



**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**

**Pō'aluā, 28 Mei 2024, 11:00 a.m.
Tuesday, May 28, 2024 at 11:00 a.m.**

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

Meeting will be live streaming via Zoom.

<https://us06web.zoom.us/j/81487695182>

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: 814 8769 5182**

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'ihi 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 February 21, 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. *Nūhou No Ke Noi Hō'ōia A Ka 'Aha'ōlelo****
Update on the HTA Legislative Audit***
6. *Kūkākūkā No Nā Kumuhana Limahana****
Discussion on Personnel Issues Regarding Confidentially, Communications Protocols, and Other Issues***
7. *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 2 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.

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Approval of the Minutes of the February 21, 2024 Administrative & Audit Standing Committee Meeting



**ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING
HAWAII TOURISM AUTHORITY
Wednesday, February 21, 2024, at 1:00 p.m.**

Virtual Meeting

MINUTES OF THE ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING

MEMBERS PRESENT:	Mike White (Chair), Mufi Hannemann (Vice-Chair), David Arakawa, Dylan Ching, James Tokioka (Ex Officio, DBEDT Director)
MEMBERS NOT PRESENT:	Mahina Paishon-Duarte
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 1:00 p.m. Mr. Casson-Fisher did the opening cultural protocol by recognizing the passing of the veteran journalist Emme Tomimbang and encouraging the board members to remember the stories she told and the histories she left behind.

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. Choy did the roll call, and members were confirmed in attendance by themselves, except Ms. Paishon-Duarte, who was excused.

3. Approval of Minutes of the January 24, 2024, Administrative and Audit Standing Committee Meeting

Mr. Arakawa made a motion to approve the minutes, and Mr. Hannemann seconded. Mr. Choy did the roll call, and the motion passed unanimously.

4. Update on the HTA Legislative Audit***

Mr. Choy reported that the HTA had started its legislative audit and that all staff, besides himself and Mr. Kishi, were interviewed. He received an updated staff interview schedule from the state auditor's office today. Chair White confirmed that requested documents from the state auditor's office have been submitted. Any subsequent document requests have been inventoried by Ms. Maile Carvalho, the account specialist, before transmitting to Mr. Leslie Kondo, the state auditor.

Mr. Cole stated the reason for entering the executive session for Agenda Items 4 and 5; pursuant to HRS § 92-5 (4), to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities; HRS § 92-5 (a) (2) to consider hiring and evaluation of an officer or employee that may involve matters affecting the privacy of employees.

Mr. Arakawa proposed a motion to enter the executive session, and Mr. Ching seconded, and it was carried unanimously.

The committee entered the executive session.

5. Discussion and/or Action on Amending the Employment Agreement for the Chief Administrative Officer, Chief Brand Officer, and Public Affairs Officer to Remove Performance Bonus Provisions***

6. Adjournment

Chair White called the public meeting back to order after the executive session; he reported that the committee had a good discussion regarding Agenda Items 4 and 5, and could take action on Agenda Item 5. Mr. Cole reported that the committee agreed to bring the decision to amend the employment contracts by striking paragraph 4(B) of the CAO, CBO, and PAO to the February regular board meeting.

Dir. Tokioka asked if HTA needs to take a public vote on Agenda Item 5. Mr. Cole said no public vote is needed if HTA explained what the vote was and the actions in the executive session.

The adjournment was moved by Mr. Ching, seconded Mr. Hannemann, and carried by unanimously. The meeting was adjourned at 1:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sheillane Reyes".

Sheillane Reyes
Recorder