



**HĀLĀWAI KŪMAU A KE KŌMIKE HO'okele A HŌ'OIA
KE'ENA KULEANA HO'OKIPA O HAWAII**

**ADMINISTRATIVE AND AUDIT STANDING COMMITTEE MEETING
HAWAII TOURISM AUTHORITY**

**Po'ahā, Malaki 24, 2022 ma ka 9:30 kak.
Thursday, March 24, 2022 at 9:30 a.m.**

Kikowaena Hālāwai O Hawaii

Lumi Papa Ho'okō A
1801 Alaākea Kalākaua
Honolulu, Hawaii 96815

Hawaii Convention Center

Executive Boardroom A
1801 Kalākaua Avenue
Honolulu, Hawaii 96815

'O ka ho'opakele i ke ola o ka lehulehu ka makakoho nui. E maliu ana ke ke'ena i ke kuhikuhina a nā loea o ke kū kōwā, ka uhi maka, me nā koina pili olakino 'ē a'ē. Koi 'ia ke komo i ka uhi maka a me ke kū kōwā ma nā ke'ena a ma nā hālāwai.

Koi 'ia ka hō'ōia i kou olakino maika'i ma mua o ke komo i ke Kikowaena Hālāwai O Hawaii ma ka 'īpuka o waena o ka hale ho'okū ka'a. E pāpā 'ia ke komo 'ana o ke kanaka nona ka piwa ma luna a'ē o ka 100.4°F. Inā 'ōma'ima'i 'oe, e 'olu'olu, e 'imi i ke kauka nāna e kōkua iā 'oe.

No nā kānaka a pau e komo ana i kēia hale, koi 'ia ka hō'ike 'ana i ke kāleka lā'au ko'oko'o a i 'ole ka hō'ike COVID-19 'ole i loko o nā lā 'ehiku ma mua pono o ke komo.

The safety of the public is of the utmost importance. Pursuant to expert guidance, HTA will be following strict physical distancing, facial coverings, and other health-related requirements. Face coverings and physical distancing are required in HTA offices and meetings.

Entrance to the Hawaii Convention Center requires a health screening at the center parking garage entrance. Persons with a temperature of over 100.4°F will be denied entry.

Anyone entering this facility are required to provide proof of vaccination or proof of a negative COVID-19 test result within 72 hours of entering our facility.

Papa Kumumana'o

AGENDA

1. **Ho'omaka A Pule**
Call to Order and Pule
2. **'Āpono i Ka Mo'o'ōlelo Hālāwai Kōmike o Kekemapa 20, 2021**
Approval of the Minutes of the December 20, 2021 Committee Meeting



3. *Nū Hou Laulā a me ka Nā'ana i Nā Hō'oiā No Ke Ke'ena Kuleana Ho'okipa o Hawai'i*
General Update and Overview of Audits on the Hawai'i Tourism Authority
4. *Kūkākūkā, 'Āpono A Ho'oholo No Ka Loiloi Kūmakahiki I Ka Pelekikena A Luna Ho'okele*
Discussion, Recommendations and/or Action Regarding the Annual Evaluation of the HTA President & Chief Executive Officer's Performance ***
 - a. *Nā'ana Wehewehena Kūlana Hana*
Review of Job Description
 - b. *Nā'ana Palapala 'Aelike*
Review of Contract
 - c. *Ka Hō'ike Loiloi o ka Pelekikena & ka Luna Ho'okele*
Evaluation of the President & Chief Executive Officer
5. *He Nā'ana Laulā o Ko Ke Ke'ena Kuleana Ho'okipa o Hawai'i Pakuhi Pā'oihana*
General Overview of the Hawai'i Tourism Authority's Organization Chart
6. *E Hō'oiā I Ka 'Āpono o Nā Lālā Papa o Ke Ke'ena Kuleana Ho'okipa o Hawai'i, A Me Ka Hā'awi 'Ana I Ke Kōkua I Nā Kānaka I Hāpai Inoa 'Ia, I Hiki Ke Ho'omākaukau Iā Lākou No Nā Hālāwai Ho'olohe I 'Āpono 'Ia*
Confirmation of Hawai'i Tourism Authority Board Members and Assistance Provided to Nominees by the Hawai'i Tourism Authority to Prepare a Nominee for Confirmation Hearings
7. *Ka Nā'ana, Ke Kūkākūkā, a me Ka Hana Pili I Ko Ke Ke'ena Kuleana Ho'okipa o Hawai'i Mau Mana'o Ho'okō a me Nā Ka'ina Hana*
Review, Discussion and Action on Hawai'i Tourism Authority's Policies and Procedures
 - a. *Ko Ke Kuleana Ho'okipa o Hawai'i 'Aha'ōlelo Kūmakahiki a me Nā Mana'o Ho'okō Mo'ohelu Kālā Hana*
Hawai'i Tourism Authority's Annual Legislative and Operational Budgeting Policies
 - b. *Ko Ke Ke'ena Kuleana Ho'okipa o Hawai'i Mana'o Ho'okō Ki'i a me Nā Ka'ina Hana*
Hawai'i Tourism Authority's Procurement Policies and Procedures
 - c. *Ko Ke Ke'ena Kuleana Ho'okipa o Hawai'i Mana'o Ho'okō 'Aha'ōlelo a me Nā Ka'ina Hana*
Hawai'i Tourism Authority's Legislative Policies and Procedures



