

COMMITTEE ON BENEFICIARY ADVOCACY  
AND EMPOWERMENT

John Waihe'e IV, Chairperson  
 Kalei Akaka, Vice Chairperson  
 Leina'ala Ahu Isa, At-Large  
 Dan Ahuna, Kauai/Ni'ihau  
 Keli'i Akina, At-Large  
 Brendon Kalei'aina Lee, At-Large  
 Carmen Hulu Lindsey, Maui  
 Robert K. Lindsey, Jr., Hawai'i Island  
 Colette Y. Machado, Moloka'i/Lāna'i

STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRSCOMMITTEE ON RESOURCE  
MANAGEMENT

Dan Ahuna, Chairperson  
 Robert K. Lindsey, Jr., Vice Chairperson  
 Leina'ala Ahu Isa, At-Large  
 Kalei Akaka, O'ahu  
 Keli'i Akina, At-Large  
 Brendon Kalei'aina Lee, At-Large  
 Carmen Hulu Lindsey, Maui  
 Colette Y. Machado, Moloka'i/Lāna'i  
 John Waihe'e IV, At-Large

**JOINT MEETING OF THE COMMITTEE ON  
 BENEFICIARY ADVOCACY AND EMPOWERMENT  
 AND THE COMMITTEE ON RESOURCE MANAGEMENT**

**DATE:** Wednesday, October 2, 2019  
**TIME:** 10:30 am  
**PLACE:** OHA Board Room, Nā Lama Kukui  
 560 N. Nimitz Hwy., Suite 200  
 Honolulu, HI 96817

**AGENDA**

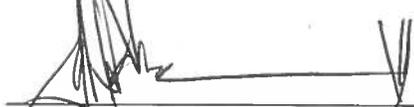
- I. Call to Order
- II. Public Testimony\*
- III. New Business
  - A. Approval of Minutes – May 22, 2019
- IV. Executive Session<sup>†‡</sup>
  - A. Approval of Minutes – April 24, 2019
  - B. Consultation with Corporation Counsel Raina Gushiken, Esq. and Board Counsel Robert G. Klein, Esq. re: questions and issues pertaining to the BOT's powers, duties and privileges with respect to the the salary range of the OHA Chief Executive Officer (CEO) in accordance with HRS §10-11. Pursuant to HRS § 92-5(a)(4).
  - C. Consultation with Kumabe HR LLC regarding the recruitment of candidates and hiring for the position of OHA Chief Executive Officer (CEO). Pursuant to HRS §92-5(a)(2).
- 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](mailto: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](mailto: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.

† Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.

‡ Notice: This portion of the meeting will be closed pursuant to HRS § 92-5.

  
 \_\_\_\_\_  
 Trustee John Waihe'e IV. Date 9-26-19  
 Chairperson, Committee on Beneficiary Advocacy &  
 Empowerment

  
 \_\_\_\_\_  
 Trustee Dan Ahuna Date 9-26-19  
 Chairperson, Committee on Resource Management

**DRAFT**

**STATE OF HAWAI‘I  
OFFICE OF HAWAIIAN AFFAIRS  
560 N. Nimitz Hwy, Suite 200  
HONOLULU, HI 96817**

**Minutes of the Office of Hawaiian Affairs  
Joint Committees on Beneficiary Advocacy and Empowerment  
and Resource Management  
May 22, 2019  
11:11 am**

**ATTENDANCE:**

Trustee Dan Ahuna, RM Chairperson  
Trustee Robert Lindsey, RM Vice-Chair  
Trustee Kalei Akaka, BAE Vice-Chair  
Trustee Keli‘i Akina  
Trustee Carmen Hulu Lindsey

