

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
** SPECIAL BOARD OF DIRECTORS MEETING
1002 North School Street, Building E
Honolulu, Hawaii 96817**

**October 6, 2011
9:00 a.m.**

AGENDA

I. CALL TO ORDER/ROLL CALL

II. PUBLIC TESTIMONY

Public testimony on any agenda item shall be taken at this time. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes.

III. FOR ACTION

- A. Motion: Establish Criteria and Procedures for the Hiring of a New Executive Director for the Hawaii Public Housing Authority and to Begin an Executive Director Search

The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4, 92-5(a)(2), and 92-5(a)(4) to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to personnel matters.

IV. FOR DISCUSSION

- A. For Discussion: Fulfilling Executive Director's Function During Position Vacancy

** This is a special Board meeting and does not replace the regular Board meeting scheduled for October 20, 2011.

If any person requires special needs (i.e., large print, taped materials, sign language interpreter, etc.) please call Ms. Deesha Piiohia at (808) 832-4690 by close of business two days prior to the meeting date. Meals may be served to the Board and support staff as an integral part of the meeting.

**Position Description
Executive Director**

I. IDENTIFYING INFORMATION

Position Number: 102005
Department: Human Services
Division (Office): Hawaii Public Housing Authority (HPHA)
Office of the Executive Director

Branch:
Section:
Unit:
Geographic Location: Kapalama, Oahu

II. INTRODUCTION

The function of the Office of the Executive Director is to provide the overall administration and management of all functions and activities related to the operation of the Hawaii Public Housing Authority (HPHA); implement programs to meet HPHA goals and objectives in consonance with applicable plans and guidelines; establish policies and procedures to guide program operations; provide the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives; provide the focal point for program achievement of goals and objectives; coordination of responses for Governor and DHS Director referrals.

This position is responsible for the execution of the statutory provisions relating to housing management services and the delivery of housing services to eligible residents in the State of Hawaii. The position is also responsible for the effective and efficient administrative direction of the HPHA under policies established by the Board of Directors, the bylaws of the Board and pertinent federal and state laws. This includes initiating the programs (e.g., State Low Rent Housing Program, Rent Subsidy Program, etc.), and carrying out administrative directives relating to budgeting, accounting personnel, data processing, security, etc., consistent with State policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

A. Program Administration 60%

1. Evaluates policy changes by the U.S. Department of Housing and Urban Development (HUD) and the Board of Directors in order to direct and participate in the development and formulation, implementation, and interpretation of rules, operating policies, procedures, and standards governing the HPHA programs and conducts public hearings for their adoption; clarifies, interprets, applies and secures compliance within HPHA.

2. Directs the development of the financial plans including the execution of the biennial and supplemental operating and capital improvement budgets and justification for all HPHA programs.
3. Directs the development of applications for, or the assistance to government and community agencies, to obtain available federal and special project funds; directs the monitoring of projects, and reports on results of such projects to the federal government.
4. Directs the development of program legislation and justification, as appropriate, and prepares testimony to support, respond to, or oppose proposed legislation pertaining to or impacting on HPHA's programs or operations; as appropriate and applicable, coordinates legislative activities with the Governor's Office, the Department of the Attorney General, legislators, and other public private agencies and organizations.
5. Develops, promotes and maintains effective working relationships with advisory boards, public and private agencies and individuals at the national, regional (i.e., HUD), state, department and community levels to facilitate programs and operations and to maximize resources.
6. Plans and conducts public relations programs for the HPHA, which includes issuance of press releases, special features, addressing community groups, meetings and the preparation of reports.

B. General Administration

40%

1. Provides ongoing direction and coordination of HPHA's programs and operations in establishing performance goals and objectives, monitoring their progress in meeting or exceeding planned goals and objectives, and taking corrective action when necessary to ensure compliance.
2. Develops plans for the daily, monthly, quarterly, and annual accomplishment of duties and responsibilities to meet or exceed performance quantity, quality, goals and objectives in order to ensure staff development.
3. Represents HPHA concerning the programs and functions at legislative hearings, establishes relationships with public and private organizations and interested housing community groups.
4. Directs and supervises staff to ensure acceptable job performance and efficient and effective use of staff and in keeping with applicable federal, state, and departmental laws, rules, policies and procedures pertaining to work performance and personnel matters including equal employment opportunity, affirmative action, civil service and collective bargaining.

5. Promulgates rules and regulations, policy memorandums and establishes procedures under which the projects/programs are managed and maintained.
6. Reviews and studies professional and managerial literature related to housing and housing concerns in order to develop staff in maintaining or upgrading work skills, abilities and knowledge.

