALEI	<b>AKAKA</b>	<b>X</b>		
TRUSTEE KELI 'I	<b>AKINA</b>	<b>X</b>		
TRUSTEE BRENDON KALEI 'AINA	<b>LEE</b>	<b>X</b>		
TRUSTEE HULU	<b>LINDSEY</b>	<b>X</b>		
TRUSTEE ROBERT	<b>LINDSEY</b>	<b>X</b>		
TRUSTEE COLETTE	<b>MACHADO</b>		<b>EXCUSED</b>	
TRUSTEE JOHN	<b>WAIHE'E</b>			<b>Arrives at 10:03</b>
CHAIRPERSON <b>DAN</b>	<b>AHUNA</b>	<b>X</b>		
	<b>TOTAL</b>	<b>7</b>		
At the Call to Order, there are seven (7) Trustees.				

**Chair Ahuna** states he received an excuse letter from Trustee Colette Machado.

## II. PUBLIC TESTIMONY

None.

## III. APPROVAL OF MINUTES

**A. March 27, 2019**

**B. April 24, 2019**

**Chair Ahuna** asks for motion and discussion on minutes of March 27, 2019 and April 24, 2019.

**Trustee Hulu Lindsey** moved.

**Trustee Akina** seconded.

<b>Trustee Hulu LINDSEY, MOVED, SECOND by Trustee Akina to approve minutes of March 27, 2019 and April 24, 2019.</b>						
	1	2	'AE (YES)	'A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI'I AKINA		2	X			
TRUSTEE BRENDON KALEI 'AINA LEE					Abstained	
TRUSTEE HULU LINDSEY	1		X			
TRUSTEE ROBERT LINDSEY			X			
TRUSTEE COLETTE MACHADO						EXCUSED
TRUSTEE JOHN WAIHE'E						Not present
CHAIRPERSON DAN AHUNA			X			
<b>TOTAL VOTE COUNT</b>			<b>6</b>		<b>1</b>	
<b>MOTION: [ ] UNANIMOUS [X] PASSED [ ] DEFERRED [ ] FAILED</b>						
<b>Motion passes with six (6) YES votes, one (1) Abstention.</b>						

#### **IV. NEW BUSINESS**

##### **A. Update by Kumabe HR on executive search for next Chief Executive Officer (CEO)**

**Chair Ahuna** states we will now call on Marie Kumabe and Kimberly Miyashiro of Kumabe HR.

**Marie Kumabe** of Kumabe HR introduced Kimberly Miyashiro and gave summary of executive search process and timeline.

#### **V. ANNOUNCEMENTS**

**None.**

**VI. ADJOURNMENT**

**Chair Ahuna** asks for motion to adjourn.

**Trustee Lee** moved to adjourn.

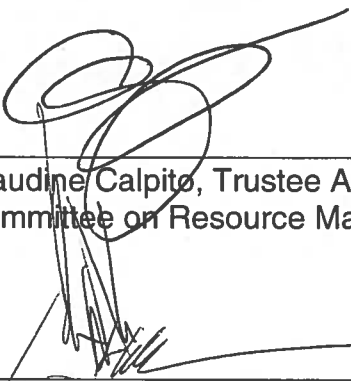
**Trustee Waihe'e** seconded.

<b>Trustee Hulu Lindsey, MOVED, SECOND by Trustee Akaka, motion to adjourn.</b>						
	1	2	'AE (YES)	'A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI <b>AHU ISA</b>			X			
TRUSTEE KALEI <b>AKAKA</b>		2	X			
TRUSTEE KELI'I <b>AKINA</b>			X			
TRUSTEE BRENDON KALEI 'AINA <b>LEE</b>			X			
TRUSTEE HULU <b>LINDSEY</b>	1		X			
TRUSTEE ROBERT <b>LINDSEY</b>			X			
TRUSTEE COLETTE <b>MACHADO</b>						<b>EXCUSED</b>
TRUSTEE JOHN <b>WAIHE'E</b>			X			
CHAIRPERSON DAN <b>AHUNA</b>			X			
<b>TOTAL VOTE COUNT</b>			<b>8</b>			
<b>MOTION: [ ] UNANIMOUS [ X ] PASSED [ ] DEFERRED [ X ] FAILED</b> <b>Motion passed with eight (8) YES votes.</b>						

**Chair Ahuna** hearing no objections, adjourned meeting.


**Meeting adjourned at 10:40 am.**

Respectfully Submitted,



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Claudine Calpito, Trustee Aide  
Committee on Resource Management



