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**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