



**HĀLĀWAI KŪMAU A KE KŌMIKE HO'ŌKELE 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**

**Pō'akahī, 22 Iulai 2024, 2:00 p.m.
Monday, July 22, 2024 at 2:00 p.m.**

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

Meeting will be live streaming via Zoom.

<https://us06web.zoom.us/j/86277600393>

E noi 'ia paha 'oe e kāinoa me kou inoa a leka uila paha. E 'olu'olu, e ho'okomo i kou inoa piha 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: (669) 900-6833
Helu Hālāwai / Webinar ID: 862 7760 0393**

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 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 ('elua lā ma mua o ka hālāwai), e kāka'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 or send via postal mail to the Hawaii Tourism Authority office, 1801 Kalākaua Avenue, 1st Floor, Honolulu, HI 96815. Written testimony received after the issuance of the committee packet (two business days prior to the meeting) will be distributed to the committee.

PAPA KUMUMANA'O
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 I Ka Mo'olelo Hālāwai*
Approval of Minutes of the May 28, 2024 Administrative & Audit Standing Committee Meeting
4. *Kūkākūkā A 'Āpono I Ke Ka'ina Hana Hai Pelekikena & Luna Ho'okele****
Discussion and/or Approval on the Establishment of a Selection Process for the Next HTA President and Chief Executive Officer***
5. *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 4 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 Hawai'i Tourism Authority at the Hawai'i Convention Center at 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815.

3

Approval of the Minutes of the May 28, 2024 Administrative & Audit Standing Committee Meeting



**ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING
HAWAII TOURISM AUTHORITY
Tuesday, May 28, 2024, at 11:00 a.m.**

Virtual Meeting

MINUTES OF THE ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING

MEMBERS PRESENT:	Mike White (Chair), Mufi Hannemann (Vice-Chair), David Arakawa, James Tokioka (Ex Officio, DBEDT Director), Mahina Paishon
MEMBERS NOT PRESENT:	Dylan Ching
HTA STAFF PRESENT:	Daniel Nāho'opi'i, Isaac Choy, Maka Casson-Fisher
LEGAL COUNSEL:	John Cole

1. Call to Order and Opening Protocol

Chair White called the meeting to order at 11:10 a.m. Mr. Casson-Fisher did the opening cultural protocol.

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

Mr. Casson-Fisher did the roll call, and members were confirmed in attendance by themselves.

3. Approval of Minutes of the February 21, 2024 Administrative and Audit Standing Committee Meeting

Dir. Tokioka made a motion to approve the minutes, and Mr. Arakawa seconded. Mr. Casson-Fisher did the roll call, and the motion passed unanimously.

4. Discussion and/or Approval on the Establishment of a Selection Process for the Next

HTA President and Chief Executive Officer***

Chair White said agenda items 4, 5, and 6 will be discussed in the Executive Session.

Mr. Cole asked what exception agenda item 4 would fall under for the Executive Session. Mr. Choy clarified that the committee members would discuss the contract amount going out for RFP, RFQ, and vendors containing proprietary and sensitive information. Those are the provisions to enter the Executive Session. Mr. Arakawa also clarified that the discussion would include the timing of the hiring process, which might involve personnel issues.

Dir. Tokioka made the motion to discuss agenda items 4, 5, and 6 in the Executive Session, and Mr. Arakawa seconded, and the motion passed unanimously.

Chair White reminded that only the committee members, Mr. Nāho'opi'i and Mr. Choy, were invited to join the Executive Session by entering a new Zoom room. Dir. Tokioka asked if other Board members not part of this standing committee could also participate in the Executive Session. Mr. Cole said it is permissible if the standing committee members agree. Mr. Arakawa said the Board had amended the bylaws to make all 12 Board members the standing committee members; however, only six are voting members.

After returning from the Executive Session, Chair White reported that the committee had healthy discussions in the Executive Session. Regarding agenda item 4, the selection of the HTA President and CEO, the recommendation is to set up a selection committee comprised of 5 to 6 HTA Board members and 5 to 6 community leaders. All Board members will be asked for their recommendations for community members on the selection committee. A list of the recommended Board members and community members will be selected in the June 2024 Admin & Audit Standing Committee meeting, and it will be presented in the June 2024 BOD meeting and form a PIG for the President and CEO search. HTA will issue an RFP to select an executive search firm.

Chair White asked for a motion to approve the recommendation to the Board that HTA initiate an RFP for a search firm to assist in the selection process of the HTA's President and CEO. Mr. Arakawa moved the motion, and Ms. Paishon seconded it.

Mr. Arakawa supported the motion but with reservation. He recommended starting the governance study deliverable and listing several shortcomings HTA may have while searching for the President and CEO. HTA needs to build the legislature's trust and attract good candidates. The motion was adopted.

5. Update on the HTA Legislative Audit***

Chair White reported that the committee had a discussion about the legislative audit, and a decision was made to have Chair White, Ms. Paishon, and Mr. Nāho'opi'i meet with the legislative auditor to discuss HTA's concerns. There were no actions taken.

Mr. Arakawa, who has had 16 years of government audit experience, volunteered to serve on the committee and attend the meeting with the legislative auditor. He suggested that Mr. Choy should be in the meeting as well.

6. Discussion on Personnel Issues Regarding Confidentially, Communications Protocols, and Other Issues***

Mr. Cole said no action needed to be taken by the committee for this agenda item. Mr. Arakawa recommended that the Admin & Audit Standing Committee and the Board establish a clear policy of the Chair's power to block agenda items in the committee and any conflict of interest of any HTA supervisors in making decisions to block agenda items in the committee meetings. Mr. Arakawa also suggested setting up policies in decorum or name-calling regarding Board member's communication.

7. Adjournment

The meeting was adjourned at 1:56 p.m.