HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
BOARD OF DIRECTORS MEETING
1002 North School Street, Building A Boardroom
Honolulu, Hawaii 96817
Thursday, October 15, 2020
9:00 a.m.

AGENDA - AMENDED

THIS MEETING WILL BE HELD VIA TELECONFERENCE CALL OR OTHER ALTERNATIVE MEANS OF COMMUNICATION ONLY INCLUDING BOARD MEMBERS, STAFF, DEPUTY ATTORNEYS GENERAL, AND THE PUBLIC.

The Governor’s Thirteenth Supplementary Proclamation dated September 22, 2020, suspended Chapter 92, HRS, Part I. Meetings, to the extent necessary to enable Boards to conduct meetings without any board members or members of the public physically present in the same location. In consideration of the current COVID-19 situation, the HPHA’s offices are closed to the public. Individuals should submit written testimony no later than 12:00 noon on Tuesday, October 13, 2020 which will be distributed to Board members. You may submit written testimony via email to jennifer.k.menor@hawaii.gov or by U.S. mail to PO Box 17907, Honolulu, HI 96817.

The public may participate in the Board meeting as it happens via Zoom app at: https://zoom.us/j/99837785863?pwd=WE9qcUM0bWZjVhXaVdneXdObUNzdz09
When prompted, enter the Meeting ID: 998 3778 5863 and the Password: 7QBfwc.

Alternatively, the public may also participate via telephone by calling: 1-669-900-6833. When prompted, callers should enter the Meeting ID: 998 3778 5863 and the Password: 441431. We request that meeting participants change the display on their device to show their first and last name to expedite rollcall. Please keep in mind that many devices will display your cellphone number if not changed.

The Board will consider public testimony on any item relevant to this agenda. 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 per agenda item.

I. CALL TO ORDER/ESTABLISHING QUORUM

II. PUBLIC TESTIMONY

Public testimony on any item relevant to this agenda shall be taken at this time. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18,
III. APPROVAL OF MINUTES

Regular Meeting Minutes, September 17, 2020

IV. DISCUSSION AND/OR DECISION MAKING

A. To (1) Adopt Proposed Changes to the Hawaii Public Housing Authority’s Rules of Practice and Procedure as follows:
   (1) Changing the Agency Name from the Housing and Community Development Corporation to the Hawaii Public Housing Authority;
   (2) Replacing references to Chapter 201G, HRS with Chapter 356D, HRS;
   (3) Changing Certain Subchapter titles;
   (4) Amending the Definitions in Section 17-2000-2 to Add “Authority”
   (5) Section 17-2000-3 [Business hours and location]: Changing the address of the authority to 1002 N. School Street;
   (6) Section 17-2000-6 [Agenda]: Amending to add inclusions for agenda language;
   (7) Section 17-2000-9 [Quorum and number of votes necessary for action]: Amending the number of directors necessary for quorum and the number of affirmative votes necessary to determine any action to six;
   (8) Section 17-2000-10 [Submittal and filing of documents]: Adding drawing and spreadsheets to the list of documents that may be larger than 8-1/2” x 11”;
   (9) Section 17-2000-13 [Retention of documents]: Clarifying that documents shall be retained for the period of time provided by law;
   (10) Section 17-2000-17 [Inclusion on Agenda]: Deleting section in its entirety;
   (11) Section 17-2000-22 [Appearances before the board]: Amending to allow appearances before the board by video conference; and
   (12) Section 17-2000-48 [Burden of proof; evidence]: Clarifying that the degree of proof shall be preponderance of the evidence; and

(2) To Authorize the Executive Director to Conduct Public Hearings and Undertake All Other Actions Necessary Under Chapter 91, Hawai‘i Revised Statutes, and Administrative Directive No. 18-02 to Implement the Proposed Changes, including Making Non-Substantive Revisions to Formatting as may be Required.

The Proposed Changes to the Hawaii Public Housing Authority’s Chapter 17-2000, HRS, “Rules of Practice and Procedure” may be viewed on the

(1) Establishes a New Waitlist Preference for Families Able to Lease In Place;

(2) Establishes a Landlord Incentive to Encourage Landlords to Lease Tenants in Place;

(3) Reduces the Time that Applicants have to Verify their Qualification for the Preference from 10 business days to 7 business days; and

(4) Clarifies the termination date for the Waitlist for the New Lease In Place Preference; and

(2) To Authorize the Executive Director to Undertake All Actions Necessary to Implement the Hawaii Public Housing Authority Section 8 Emergency Rules Relating to COVID-19 Emergency

(The Board may go into executive session pursuant to Hawaii Revised Statutes sections 92-4 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 this motion.)

