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

DATE: Wednesday, November 20, 2019
TIME: 9:30 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
      1. November 6, 2019
   B. Action Item BAE-RM #19-09: FB 20-21 Emergency Financial Assistance Grant Recommendation

IV. Announcements

V. 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.

† 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.
Chairperson, Committee on Beneficiary Advocacy & Empowerment

Date

Trustee Dan Ahuna
Chairperson, Committee on Resource Management

Date
STATE OF HAWAI‘I
OFFICE OF HAWAIIAN AFFAIRS
560 N. NIMITZ HIGHWAY, SUITE 200

JOINT MEETING of the COMMITTEE ON BENEFICIARY ADVOCACY AND EMPOWERMENT and
the COMMITTEE ON RESOURCE MANAGEMENT
MINUTES

November 6, 2019  9:00 a.m.

ATTENDANCE:
BAE Chairperson John Waihe‘e, IV
BAE Vice-Chairperson Kaleihihina Akaka
RM Chairperson Dan Ahuna
RM Vice-Chairperson Robert Lindsey
Trustee Lei Ahu Isa
Trustee Keli‘i Akina
Trustee Brendon Kalei‘aina Lee
Trustee Carmen Hulu Lindsey
Trustee Colette Machado

LEGAL COUNSEL:
Kurt W. Klein, Esq.
Robert G. Klein, Esq.

BOT STAFF:
Alyssa-Marie Kau
Anuhea Patoc
Claudine Calpito
Crayn Akina
Kama Hopkins
Kauikeadani Wailehua
Lehua Itokazu
Melissa Wennihan
Priscilla Nakama

GUESTS:
Marie Kumabe
Kimberly Miyashiro

II. PUBLIC TESTIMONY*

None
III. NEW BUSINESS

A. APPROVAL OF MINUTES
   1. August 21, 2019
   2. October 23, 2019

Trustee Hulu Lindsey moves to approve the JOINT BAE-RM meeting minutes of August 21, 2019 and October 23, 2019.

Trustee Robert Lindsey seconds the motion.

RM Chair Ahuna asks if there is any discussion or corrections.

RM Chair Ahuna calls for a ROLL CALL VOTE.

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**MOTION: [  X  ] UNANIMOUS [    ] PASSED [    ] DEFERRED [    ] FAILED**

RM Chair Ahuna notes for the record that the MOTION CARRIES.
IV. EXECUTIVE SESSION‡

A. Approval of Minutes
   1. October 16, 2019

B. 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).

RM Chair Ahuna asks for a motion to resolve into Executive Session pursuant to HRS §92-5(a)(2).

Trustee Lee moves to resolve into Executive Session.

Trustee Hulu Lindsey seconds the motion.

RM Chair Ahuna asks if there is any discussion. There is none.

RM Chair Ahuna calls for a Roll Call Vote.

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9:10 a.m.

MOTION: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED

RM Chair Ahuna notes for the record that all members present vote ‘AE (YES) and the MOTION CARRIES.
The committee resolved into Executive Session at 9:10 a.m. to discuss:

**IV. EXECUTIVE SESSION‡**

A. Approval of Minutes
   1. October 16, 2019

B. 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).

The committee returned to Open Session at 10:48 a.m.

**V. ANNOUNCEMENTS**

None

**VI. ADJOURNMENT**

Trustee Hulu Lindsey moves to adjourn the JOINT BAE-RM meeting.

RM Chair Ahuna seconds the motion.

BAE Chair Waihe‘e asks if there is any discussion. There is none.

BAE Chair Waihe‘e asks if any members vote NO or ABSTAIN. There are no dissenting votes.

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**MOTION:** [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED

BAE Chair Waihe‘e adjourns the Joint Meeting of the Committee on Beneficiary Advocacy and Empowerment and the Committee on Resource Management at 10:49 a.m.
Respectfully submitted,

Melissa Wennihan
Trustee Aide
Committee on Beneficiary Advocacy and Empowerment

As approved by the Joint Meeting of the Committee on Beneficiary Advocacy and Empowerment and the Committee on Resource Management on November 6, 2019.