- d. *Ko Ke Ke'ena Kuleana Ho'okipa o Hawai'i Mau Mana'o Ho'okō Pilina 'Oihana*
Hawai'i Tourism Authority's Industry Relations Policies
- e. *Ko Ke Ke'ena Kuleana Ho'okipa o Hawai'i Mau Mana'o Ho'okō Ho'oka'a'ike*
Hawai'i Tourism Authority's Communications Policies
8. *Ka Nā'ana, Ke Kūkākūkā, a me Ka Hana Pili i Ke Noi 'Ikepili a me Ka Noi'i Mai Ke Ke'ena*
Kuleana Ho'okipa o Hawai'i
Review, Discussion, and Action on Requests for Information and Research Received by the
Hawai'i Tourism Authority
9. *Ke Kūkākūkā, Ka Nā'ana, a me Ka Hana Pili i Nā Pilina 'Oihana o Ke Ke'ena Kuleana Ho'okipa*
o Hawai'i Ma Ka Pō'aiapili o Nā Māhele Moku'āina, Nā Māhele Kalana, a me Nā Māhele
Pekelala
Discussion, Review, and Action on Agency Relations of the Hawai'i Tourism Authority Related
to State Departments, County Departments, and Federal Departments
10. *Ke Kūkākūkā, Ka Nā'ana, a me Ka Hana Ma Ka Mana, Nā Kōmike Kūmau, Nā Kōmike*
Kolokolo, a me Nā Hui i 'Ae 'Ia e Launa
Discussion, Review, and Action on the Authority, Standing Committees, Investigatory
Committees, and Permitted Interaction Groups
11. *Ho'oku'u*
Adjournment

*** *'Aha Ho'okō: Ua hiki i ka Papa Alaka'i ke mālama i kekahi hālāwai kūhelu i kū i ka Hawai'i Revised Statutes (HRS) § 92-4. E mālama 'ia kēia hālāwai kūhelu nei ma lalo o ka § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) no ka pono o ko ka Papa Alaka'i kūkā a ho'oholo 'ana i nā nīnūnē a nīnau i pili i ko ka Papa Alaka'i kuleana me ko ka Papa Alaka'i loio. He hālāwai kūhelu kēia i 'ole paulele 'ia ka 'ikepili a i mea ho'i e mālama kūpono ai ko Hawai'i 'ano, he wahi i kipa mau 'ia e nā malihini.*

*** **Executive Session:** The Committee may conduct an executive session closed to the public pursuant to Hawai'i Revised Statutes (HRS) § 92-4. The executive session will be conducted pursuant to HRS § 92-5 (a) (2), § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) for the purpose of consulting with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities; to consider hiring and evaluation of officers or employees, where consideration of matters affecting privacy will be involved; and to discuss information that must be kept confidential to protect Hawai'i's competitive advantage as a visitor destination.



HAWAII TOURISM AUTHORITY

Hawai'i Convention Center
1801 Kalākaua Avenue, Honolulu, Hawai'i 96815
kelepona tel 808 973 2255
kelepa'i fax 808 973 2253
kahua pa'a web hawaiiitourismauthority.org

David Y. Ige
Governor

John De Fries
President and Chief Executive Officer

Kono 'ia ka lehulehu e nānā mai i ka hālāwai a ho'ouna mai i ka 'ōlelo hō'ike kākau 'ia no kēlā me kēia kumuhana i helu 'ia ma ka papa kumumana'o. Hiki ke ho'ouna mai i nā 'ōlelo hō'ike kākau 'ia ma mua o ka hālāwai iā carole@gohta.net a i 'ole ho'ouna i ka leka i Ke'ena Kuleana Ho'okipa O Hawai'i, 1801 Kalakaua Avenue, Honolulu, HI 96815 - Attn: Carole Hagihara-Loo. Inā pono ke kōkua ma muli o kekahi kīnānā, e ho'omaopopo aku iā Carole Hagihara-Loo (808-973-2289 a i 'ole carole@gohta.net), he 'ekolu lā ma mua o ka hālāwai ka lohi loa.

Members of the public are invited to view the public meeting and provide written testimony on any agenda item. Written testimony may be submitted prior to the meeting to the HTA by email to carole@gohta.net or [by postal mail to the Hawai'i Tourism Authority, 1801 Kalākaua Avenue, Honolulu, HI 96815 - Attn: Carole Hagihara-Loo](#). Any person requiring an auxiliary aid/service or other accommodation due to a disability, please contact Carole Hagihara-Loo (808-973-2289 or carole@gohta.net) no later than 3 days prior to the meeting so arrangements can be made.

E like nō me ka 'ōlelo a ke Kānāwai 220, e mālama ana ke Ke'ena Kuleana Ho'okipa o Hawai'i i kekahi wahi e hiki ai ka po'e o ka lehulehu ke noho a komo pū ma nā hālāwai ma o ka ho'ohana 'ana i ka 'enehana pāpaho (ICT). Ma ke 'ano he ho'omana'o, e loa'a ana nō he makakoho e hui kino ai ma ka Lumi Ho'okō A, ma ka pae ho'okū ka'a ma ka Hale 'Aha. 'O 1801 Kalakaua Avenue, Honolulu, Hawaii, 96815 ka helu wahi.

In accordance with Act 220, the Hawaii Tourism Authority will not establish a remote viewing area for members of the public and board members to view and participate in meetings held using interactive conference technology (ICT) because there will be an in-person option for members of the public and board member to view and participate in the meeting. As a reminder, the in-person option will be available in Executive Boardroom A on the parking level at the Hawaii Convention Center at 1801 Kalakaua Avenue, Honolulu, Hawaii, 96815.