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 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 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.

Trustee Dan Ahuna
Chairperson, Committee on Resource Management

Trustee John Waihe'e IV
Chairperson, Committee on Beneficiary Advocacy and Empowerment
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Total Pages Scanned: 1
Total Pages Confirmed: 1

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

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 Takeuchii

Guest and Community:
Robert 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:

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<th>Present</th>
<th>Excused</th>
<th>Comments</th>
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<td>TRUSTEE KALEI AKAKA</td>
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<td>TRUSTEE BRENDON KALEI 'AINA LEE</td>
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<td>TRUSTEE COLETTE MACHADO</td>
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<td>TRUSTEE JOHN WAIHE‘E</td>
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<td>Arrives at 10:03</td>
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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.
Trustee Hulu LINDSEY, MOVED, SECOND by Trustee Akina to approve minutes of March 27, 2019 and April 24, 2019.

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<th>'A'O LE (NO)</th>
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MOTION: [ ] UNANIMOUS [X ] PASSED [ ] DEFERRED [ ] FAILED

Motion passes with six (6) YES votes, one (1) Abstention.

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.

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<tr>
<th>Trustee Hulu Lindsey, MOVED, SECOND by Trustee Akaka, motion to adjourn.</th>
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<th>'A'OLE (NO)</th>
<th>KANALUA (ABSTAIN)</th>
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Motion: [ ] UNANIMOUS [ X ] PASSED [ ] DEFERRED [ X ] FAILED

Motion passed with eight (8) YES votes.

Chair Ahuna hearing no objections, adjourned meeting.

Meeting adjourned at 10:40 am.
Respectfully Submitted,

Claudine Calpito, Trustee Aide
Committee on Resource Management

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

Dan Ahuna, Chairperson
Committee on Resource Management

Approved: BAE-RM Committee meeting 10-29-19

ATTACHMENT: 1) Excuse letter – Trustee Colette Machado

2) Kumabe HR – CEO Search
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

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
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 and needs 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 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.
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?