

**STATE OF HAWAI'I  
OFFICE OF HAWAIIAN AFFAIRS  
560 N. NIMITZ HIGHWAY, SUITE 200  
(VIRTUAL MEETING - VIA ZOOM WEBINAR)  
COMMITTEE ON RESOURCE MANAGEMENT  
MINUTES**

**January 25, 2022 1:30 p.m.**

**ATTENDANCE:**

Chairperson John Waihe'e, IV  
Vice-Chairperson Luana Alapa  
Trustee Leina'ala Ahu Isa  
Trustee Kaleihikina Akaka  
Trustee Keli'i Akina  
Trustee Brendon Kalei'aina Lee  
Trustee C. Hulu Lindsey

**EXCUSED:**

Trustee Dan Ahuna  
Trustee Keola Lindsey

**COUNSEL:**

Robert G. Klein, Esq.

**BOT STAFF:**

Crayn Akina  
Melissa Wennihan

**ADMINISTRATION STAFF:**

Sylvia Hussey, CEO / Ka Pouhana / Administrator  
Casey Brown, COO / Ka Pou Nui  
Erin Nakama, IT  
Everett Ohta, Corporation Counsel  
Kai Mana Peres-David, HR  
Kalani Fronda, LL  
Kevin Chak, IT  
Nietzsche Ozawa, Corporation Counsel  
Ramona Hinck, CFO  
Ryan Lee, INT INV MGR

**I. CALL TO ORDER**

**Chair Waihe'e** calls the Committee on Resource Management meeting for Tuesday, January 25, 2022, to order at **1:30 p.m.**

**Chair Waihe'e** notes for the record that **PRESENT** are:

MEMBERS			AT CALL TO ORDER (1:30 p.m.)	TIME ARRIVED
CHAIR	JOHN	WAIHE'E, IV	PRESENT	
VICE CHAIR	LUANA	ALAPA	PRESENT	
TRUSTEE	LEINA'ALA	AHU ISA	PRESENT	
TRUSTEE	KALEIHIKINA	AKAKA	PRESENT	
TRUSTEE	BRENDON KALEI'AINA	LEE	PRESENT	
TRUSTEE	CARMEN HULU	LINDSEY	PRESENT	
TRUSTEE	KELI'I	AKINA	PRESENT	ARRIVED AT 1:36 p.m.

At the Call to Order, **SIX (6) Trustees are PRESENT**, thereby constituting a quorum.

**EXCUSED from the RM Meeting** are:

MEMBERS			COMMENT
TRUSTEE	DAN	AHUNA	MEMO – REQUESTING TO BE EXCUSED
TRUSTEE	KEOLA	LINDSEY	MEMO – REQUESTING TO BE EXCUSED

**II. PUBLIC TESTIMONY on Items Listed on the Agenda\***

None

**III. APPROVAL OF MINUTES**

**A. November 16, 2021**

Trustee Hulu Lindsey moves to approve the minutes of November 16, 2021.

Trustee Akaka seconds the motion.

Chair Waihe'e asks if there is any discussion.

There is no discussion.

Chair Waihe'e calls for a **ROLL CALL VOTE**.

TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	1:33 p.m. EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA						EXCUSED
KALEIHIKINA	AKAKA		2	X			
KELI'I	AKINA						Arrived at 1:36 p.m.
VICE-CHAIR LUANA	ALAPA					ABSTAIN	
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY	1		X			
KEOLA	LINDSEY						EXCUSED
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>5</b>	<b>0</b>	<b>1</b>	<b>3</b>

**MOTION: [ ] UNANIMOUS [ X ] PASSED [ ] DEFERRED [ ] FAILED**

Chair Waihe'e notes for the record that FIVE (5) members present vote 'AE (YES), ONE (1) member ABSTAINS, and THREE (3) are EXCUSED and the **MOTION CARRIES**.

**III. APPROVAL OF MINUTES**

**B. November 30, 2021**

Trustee Hulu Lindsey moves to approve the minutes of November 30, 2021.

Trustee Akaka seconds the motion.

Chair Waihe'e asks if there is any discussion.

There is no discussion.

Chair Waihe'e calls for a **ROLL CALL VOTE**.

TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	1:34 p.m.
LEINA'ALA	AHU ISA			X			EXCUSED
DAN	AHUNA						EXCUSED
KALEIHIKINA	AKAKA		2	X			
KELI'I	AKINA						Arrived at 1:36 p.m.
VICE-CHAIR LUANA	ALAPA					ABSTAIN	
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY	1		X			
KEOLA	LINDSEY						EXCUSED
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>5</b>	<b>0</b>	<b>1</b>	<b>3</b>

**MOTION: [ ] UNANIMOUS [ X ] PASSED [ ] DEFERRED [ ] FAILED**

Chair Waihe'e notes for the record that FIVE (5) members present vote 'AE (YES), ONE (1) member ABSTAINS, and THREE (3) are EXCUSED and the **MOTION CARRIES**.