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John Waihe'e IV, Chairperson  
Committee on Beneficiary, Advocacy and Empowerment



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Dan Ahuna, Chairperson  
Committee on Resource Management

Approved: BAE-RM Committee meeting 10-23-19

ATTACHMENT: 1) Excuse letter – Trustee Colette Machado  
2) Kumabe HR – CEO Search

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**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS**

**Memorandum**

DATE: July 29, 2019

TO: Trustee Dan Ahuna  
Chairperson, RM Committee

Trustee John Waihe'e IV  
Chairperson, BAE Committee

FROM: Trustee Colette Y. Machado *Colette Y. Machado*

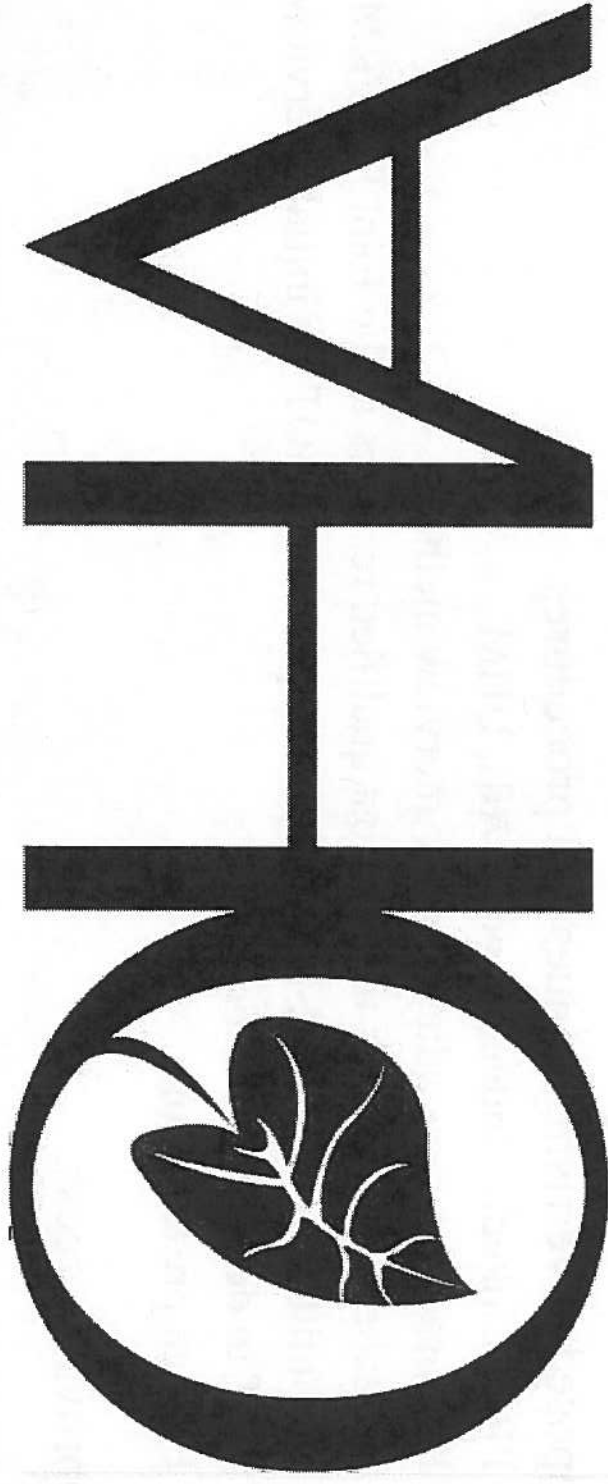
RE: Board of Trustees Joint BAE/RM Committee Meeting July 31, 2019

I am unable to attend the scheduled Board of Trustees Joint BAE/RM Committee meeting on July 31, 2019.

Please extend my excused absence and sincere apologies to the members of the Board of Trustees.

Mahalo





# OFFICE OF HAWAIIAN AFFAIRS

**CEO Search**

**July 24, 2019**

# Outline

- Proposed search process, job announcement, and timeline. Joint BAE/RM to make any recommended changes and approve process, job announcement, and timeline.
- Meet with each Trustee individually to review timeline and clarify characteristics and confirm essential competencies required for the role and answer any questions. (Tentative dates August 5-9th)
- Proposed advertising venues and procedures.
  - PBN, LinkedIn, Indeed, Google Ads, UHM
  - Proposed resume evaluation and interview method.
  - Kumabe HR to present the 10 most qualified resumes to the Joint BAE/RM.
  - Committee to identify 2-3 candidates to present to BOT for initial interview.
  - BOT to determine finalists
  - Finalist presentations
- Approval process.
- Discuss concerns and potential obstacles.