Supervises:

| <u>Pos #</u> | <u>Title</u> |
|--------------|---|
| 19104 | Secretary IV |
| 118550 | Chief Financial Management Advisor |
| 103020 | Chief Compliance Officer |
| 102037 | Data Processing Systems Analyst V |
| 107933 | Personnel Supervisor/Special Assistant |
| 103012 | Housing Hearings Officer |
| 102034 | Housing Planner (Supervisor) |
| 102041 | Housing Information Officer |
| 100882 | Contracts and Procurement Officer |
| 41041 | Fiscal Officer I |
| 101072 | Public Housing Manager |
| 41280 | Public Housing Supervisor V |
| 25649 | State Housing Development Administrator |

Performs Other Related Duties as Assigned

100%

III. CONTROLS EXERCISED OVER THE WORK

The Executive Director performs all aspects of the work independently and is expected to inform the Board of situations and events which may impact on the HPHA or will require Board direction, intervention and/or approval to comply with state executive and/or federal legislative mandates.

A. Nature of Supervisory Control Exercised Over the Work:

1. Instructions Provided

Instructions are limited to guidance and directions specific to Board priorities and the results expected. The Executive Director is required to plan and carry out the HPHA programs independently.

2. Review of Work

The Board is responsible for reviewing the overall work performed in terms of Board assignments, goals and objectives. The Board addresses matters referred by the subject position as required or necessary.

B. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural Guides Available

Federal Rules and Regulations, Correspondence and Action Transmittals and applicable Hawaii Revised Statutes
Departmental Policies and Procedural Manuals
Collective Bargaining Agreements, Contracts, Memoranda of Agreements

2. Use of Guidelines

Procedural guides cover all technical aspects of the work. The Executive Director is expected to apply pertinent laws, rules and regulations, policies, procedures, state statutes and other related guidelines pertaining to the administration of the housing programs in coordination with other federal, state and community agencies.

IV. REQUIRED LICENSES, CERTIFICATION, ETC.

N/A

V. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Knowledge of the chief problems and proposed remedies in the development of real estate or housing, rehabilitation and renovation of housing communities; knowledge of accounting, budget, fiscal, procurement, and public relations principles and practices as they apply to efficient housing management.

B. Skills/Abilities:

Ability to plan, organize, direct, and coordinate the work and activities of a staff of administrative, technical, clerical, trades, and custodial personnel.

C. Education:

Graduation from an accredited college or university or its equivalent in work experience.

D. Experience:

Applicant should have had the types of experience described in the statements immediately following:

1. Progressively responsible work which required participation in, or the conduct of, most of the management activities normally associated with residential housing project construction or real estate development, and operation, including such activities as:
 - Development and implementation of local policies, procedures, and work plans;
 - Supervision and training of subordinate personnel;
 - Budgetary control and fiscal management of funds and expenditures related to project operations; maintenance and repair of project facilities, etc.;
 - Evaluation of management and maintenance costs and practices to obtain maximum efficiency and economy;
 - Rental and occupancy activities.
2. Progressively responsible work as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the management of residential housing operations, private housing developments, shopping centers, etc.

Supervisory Experience: Three (3) years experience in the field of housing or real estate development which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them of difficult problem areas; (4) timing and scheduling their work; and (5) training and developing of new employees.

Managerial Experience: One year of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (workforce, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Quality of Experience: Possession of the required total years of experience will not in itself be accepted as proof of qualification for a position. Eligibility will be based upon a clear showing that the applicant has had experience of a scope and quality sufficient to indicate the ability to handle assignments commensurate with duties of the position.

The successful candidate must possess strong and oral written communication skills, be able to work with local, state and federal officials, as well as resident organizations, housing advocacy groups and the general community, and must demonstrate compassion, sensitivity and fairness to low income families or disenfranchised communities.

VI. TOOLS, EQUIPMENT & MACHINES

Computer



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:

FOR IMMEDIATE RELEASE: September 29, 2011

HONOLULU – Denise Wise will step down as the Executive Director of the Hawaii Public Housing Authority (HPHA) on October 12, 2011.

"It has been my honor and privilege to serve the staff of the HPHA, our residents and to call this beautiful state home," Wise said.

Wise has served at the HPHA since March 2010. Barbara Arashiro, Executive Assistant, will serve as the interim Executive Director until the HPHA Board of Directors appoints her successor.