Trustee John Waihe’e, IV
Chair
Committee on Beneficiary Advocacy and Empowerment

Trustee Dan Ahuna
Chair
Committee on Resource Management

ATTACHMENT(s):
• NONE
OFFICE OF HAWAIIAN AFFAIRS
Action Item

Joint Committee on Resource Management and Beneficiary Advocacy and Empowerment
November 20, 2019

BAE/RM #19-09

Action Item Issue: FB 20-21 Emergency Financial Assistance Grant Recommendation

Prepared by:
Mai'e Lu‘uwai
Grants Manager, Ka Pou Kākoʻo Kaiāulu

Reviewed by:
Gloria Li
Ka Pou Kihi Kanaloa Wai Kūikawā, Interim Chief Financial Officer

Reviewed by:
Lisa Watkins-Victorino
Ka Pou Nui Kūikawā, Interim Chief Operating Officer

Reviewed by:
Sylvia Hussey, Ed.D.
Ka Pōhana Kūikawā, Interim Chief Executive Officer

Reviewed by:
John Waihee IV
Luna Hoʻomalu Kōmike BAE, BAE Chairperson

Reviewed by:
Dan Ahuna
Luna Hoʻomalu Kōmike RM, RM Chairperson
I. Action Item:

To approve and authorize the disbursement of $830,000 from the Fiscal Year 2020 Core Operating Budget (Object Code 56530) and $830,000 from the Fiscal Year 2021 Core Operating Budget (Object Code 56530) to fund the Emergency Financial Assistance grant to the Council for Native Hawaiian Advancement (CNHA).

II. Issue:

Whether the Joint Committee on Resource Management and Beneficiary Advocacy and Empowerment (Joint Committee) should approve and authorize the disbursement of $830,000 from the Fiscal Year 2020 Core Operating Budget (Object Code 56530) and $830,000 from the Fiscal Year 2021 Core Operating Budget (Object Code 56530) to fund the Emergency Financial Assistance grant to CNHA.

III. Discussion:

The State of Hawai‘i General Fund appropriation for FB 20-21 for OHA’s social service program is $830,000 per year and is directed, with OHA’s 1:1 match, to “provide for social services, including referral services and case management, to at-risk Office of Hawaiian Affairs beneficiaries to immediately address unexpected crises; provided further that program activities shall be designed with an overall objective to provide financial assistance to improve stability during emergency situations”. H.B. 172 H.D. 1 S.D. 2 C.D. 1 HB 172, Part III Program Provisions, Section 5.

On June 18, 2019, the Resources Management Committee recommended and on June 20, 2019, the Board of Trustees approved RM #19-09 - OHA’s Biennium Budget for the Fiscal Periods 2019-2020 (FY20) and 2020-2021 (FY21), which authorized funding of $830,000 for FY 2020 and $830,000 for FY 2021 for OHA’s social services program.

On September 13, 2019, the Grants Program issued Solicitation No. 20-10 Emergency Financial Assistance. The solicitation was issued to select a qualified non-profit organization to administer a statewide program for Native Hawaiian individuals and families for emergency financial assistance following an emergent crisis, financial literacy education, and multiservice referrals for employment, education, healthcare, housing and social services.
The Emergency Financial Assistance grant timeline is provided below:

<table>
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<tr>
<th>Activity</th>
<th>Timeline</th>
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<tr>
<td>Public notice of availability of solicitation &amp; application</td>
<td>September 13, 2019</td>
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<td>Solicitation orientations</td>
<td>September 23 &amp; 25, 2019</td>
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<td>Online application submittal deadline</td>
<td>October 11, 2019</td>
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<tr>
<td>Application eligibility, evaluation, selection and recommendation</td>
<td>October - November 2019</td>
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<td>Approval by the BOT and notice of award</td>
<td>November 21, 2019</td>
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<td>Grant contract &amp; procurement process</td>
<td>November – December 2019</td>
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<tr>
<td>Anticipated Contract Start Date</td>
<td>January 1, 2020</td>
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A total of two (2) applications were received and were eligible for review. The applications were evaluated and scored by three reviewers. Each reviewer individually scored applications in accordance with the evaluation categories in the solicitation. The overall evaluation categories were: Background & Capacity, Experience, Project/Service Delivery, Evaluation and Financial. Combined average scores for each applicant were added to a matrix. Reviewers met to review the matrix and to discuss and finalize their scores.

CNHA received the highest cumulative score and is recommended for funding. A recommendation summary for CNHA, including a list of the board members and executive staff, is provided on Attachment A – Recommendation Summary.