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

**A. Presentation by Administration: Nā Lama Kukui, 560 N. Nimitz Highway, Refinancing**

**Chair Waihe'e** turns it over to Ka Pouhana Sylvia Hussey.

**Pouhana Hussey:** Thank you Chair Waihe'e. Trustees, for discussion today, and as you are aware, is an update on Nā Lama Kukui financing, which is up for consideration. Administration wants to provide the Trustees with the pertinent information.

So, Chair Waihe'e, I'm going to toss it back to you in terms of a call for Executive Session.

**Chair Waihe'e** seeks a motion to RESOLVE INTO Executive Session.

**VI. EXECUTIVE SESSION**

**A. Consultation with Board Counsel Robert G. Klein and Interim General Counsel Everett Ohta, Esq. re: questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities with respect to the refinancing of Nā Lama Kukui, 560 N. Nimitz Highway, pursuant to HRS§92-5(a)(4)**

**Trustee Akaka** moves to RESOLVE INTO Executive Session pursuant to HRS§92-5(a)(4).

**Trustee Akina** seconds the motion.

**Chair Waihe'e** asks if there is any discussion.

There is no discussion.

**Chair Waihe'e** calls for a **ROLL CALL VOTE**.

							1:36 p.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA						EXCUSED
KALEIHIKINA	AKAKA	1		X			
KELI'I	AKINA		2	X			
VICE-CHAIR LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY			X			
KEOLA	LINDSEY						EXCUSED
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>

**VOTE: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED**

**Chair Waihe'e** notes for the record that all members present vote 'AE (YES) and the **MOTION CARRIES**.

The committee resolved into Executive Session at 1:36 p.m. to discuss:

## **VI. EXECUTIVE SESSION‡**

- A. Consultation with Board Counsel Robert G. Klein and Interim General Counsel Everett Ohta, Esq. re: questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities with respect to the refinancing of Nā Lama Kukui, 560 N. Nimitz Highway, pursuant to HRS§92-5(a)(4)**

The committee returned to Open Session at 2:06 p.m.

### **RISE AND REPORT**

**Chair Waihe'e:** I would like to report - that the RM Committee met in Executive Session - and voted 7- 0 to Refinance Nā Lama Kukui on terms we discussed in Executive Session - and we also agreed to advance this matter to the Board of Trustees for final approval.

## **V. NEW BUSINESS**

### **B. Presentation by Administration: Reorganization Update**

**Chair Waihe'e** turns it over to Ka Pouhana Sylvia Hussey.

**Pouhana Hussey:** Thank you Chair Waihe'e. Trustees in the Reorganization Update memo, Administration provides an update on all of the activities.

As you're aware, the Board authorized the activities to be concluded by December 30, 2021, which was just a few short, weeks ago. All of the activities related to separation, discussion with each of the staff members, seating, employee applications, and all of that have been going on.

The Human Resources Division, under Director Kai Mana Peres-David worked tirelessly; many hours to ensure that the transitions were done. In the electronic folder or, the memo, is an example of the positions, the migration of the positions, and how many positions are still vacant.

The work charts that were provided as part of our information briefing were shared with you earlier. You will see the different color-coded pieces of positions related to the reorganization that are unfilled versus positions that are related to regular kinds of movement in our organization and their vacancy status.

You will also see on Page 2 of the Memo; a reminder of the budget that the Board approved back in June 2021, which included the 153 positions. You will see that Figure 2 gives a vacancy rate as a result of where we stand currently - if we take out the Board Suite, and just focus on Administration Positions. We have a 66% fill rate, which means we have a 1/3, 33.9% vacancy rate.

**Pouhana Hussey (continues):** Of the vacancies, related to the reorganization - it's a much smaller amount, 11%. We are feeling the effects of being 1/3 vacant in the positions.

Table 1 on Page 3 will give you the three areas that are the most pronounced in our positions, areas actively recruiting - shifting and having folks cover, as well as an adjustment on the operations of the entity as to what is the most essential functions that need to occur.

I will share with you Trustees, that honestly, the most important things that need to occur is paying our people and paying our bills. We need to make sure that our people are paid for their functions and our bills are paid.

Then, our second function, operationally is our Advocacy work. Our Advocacy and Grants work which you will see is among the most pronounced in vacancies. We are trying to manage and focus all the processes to ensure that functions can occur without risks of things dropping through or controls not being in place. You will see in the Financial Assets and the Accounting area, that's been vacant for at least a year now. January through May - we lost a number of financial positions. CFO Hinck has ensured that those functions continue by contracting. That's one of the pieces that we look to in resourcing; contracting - where we can and need to - and then payroll the other pieces.