The HPHA helps provide Hawaii residents with affordable housing and shelter. HPHA efforts focus on developing affordable rental and supportive housing, public housing and the efficient and fair delivery of housing services to the people of Hawaii.

Issued by: David Gierlach, Chairperson
Hawaii Public Housing Authority, Board of Directors

Hawaii Public Housing Authority (HPHA)

Executive Search

September 23, 2009 – January 7, 2010

Background:

- HPHA Board of Directors established an Executive Search Committee in September 2009.
- Three board members were selected to assist in the search.
- HPHA Personnel Office provided assistance in the advertising and receiving resumes and submitted resumes to the committee.
- Personnel Office provided assistance to the committee in developing the selection instrument (interview questions).
- Board requested to submit resumes on a weekly basis.
- HPHA placed employment ads in various publications September 23, 2009 – October 9, 2009: HPHA website, Public Housing Authorities Directors Association (PHADA) website, Star Advertiser, Star Bulletin, Maui News, Tribune Herald (Hilo), Garden Island (Kauai), and West Hawaii Today (Kailua-Kona). Total cost: \$5,355.93
- Total candidates submitted resumes: 50
- The committee reviewed resumes and recommended top 8 candidates.
- The committee interviewed the candidates on November 11/23/09 – 12/12/09.
- A special board meeting was conducted on January 7, 2010 for second interviews. Other board members participated in this process. A total of 3 candidates were interviewed.
- A board recommendation was made and the chair submitted a letter to local HUD office for concurrence prior to making an offer.
- HUD interviewed the final candidate and submitted concurrence letter on January 12, 2010.
- Candidate accepted offer and start date 3/1/10.

Attachments:

Position Description

Sample Advertisement

Sample letter to candidates

Sample of selection instrument



Barbara E
Arashiro/DHS/StateHiUS
10/06/2011 04:30 PM

To Shirley Befitel/DHS/StateHiUS@StateHiUS
cc Deesha A Piiohia/DHS/StateHiUS@StateHiUS
bcc
Subject Executive Director Search

Hi all,

As a recap from today's Board meeting, Jason Espero, Debbie Shimizu, and Mattie Yoshioka were appointed to the Board's task force related to the search for a new Executive Director.

The purpose of the task force is to:

- Receive and review applications/resume from potential candidates and conduct the first round of interviews, at their discretion. (Interviews could be in person, by telephone, skype, or any other means that the task force deems appropriate for their needs.)
- Based on the initial review of the applications/resume and possible interviews, the task force will submit a short list of top candidates to the full Board for their review and for interviewing.
- Review and revise the interview instrument and screening criteria.

The HPHA personnel office will receive the resume/applications and forward those directly to the task force members. Staff will also provide assistance in issuing the employment ads, per instructions of the Board/task force. The Board agreed today that the search will be conducted in the State of Hawaii, and if a suitable candidate(s) are not found, the Board would expand the search nationwide.

Attached for your review and comment are the documents that were reviewed by the Board today. If you have any comments, please email them directly to Shirley Befitel. Thank you.



Announcement - Executive Director 10.06.11.doc



Classification - Executive Director 100611.doc

Barbara E. Arashiro
Executive Assistant
Hawaii Public Housing Authority
1002 N. School Street
Honolulu, Hawaii

Telephone: (808) 832-4694
Facsimile: (808) 832-4679

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Shirley
Befitel/DHS/StateHiUS
10/07/2011 08:09 AM

To Deesha A Piiohia/DHS/StateHiUS@StateHiUS
cc
bcc
Subject Fw: Executive Director Search

Deesha,

Could you forward the file job announcement and pd to the taskforce?
What is more critical for me is the job announcement, I would like the TF review and provide any changes by COB 10/10/11. We would like to contact the newspaper agencies on Tuesday for 10/16/11 publishing.

Shirley Befitel
Hawaii Public Housing Authority (HPHA)
Personnel Office
1002 N. School Street
Honolulu, HI 96817

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----- Forwarded by Shirley Befitel/DHS/StateHiUS on 10/07/2011 08:01 AM -----

From: Barbara E Arashiro/DHS/StateHiUS
To: Shirley Befitel/DHS/StateHiUS@StateHiUS
Cc: Deesha A Piiohia/DHS/StateHiUS@StateHiUS
Date: 10/06/2011 04:30 PM
Subject: Executive Director Search

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- Based on the initial review of the applications/resume and possible interviews, the task force will submit a short list of top candidates to the full Board for their review and for interviewing.
- Review and revise the interview instrument and screening criteria.