Trustee Colette Machado  
Trustee John Waihe‘e, BAE  
Chairperson

**EXCUSED**

Trustee Leina‘ala Ahu Isa  
Trustee Brendon Lee

**STAFF PRESENT:**

Kamana‘opono Crabbe, CEO  
Sylvia Hussey, COO  
Ron Porter  
Paul Harleman  
Maria Calderon  
Kauikeaolani Wailehua  
Kama Hopkins  
Lei Ann Durant  
Priscilla Nakama  
Nathan Takeuchi  
Edna Johnson  
Karlen Oneha  
Lady Garrett  
Raina Gushiken  
Ray Matsuura  
Jason Paloma  
Maile Luuwai

**Guest and Community:**

None

## I. CALL TO ORDER

**Chair Ahuna** – Calls the Joint Committees on Beneficiary Advocacy and Empowerment and Resource Management to order at 11:11 am, noting for the record the following Trustees present:

		Present	Excused	Comments
TRUSTEE LEI	<b>AHU ISA</b>		<b>X</b>	
TRUSTEE KALEI	<b>AKAKA</b>	<b>X</b>		
TRUSTEE KELI 'I	<b>AKINA</b>	<b>X</b>		
TRUSTEE BRENDON KALEI 'AINA	<b>LEE</b>		<b>X</b>	
TRUSTEE HULU	<b>LINDSEY</b>	<b>X</b>		
TRUSTEE ROBERT	<b>LINDSEY</b>	<b>X</b>		
TRUSTEE COLETTE	<b>MACHADO</b>	<b>X</b>		
TRUSTEE JOHN	<b>WAIHE'E</b>	<b>X</b>		
CHAIRPERSON <b>DAN</b>	<b>AHUNA</b>	<b>X</b>		
	<b>TOTAL</b>	<b>7</b>	<b>2</b>	

At the Call to Order, there are seven (7) Trustees present. Two (2) excused.

## II. PUBLIC TESTIMONY

None.

## III. NEW BUSINESS

- A. Administration's presentation and recommendation to the JOINT BAE/RM Committee to review and approve action item BAE/RM #19-04; related to Community Grant recommendations**

**Chair Ahuna** asks for discussion.

**Kamana'opono Crabbe** states this year they completed the Kulia Grants and community grants process. Gave summary of completion of the awardees, so it will be implemented for FY2020-2021. Mahalo to Maile and staff for their work.

**Trustee Waihee** asks for point of clarification, do we foresee any conflicts or amendments to the motion as it is written in the action item?

**Trustee Robert Lindsey** says I do have a conflict.

**Trustee Machado** states yes there is an amendment, Waipa is pulling out.

**Kamana'opono Crabbe** states Maile will be clarifying that and will do a presentation on the full community grant process.

**Maile Luuwai** states mahalo to her staff and recognizes Jason Paloma, Karlen Oneha, Edna Johnson and Lady Garrett who has been providing us amazing support through this process. I want to briefly go back through the community grants process, I think it's important to walk us through this process to see how we got here to our recommendations today. In attachment C, I provided the community grants process is similar to what we did for the Kulia grants except that we did not do a joint committee workshop, because that was mandated by the Kulia guidelines. In April of last year, we released the seven solicitations, we did 10 statewide orientations, 2 on Hawaii Island, one on Maui, Molokai, 3 on this island, one in Kaneohe, Kapolei and one here at this office. We also did 2 Skype presentation's, our goal has always been to try to get our orientations out to the community. We want to increase the number of applications and we want to make sure those applications come in on correct. Through that grant application support process we also provide technical support because all of these applicants need to get into our online system in order to apply for our grants. After that application deadline, on January 4th of this year, we began our next phase, which is our eligibility review process. We received 66 applications, conducted two levels of eligibility review. The same thing we did for Kulia so our first level of eligibility review for those documents is to make sure that we are compliant with Hawaii Revised Statutes, so it's the vendor certificate, vendor compliance, their governance certification to make sure that they have conflicts and nepotism policies and also their IRS letter of determination. Once the applications are vetted through that first eligibility process, then the next applications move into our next stage of eligibility and that's primarily looking at their cash match. It requires a little bit more time, we have to look at their budgets, some organizations didn't calculate their numbers well and then we also have to look at their cash match commitment forms. Once these two processes were completed, we actually had 14 applications that did not meet that eligibility criteria and for the cash match we actually contacted some of the organizations because we their forms were a little bit confusing. So 14 applications were moved out of that eligibility phase, we also had 2 Kulia applications applicants that removed their applications from the community grants process because they accepted kulia awards. So 16 of the 66 did not move into the evaluation phase, so 50 applications moved into our evaluation phase. In the first level of that phase, the first thing we do is we do conflicts checks within my staff and so we want to make sure that staff assigned to a grant review teams do not have conflicts with the applications that are before their review teams and then we do conflicts checks with our grant reviewers. They then sign a conflict of interest form and a confidentiality form. Once that process is complete we have our grant reviewers go into our OHA grant's portal, those grant reviewers do individual scoring of each one of the applications that are under their purview. When our reviewers go in they are scoring each application in accordance with our solicitation, so they are looking

