



**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**

**HĀLĀWAI KELEKA'A'IKE
VIRTUAL MEETING**

Po'akolu, 'Okakopa 18, 2023 ma ka 12:30 p.m.
Wednesday, October 18, 2023 at 12:30 p.m.

E ho'olele 'iwa'ia ka hālāwai ma o ka Zoom.

Meeting will be live streaming via Zoom.

<https://us06web.zoom.us/j/87019014513>

*E noi 'ia paha 'oe e kāinoa me kou inoa a leka uila paha. E 'olu'olu, e ho'okomo i kou inoa paha
akā hiki nō iā 'oe ke ho'ohana i ka inoa kapakapa e like me kou makemake.*

You may be asked to enter your name or email. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous.

Kelepona / Call In: 1 669 444 9171
Helu Hālāwai / Webinar ID: 870 1901 4513

Hiki i ka lehulehu ke hō'ike mana'o ma o ka palapala a i 'ole ma o ka waha. E kau palena 'ia ka hō'ike mana'o waha (ma ke kino a i 'ole ma o ka Zoom) he 'elima minuke ka lō'ihī no kēlā me kēia kumuhana. E kāinoa no ka hō'ike mana'o waha ma ke pākaukau ho'okipa ma ka lumi hālāwai. E kāinoa no ka hō'ike mana'o waha ma o ka Zoom ma o ke pihi "Q&A."

Members of the public may provide written or oral testimony on agenda items. Oral testimony (in-person or via Zoom) will be limited to five minutes for each testifier per agenda item. Signup for oral testimony in-person will be at the registration table in the meeting room. Signup for oral testimony via Zoom will be accepted through the Q&A feature on Zoom.

E ho'ohui 'ia nā palapala hō'ike mana'o i hiki ma ka pū'olo hālāwai. E leka uila 'ia nā palapala iā Carole Hagihara-Loo ma carole@gohta.net, a i 'ole, e lawe kino 'ia i ke ke'ena. No nā palapala hō'ike mana'o i hō'ea mai ma hope o ka pa'a o ka pū'olo hālāwai (he 48 hola ma mua o ka hālāwai), e kākā'ahi 'ia nā kope i ke kōmike a e mākaukau no ka 'ike 'ia e ke anaina ma ka hālāwai.

Written testimony received ahead of the preparation of the committee packet will be included in the packet. Email written testimony to Carole Hagihara-Loo at Carole@gohta.net or hand-deliver to the Hawaii Tourism Authority office, 1801 Kalākaua Avenue, 1st Floor, Honolulu, HI 96815. Written testimony received after the issuance of the board packet (48 hours ahead of the meeting) will be distributed to the committee and available for public inspection at the meeting.

AGENDA

1. *Ho'omaka a Wehena*
Call to Order and Opening Protocol

2. *Kikolā*
Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic

3. *'Āpono Mo'olelo Hālāwai*
Approval of Minutes of the April 23, 2023 Administrative and Audit Standing Committee Meeting

NO KE KŪKĀ DISCUSSION ITEMS

4. *Kūkākūkā no ka Mana'o Ho'okō a Ka'ina Hana no ka Ho'olilo Kālā Pōpilikia a ke Ke'ena Kuleana Ho'okipa o Hawai'i*
Discussion on Hawai'i Tourism Authority's Emergency Fund Expenditure Policy and Procedures

5. *E Ho'okomo i ko Lalo ma ke Ala Nu'ukia o ke Ke'ena Kuleana Ho'okipa o Hawai'i:*
Hawai'i Tourism Authority's Mission Statement to Include:
 - a. *E Pane i nā Nīnūnē e Hāpai 'ia e ka Po'e Kū'ē ma ke 'Ano Kūpono*
To Appropriately Address All Issues Brought Forth by Whistleblowers

 - b. *E Nā'ana Pono i nā Palapala i Ho'omākaukau 'ia e ke Ke'ena Hō'ōia Kūloko 'o ka Māhele 'Oihana Kālā o ke Ke'ena Kuleana Ho'okipa o Hawai'i*
To Review Internal Inspection Reports Prepared by the Audit and Compliance Division of the Hawai'i Tourism Authority's Finance Department

6. *Kūkākūkā no kā ke Ke'ena Kuleana Ho'okipa o Hawai'i Pane 'ana i ke Noi 'Ikepili a ke Ke'ena Hō'ōia a me ka Holomua me nā Mana'o Ho'oikaika (Palapala Helu 18-04 (a Palapala Hō'ōia Helu 22-09))*
Discussion on the Hawai'i Tourism Authority's Response to the State of Hawai'i Office of the Auditor's Request for Information on Status of Implementation of Audit Recommendations (Report No. 18-04 (Follow-Up Report No. 22-09))

7. *Kūkākūkā no ke Kuleana a me ka Uku no ka Pelekikena a Luna Ho'okō o ke Ke'ena Kuleana Ho'okipa o Hawai'i, ka Luna Alowelo, a me nā Kūlana 'Ē A'e*
Discussion on the Role and Compensation of the Hawai'i Tourism Authority's Interim President and CEO, Chief Brand Officer, and Others

NO KA HANA A HO'OHOLO
ACTION ITEM

8. *Hō'ike'ike, Kūkā, a Hana no kā ke Ke'ena Kuleana Ho'okipa o Hawai'i Palapala Ho'okō #400-01*

Presentation, Discussion, and Action on the Hawai'i Tourism Authority's Procurement Policy #400-01

9. *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 i ko Hawai'i 'ano, he wahi i kipa mau 'ia e nā malihini.*

***** Executive Session:** The Board 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.

Inā he lawelawe a mea like paha e pono ai ke kīnānā, e ho'oka'a'ike aku me Carole Hagihara-Loo ma (808)-973-2289 a ma ka leka uila e like me ka wikiwiki i hiki, 'a'ole ho'i a ma 'ō aku o ka 'ekolu lā ma mua o ka hālāwai. Inā 'ike 'ia he noi i ka lā ma mua o ka hālāwai, e ho'ā'o mākou e 'imi i ka lawelawe a mea like paha, 'a'ole na'e ho'i e hiki ke ho'ohiki 'ia ke kō o ua noi lā. Ua noa pū kēia ho'olaha ma nā kino 'oko'a e like me ka mea pono.

If you need an auxiliary aid/service or other accommodation due to a disability, contact Carole Hagihara-Loo at (808) 973-2289 or carole@gohta.net as soon as possible, preferably no later than 3 days prior to the meeting. **Requests made as early as possible have a greater likelihood of being fulfilled.** Upon request, this notice is available in alternative/**accessible** formats.

E like nō me ka 'ōlelo o ke Kānāwai Hawai'i i ho'oholo 'ia māhele 92-32.7, 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). Aia ana kēia 'enehana pāpaho ma ka papahale mua o ka lumi ho'okipa i mua o ke Ke'ena Kuleana Ho'okipa o Hawai'i ma ka Hale 'Aha. 'O 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815 ka helu wahi.

In accordance with HRS section 92-3.7, the Hawai'i Tourism Authority will 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). The ICT audiovisual connection will be located on the 1st Floor in the Lobby area fronting the Hawaii Tourism Authority at the Hawai'i Convention Center at 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815.