The HPHA personnel office will receive the resume/applications and forward those directly to the task force members. Staff will also provide assistance in issuing the employment ads, per instructions of the Board/task force. The Board agreed today that the search will be conducted in the State of Hawaii, and if

a suitable candidate(s) are not found, the Board would expand the search nationwide.

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Classification - Executive Director 100611.doc

Barbara E. Arashiro
Executive Assistant
Hawaii Public Housing Authority
1002 N. School Street
Honolulu, Hawaii

Telephone: (808) 832-4694
Facsimile: (808) 832-4679

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Hawaii Public Housing Authority (HPHA)

On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite highly motivated and dedicated professionals to join our team to make a difference.

Executive Director

(\$87,116.00 - \$92,616.00)

Hawaii Public Housing Authority (HPHA) is seeking an Executive Director to provide leadership, oversee its daily operations, and the administration of the federal and state housing programs.

HPHA is the only housing authority in the state and manages a budget of approximately 120 million in operating budget, 6102 units of state and federal low-income family and elderly public housing, capital improvement programs, offers Section 8 housing and project based vouchers and state rent supplement programs.

Educational Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree or equivalent experience.

Supervisory Experience:

Three years experience in the related field of housing or real estate development which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas; 4) timing and scheduling their work; and 5) training and developing new employees.

Managerial Experience:

One year of managerial experience involving identification of program goals and objectives and evaluating them, familiar with HUD regulations, planning and administration, public relations, ability to develop staff leadership, organizational and problem solving, are all highly desired.

The successful candidate must possess strong oral and written communication skills, be able to work with local, state and federal officials, as well as resident organizations, housing advocacy groups and the general community, and must demonstrate compassion, sensitivity and fairness to tenants and low income.

The above position is exempt non-civil service position. For more information about HPHA, visit our website at www.hpha.hawaii.gov. HPHA is an equal employment opportunity employer. For more information you may contact HPHA Personnel Office at (808) 832-1864. Interested applicants must submit a resume by close of business November 4, 2011 (Hawaii Standard Time) to the following:

Hawaii Public Housing Authority (HPHA)

Attn: Executive Director Search

1002 N. School Street

Honolulu, HI 96817

Or email: Shirley.Befitel@hawaii.gov

Or Fax: 832-5979



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817
FAX: (808) 832-4679

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:

Proclamation

WHEREAS, Ms. Denise Wise served as the Executive Director for the Hawaii Public Housing Authority from March 1, 2010 to October 12, 2011; and

WHEREAS, Executive Director Wise brought with her a wealth of experience in the maintenance, modernization and financing of low income and affordable housing; and

WHEREAS, Executive Director Wise took positive steps to reinvigorate the agency working tirelessly with the Board and the staff to improve management and operations; and

WHEREAS, in her role as the Executive Director, Ms. Wise was passionate about improving the lives of the poor, the elderly, the immigrants and those we serve; and

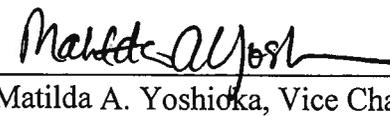
WHEREAS, the HPHA's Board of Directors hold Executive Director Wise in the highest personal regard.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Hawaii Public Housing Authority wish Ms. Denise Wise the very best in her future endeavors and wish her a fond aloha on this 6th day of October 2011;

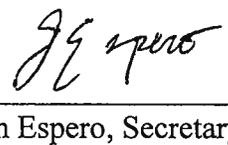
AND, BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Ms. Denise Wise reflecting sincere appreciation of the Board for her contributions to the Hawaii Public Housing Authority, and the citizens of the State of Hawaii.



David Gierlach, Chairperson



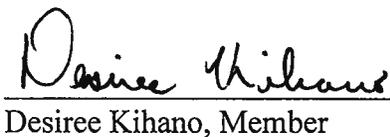
Matilda A. Yoshioka, Vice Chair



Jason Espero, Secretary



Roger Godfrey, Member



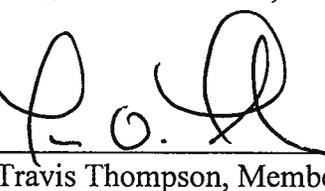
Desiree Kihano, Member



Patricia McManaman, Member



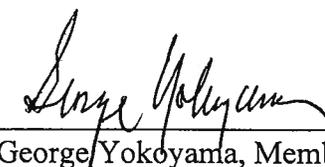
Debbie Shimizu, Member



Travis Thompson, Member



Trevor Tokishi, Member



George Yokoyama, Member