at the capacity of the organization, they are looking at the experience. We have three levels of experience, experience providing relevant services, experience providing services to our community and then that higher commitment of service to our native Hawaiian Community. Then they look at the needs assessment, their scoring, the scope of services scoring, the project plan, looking for that detail and they're looking for all that alignment within each one of these applications in scoring at each level. The application that these organizations have provided. After that individual scoring is complete then we as grant staff pull together their scores and we create one matrix for the grant review teams and what we do is we take this matrix and the grant review teams come and they meet together as a team and they go through each one of the applications that they scored. So most of our grant review team meetings are about 4 hours and they go back and they talk about each one of the applications they scored and why they scored that application. The result of that meeting is we develop a matrix if there's any changes, we note that and then we move into our next phase, where the grants team takes the recommendations and we go through the budgets and we look at that alignment with our solicitations in the budgets. We then provide you a matrix of scores so your attachment A, your community grant recommendation matrix is the result of the process that we went through. Through the eligibility and then through the evaluation process. The goal of this process is to fund applications from organizations that provide needed and well-defined services and programs to our native Hawaiian beneficiaries. So that is our number one goal with a preference for organizations that have worked with our communities and shown that kind of commitment to working with our native Hawaiian beneficiaries. If an organization is not recommended for an award, it doesn't mean that they didn't provide a very viable program or service, their application went through a very thorough process of review and evaluation and if you notice almost half of the applications we received 24 of the 50 are being funded. Our funding is limited as with Kulia, you know we had the same thing a lot of really good applications but with our limitation on funding, we have to vet and go through this process in order to recommend applications that will be providing programs and services for our native Hawaiian beneficiaries. I do want to say before I open up for questions is I want to let you know that our grants is evolving, we still have a lot of work to do, we are creating processes to support our organizations through this applications process better. I want to see most of our organizations applying being eligible because the more applications we have it's better for our beneficiaries. We are streamlining our application process via our OHA grants portal, we are eliminating 90% of the forms that they have to upload. Now most of all the forms are going to be in our system online, we are eliminating forms, we are streamlining and making our forms more concise and we are also going to be allowing for electronic signatures online. We are also creating an LOI process so organizations that are ineligible will have an opportunity to go back and look at their documents and then clean up their eligibility requirements, prior to applying for a grant. So we're hoping all these pieces in place enhance our application process for organizations that are looking to create programs and services for our community. We are also looking at our evaluation process, what can we do better, how can we be more intentional and support the grant review process, when they are reviewing applications and looking at budgets. There is a lot for our grant reviewers to look. that's

something that we are looking at and evaluating with feedback from our grant reviewer so that is something that we're hoping to get done before our next solicitation process.

**Kamana'opono Crabbe** we have a very robust grants vetting system.

**Maile Lu'uwai** gave additional summaries on grant recommendations. Discussion regarding Waipa Foundation rescinding their application. Trustee Robert Lindsey needs to recuse himself from The Kohala Center due to conflict of interest as a member of their board. The meeting will need to go into recess to change action and revise language.