This action seeks Joint Committee consideration and approval to award the Emergency Financial Assistance grant to CNHA.

IV. Funding Source

Funding for this recommendation was authorized on June 20, 2019, via BOT approval of RM #19-09 - OHA’s Biennium Budget for the Fiscal Periods 2019-2020 (FY20) and 2020-2021 (FY21), which authorized funding of $830,000 for FY 2020 and $830,000 for FY 2021 for OHA’s social services program.

V. Recommended Action:

To approve and authorize the disbursement $830,000 from the Fiscal Year 2020 Core Operating Budget (Object Code 56530) and $830,000 from the Fiscal Year 2021 Core Operating Budget (Object Code 56530) to fund the Emergency Financial Assistance grant to CNHA.
VI. Alternatives to Recommended Action

A. Approve and authorize all funding.
B. Approve and authorize partial funding.
C. Do not approve funding.

VII. Timeframe

Immediate action is recommended to effect notification of awards and commencement of grantee contracting.

VIII. Attachments

A. Recommendation Summary
B. FB 20-21 Emergency Financial Assistance Grant Process
ATTACHMENT A. RECOMMENDATION SUMMARY

Council for Native Hawaiian Advancement

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<th>ORGANIZATION MISSION</th>
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<td>To enhance the cultural, economic, political and community development of Native Hawaiians. We envision a socially and economically sustainable Hawaiian community empowered through self-governance.</td>
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<th>BOARD MEMBERS &amp; EXECUTIVE TEAM</th>
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<tr>
<td><strong>Board of Directors:</strong> Hanalei Aipoalani, Chair, Blossom Feitera, Vice Chair, Lance Holden, Lahela Williams, Liberta Albao, Iwalani McBrayer, Moses Haia, Charisse Ala, Namaka Rawlins, Scotty Reis-Moniz, Andrew Ahpo, Kevin Chang <strong>Executive Team:</strong> Kuhio Lewis, Chief Executive Officer, Daniel Sharp, Chief Financial Officer Kanoe Tjorvatjoglou Cup Choy, Chief Operating Officer</td>
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| - CNHA will partner with two subcontractors to support the grant: Hawaiian Community Assets and Solutions Pacific. Incorporating the background and experience of CNHA and its subcontractors, CNHA ranked higher than the second applicant in the following categories:  
  - Background & Capacity; and  
  - Project & Service Delivery. |
| - With its subcontractors, CNHA’s coverage for services extends throughout statewide island communities. |
| - CNHA commitments of support from collaborative partners from across the state will increase and enhance outreach and services to the beneficiary community. |
| - External reviewers provided the following comments regarding CNHA’s application:  
  - “[The] application provides a clear description of its capacity to effectively implement its EFA program in partnership with Hawaiian Community Assets and Solutions Pacific as required by the grant solicitation. Applicant and community partners demonstrate capacity to implement program services statewide and in each County per the grant solicitation.”  
  - "[The] organization along with its community partners provide comprehensive coverage across the whole of Hawai‘i, including more rural areas heavily populated by Native Hawaiian families and communities.” |
ATTACHMENT B. FB 20-21 EMERGENCY FINANCIAL ASSISTANCE GRANT PROCESS

RM # 19-09
OHA Biennium Budget for the Fiscal Biennium Periods 2019-2020 (FY20) and 2020-2021 (FY21)
Social Services Grant = $1,660,000
BOT Approved
June 20, 2019

Grants Planning
Solicitation & Application Development, Timelines, Orientation Materials & Scheduling, Press Release, Website, Digital Media
June 2019

Grant Solicitation Released
September 13, 2019

Grant Application Support
2 Statewide Orientations Applicant Solicitation & Application Support, OHA Grants Portal Technical Assistance
September 2019

Application Eligibility Review
2 Applications Received & Reviewed
Eligibility Review:
Required Minimum Documents, i.e., Certificate of Vendor Compliance, Board Governance Certification, IRS Letter of Non-Profit Determination, etc.
October - November 2019

Application Evaluation
2 Applications Evaluated
Independent Scores = Matrix, Reviewer Team Meeting:
Review Scores, Discussion = Recommendation
November 2019

Administration Review
BAE/RM #19-09 Action Item
November 2019

Joint RM/BAE Committee
BAE/RM #19-09 Action Item
November 20, 2019

BOT
BAE/RM #19-09 Action Item
November 20, 2019