The last, but not least is, preliminary - the Board approved a million dollars to account for the separation costs. Between Finance and Human Resources, those amounts are being computed. If you recall, resources for separation pay of the accrued vacation as well as services for separated employees to access and having contracts for that kind of service. Administration will bring back final numbers after payroll is finalized next week for the payout on February 5<sup>th</sup> as well as all of the other dollar amounts. We have a good aggregation thus far, but we want to make sure that those numbers are solid before bringing it back and then making some realignment recommendations to the Board as part of budgeting.

With that, Trustees if there are any questions or any information specifically that you would like to ensure in that final report to you, let us know.

**Chair Waihe'e** recognizes Vice-Chair Alapa.

**Vice-Chair Alapa:** Yes, Hi. I'd like to know with many of these positions that we have unfilled – *Is there a way that we can contract some of these positions out? Have we ever entertained that idea?*

**Pouhana Hussey:** Part of the resourcing is that combination:

*What do we contract?*

*What do we add, more positions? and*

*Do we get short-term 89-day hires to get bodies in?*

We're also looking at, the policy issues - as to when people don't meet the minimum qualifications. *How do we address something like that?* Especially when we have a great need in our Advocacy area, in Grants, and also in Accounting. So, yes, we have considered contracting as part of our resourcing strategy.

**Vice-Chair Alapa:** Thank you.

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** Thank you, Mr. Chair. Ka Pouhana if I can direct you to page 10 of the Organization Chart.

**Pouhana Hussey:** *Is that the IT?*

**Trustee Lee:** Yes. If you can just give us a brief description. I see that the Director position is vacant. *What's the difference between the Director and the Manager in a department of six?*

**Pouhana Hussey:** I'm going to ask Ka Pou Nui, Casey Brown to help us with that rationale.

**Pou Nui Brown:** Pardon me. *Trustee would you be able to repeat the question please?*

**Trustee Lee:** Sure, on page 10 of Attachment 1, the IT page - I see that the Director position is vacant, and that position was created through the reorganization.

**Pou Nui Brown:** Got it.

**Trustee Lee:** The difference between the Director and the Manager in a department of six; normally I know what a Director and a Manager do, but usually it's in a big department. I'm wondering the difference between a Director and a Manager is such a small department. *Why can't that be one?*

**Pou Nui Brown:** That's a great question. I grappled with that decision. We have been running with one - for the past year; with just a Manager. It has been really good. The Manager is excellent, and our day-to-day operations are in my opinion 'running super-solid, with a great team'.

The Director position was meant to be - when we want to grow in terms of our network capabilities and software capabilities. Remember now - the software capabilities should really be the support under new growth to beneficiaries, new growth in services in general. So, if we ever wanted to grow into our space, further into the cloud, further into servicing - we need someone who can look up.

So, the Manager is focused on day-to-day to make sure operations are running tight. The Director thinking was this person could look up, be more external even working across, cross-functionally. Even external to OHA to expand and grow our Technology Infrastructure when we need that growth. Part of that growth should be anchored in an IT strategy. So, the Director would help with forming that strategy as well.

Right now, while we're at the tail end of this Reorganization, the thinking was to maintain with just the Manager and figure out the kind of IT Infrastructure growth we might want to look at. Study, pursue, and then at that time - we might consider bringing on a Director again.

**Trustee Lee:** Thank you, Casey.

**Pou Nui Brown:** Mahalo, Trustee.

**Chair Waihe'e** asks if there is any further discussion.

There is no further discussion.

**VII. ANNOUNCEMENTS**

None

**VIII. ADJOURNMENT**

Trustee Akaka moves to adjourn the RM meeting.

Trustee Hulu Lindsey seconds the motion.

Chair Waihe'e asks if there is any discussion.

There is no discussion.

Chair Waihe'e calls for a **ROLL CALL VOTE**.

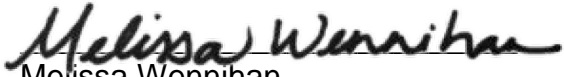
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	2:18 p.m. EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA						EXCUSED
KALEIHIKINA	AKAKA	1		X			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY		2	X			
KEOLA	LINDSEY						EXCUSED
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>

**VOTE: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED**


Chair Waihe'e adjourns the RM meeting at 2:18 p.m.



Respectfully submitted,

  
Melissa Wennihan  
Trustee Aide  
Committee on Resource Management

As approved by the Committee on Resource Management (RM) on February 15, 2022

  
Trustee John Waihe'e, IV  
Chair  
Committee on Resource Management