**Meeting in recess at 11:41 am.**

**Reconvenes at 11:46 am.**

**Trustee Waihee, MOVED, SECOND by Trustee Hulu Lindsey, Motion #1 – to approve and authorize the disbursement of \$2,829,500 from the Fiscal Year 2020 Core Operating Budget (Object Code 56530) and \$2,829,500 from the Fiscal Year 2021 Core Operating Budget (Object Code 56530) to fund twenty-two (22) Fiscal Biennium 2020-2021 Community Grant recommendations listed on Attachment A- OHA FB 2020-21 Community Grant Recommendations Matrix except for the following two (2) grant(s): 1) Waipa Foundation, due to their rescinded application on Friday, May 17, 2019; and 2) The Kohala Center, Inc. due to a conflict of interest for Trustee Robert Lindsey who serves as a current Board member of the organization.**

	1	2	'AE (YES)	'A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA						EXCUSED
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI'I AKINA			X			
TRUSTEE BRENDON KALEI 'AINA LEE						EXCUSED
TRUSTEE HULU LINDSEY		X	X			
TRUSTEE ROBERT LINDSEY			X			
TRUSTEE COLETTE MACHADO			X			
TRUSTEE JOHN WAIHE'E	X		X			
CHAIRPERSON DAN AHUNA			X			

<b>TOTAL VOTE COUNT</b>			<b>7</b>			<b>2</b>
<b>MOTION:</b> <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED  <b>Motion passes with seven (7) YES votes.</b> <b>Passed at 11:50 am.</b>						

<b>Trustee Waihee, MOVED, SECOND by Trustee Akaka, Motion #2 – to approve and authorize the disbursement of \$130,000 from the Fiscal Year 2020 Core Operating Budget (Object Code 56530) and \$130,000 from the Fiscal Year 2021 Core Operating Budget (Object Code 56530) to fund The Kohala Center, Inc.</b>						
	<b>1</b>	<b>2</b>	<b>'AE (YES)</b>	<b>'A'OLE (NO)</b>	<b>KANALUA (ABSTAIN)</b>	<b>EXCUSED</b>
TRUSTEE LEI <b>AHU ISA</b>						<b>EXCUSED</b>
TRUSTEE KALEI <b>AKAKA</b>		<b>X</b>	<b>X</b>			
TRUSTEE KELI'I <b>AKINA</b>			<b>X</b>			
TRUSTEE BRENDON KALEI 'AINA <b>LEE</b>						<b>EXCUSED</b>
TRUSTEE HULU <b>LINDSEY</b>			<b>X</b>			
TRUSTEE ROBERT <b>LINDSEY</b>						<b>RECUSED</b>
TRUSTEE COLETTE <b>MACHADO</b>			<b>X</b>			
TRUSTEE JOHN <b>WAIHE'E</b>	<b>X</b>		<b>X</b>			
CHAIRPERSON DAN <b>AHUNA</b>			<b>X</b>			
<b>TOTAL VOTE COUNT</b>			<b>6</b>			<b>2</b>
<b>MOTION:</b> <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED  <b>Motion passes with six (6) YES votes, two (2) Excused, one (1) Recused.</b>						

**IV. ANNOUNCEMENTS**

**None.**

## V. ADJOURNMENT

**Trustee Waihee** moved to adjourn.

**Trustee Akaka** seconded.

**Chair Ahuna** hearing no objections, adjourned meeting.

Meeting adjourned at 11:56 am.

Respectfully Submitted,

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Claudine Calpito, Trustee Aide  
Committee on Resource Management

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

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Dan Ahuna, Chairperson  
Committee on Resource Management

Approved: BAE-RM Committee meeting \_\_\_\_\_

### ATTACHMENT(s):

- 1) Action Item BAE-RM #19-04; Related to Community Grant
- 2) Excuse letter – Trustee Brendon Lee
- 3) Excuse letter – Trustee Leina'ala Ahu Isa