# Proposed Search Process

- Step 1: Share proposed process, job announcement, and timeline for search. Joint BAE/RM to make recommended changes and approves process, job announcement, and timeline.
- Step 2: Meeting individually with each Trustee to review timeline and clarify characteristics and competencies and answer any questions. (Tentative dates August 5-9)
- Step 3: Post position and advertise for 4-6 weeks. (Need OHA approval by August 5)
- Step 4: Accept applications of interest until position is filled with a priority date of September 30.
- Step 5: Present 10 most qualified candidates rated by competencies and qualifications to Joint BAE/RM.
- Step 6: Joint BAE/RM to identify 2-3 candidates to recommend to the BOT to interview.
- Step 7: Joint BAE/RM to conduct first round of interviews (Tentative dates October 7-17)
- Step 8: BOT to conduct finalist interviews. (Tentative dates October 21-31)
- Step 9: Tailored reference checks sent to search committee. (November 5)
- Step 10: BOT to rank candidates and decide on finalist. (Tentative November 7)
- Step 11: BOT or firm to contact preferred candidate to make offer. (November 30)
- Step 12: Kumabe to contact remaining candidate to notify them of the BOT's decision.

**(Detailed timeline included)**

# Proposed Job Announcement



Chief Executive Officer – The Office of Hawaiian Affairs

The Office of Hawaiian Affairs (OHA) is guided by the vision and mission to ensure the perpetuation of the culture, to protect the entitlements of Native Hawaiians, and to build a strong and healthy Hawaiian people and nation.

The Board of Trustees (BOT) for the OHA seeks to hire a Chief Executive Officer (CEO) to implement the policies, rules, and directives adopted by the BOT. The CEO guides the organization's operations within the parameters established by the BOT in response to the concerns of the OHA's beneficiaries. The CEO manages the internal operations of the OHA by providing leadership, guidance, direction and executive oversight. Additionally, the CEO works with other agencies, public and private, that also serve Native Hawaiians consistent with the OHA's mission of bettering the conditions for all Hawaiians.

**The ideal candidate will possess the following competencies and qualifications:**

**Trustee Relations:** The CEO is selected by the BOT as the principal executive of the OHA and is delegated the responsibility for the management of the OHA which includes developing and overseeing organizational structures, systems and procedures.

**Leadership & Engagement:** Establishes clear vision and direction for the OHA staff and ensures that the OHA's mission, core values, and principles are understood and put into practice. Effectively mentors and empowers staff to create a healthy, positive, and culturally grounded environment.

**Advocacy:** The CEO serves as a legislative advocate on behalf of the BOT and the OHA.

**Fiscal & Asset Responsibility & Compliance:** The CEO is responsible for fiscal and budget oversight and carries out the management of the OHA's Native Hawaiian Trust Fund (NHTF) in accordance with the NHTF Investment Policy adopted by the BOT.

**Community Relations:** Is an effective liaison between the BOT, the OHA and the Hawaiian community.

- At least ten (10) years experience as a senior executive for a non-profit or for-profit organization/company, public administration, and/or executive leadership experience required, of which the last five years must be at executive or leadership levels. Experience working closely with government, preferably at the state level.
- Graduate degree in public administration, political science, business administration, or related field; relevant experience may substitute for degree requirements.
- Experience in working with the Native Hawaiian community and organizations.
- Experience in working with legislative matters both at the state and federal levels.

Interested candidates should submit a resume and cover letter describing qualifications and interest in the position to Marie Kumabe at [marie@kumabehr.com](mailto:marie@kumabehr.com) by September 30, 2019 for full consideration. Review of applications will begin immediately and will continue until the position is filled. The complete job description and qualifications are available at: <https://www.kumabehr.com/job-openings>. We are an Equal Opportunity Employer.

KUMABE HR  
<https://www.kumabehr.com>

# Candidate Philosophy

- As a representation of your organization, we treat every candidate with the highest level of professionalism and confidentiality throughout the entire process. We thank candidates that were not selected, ensuring that every candidate feels valued and appreciated during the process.

**Mahalo!**

**Any Questions?**

# Next Steps

- Schedule individual meetings with BOT members
- Post job announcement
- Start recruitment activities

**Mahalo!**

**Any Questions?**