The Proposed Amended “Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Program Emergency Rules Relating to COVID-19 Emergency” may be viewed on the internet on or about October 12, 2020 on the Lieutenant Governor’s website at: https://ltgov.hawaii.gov/the-office/administrative-rules/.

V. REPORTS

A. Executive Director’s Report: Monthly reports are included in the Board packet. No formal report is planned.

- Financial Report for the Month of August 2020
- Report on Contracts Executed During September 2020 and Planned Solicitations for October 2020
- Public Housing Occupancy/Vacancy Report; Federal Public Housing; for the Month of September 2020
- Obligation and Expenditure Status for Design and Construction Projects Funded Under the Federal Capital Fund Program (CFP) and the State Capital Improvement Program (CIP). Report on closed contracts.
- Section 8 Subsidy Programs Voucher: Voucher Lease-up and Pending Placements; Update on Rent Supplement Program.

The Board agenda for this meeting is available for inspection on the HPHA’s website: http://www.hpha.hawaii.gov/boardinfo/packets.htm.
The Board of Directors of the Hawaii Public Housing Authority held their Regular Board Meeting at 1002 North School Street, on Thursday, October 15, 2020. Pursuant to the Governor’s Thirteenth Supplementary Proclamation dated September 22, 2020, suspending Chapter 92, HRS, Part I Meetings, to the extent necessary to enable Boards to conduct meetings without any board members or members of the public physically present in the same location, the Hawaii Public Housing Authority conducted the Board meeting by use of teleconference call or other alternative means of communication only without a physical quorum present in the boardroom at 1002 N. School Street, Honolulu, HI 96817. At approximately 9:09 a.m., Chairperson Hall called the meeting to order, held a roll call and declared a quorum present. Those present were as follows:

**PRESENT:**

(Via Zoom)

- Director Robert Hall, Chairperson
- Director Pono Shim, Vice-Chairperson
- Director Roy Katsuda, Secretary
- Director George De Mello
- Designee Joseph Campos II
- Director Susan Kunz
- Director Betty Lou Larson
- Director Leilani Pulmano
- Director Kymberly Sparlin
- Director Todd Taniguchi

Deputy Attorney General Klemen Urbanc

**STAFF PRESENT:**

(Via Zoom)

- Hakim Ouansafi, Executive Director
- Barbara Arashiro, Executive Assistant
- Bennett Liu, Acting Chief Financial Officer
- Kevin Auger, Redevelopment Officer
- Rick Sogawa, Contracts and Procurement Officer
- Sarah Beamer, Acting Section 8 Subsidy Programs Branch Chief
- Becky Choi, State Housing Development Advisor
- Benjamin Park, Chief Planner
- Mary Jane (Pua) Hall-Ramiro, Acting Property Management and Maintenance Services Branch Chief
- Shirley Befitel, Human Resources Supervisor
- Renee Blondin-Nip, Hearings Officer
- Nelson Lee, IT Supervisor
Chairperson Hall welcomed Joseph Campos, DHS Deputy Director to the HPHA Board of Directors. Designee Campos shall serve as the designated representative for the Department of Human Services (DHS) on behalf of DHS Director Cathy Betts. Chairperson Hall also acknowledged and thanked Daisy Hartsfield for previously serving on the HPHA’s Board of Directors.

Public Testimony

In consideration of the current COVID-19 situation, the HPHA’s physical office locations are closed to the public. Individuals were allowed to submit written testimony no later than 12:00 noon on Tuesday, October 13, 2020 which would be distributed to the Board members. The public was instructed to submit written testimony via email to jennifer.k.menor@hawaii.gov or by U.S. mail to PO Box 17907, Honolulu, HI 96817. The public was also allowed to participate via Zoom app or teleconference.

Chairperson Hall stated that the Board would accept public testimony on any item relevant to the agenda. 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 per agenda item.

There was no public testimony.

Approval of Minutes

Director Shim moved,
To Approve the Regular Meeting Minutes of September 17, 2020

The minutes were unanimously approved as presented.

Discussion and Decision Making

Director Shim moved,

To Amend the Main Motion to Remove “Changing Certain Subchapter titles;” to read:

To (1) Adopt Proposed Changes to the Hawaii Public Housing Authority’s Rules of Practice and Procedure as follows:
(1) Changing the Agency Name from the Housing and Community Development Corporation to the Hawaii Public Housing Authority;
(2) Replacing references to Chapter 201G, HRS with Chapter 356D, HRS;
(3) Changing Certain Subchapter titles;
(4) Amending the Definitions in Section 17-2000-2 to Add “Authority”
(5) Section 17-2000-3 [Business hours and location]: Changing the address of the authority to 1002 N. School Street;
(6) Section 17-2000-6 [Agenda]: Amending to add inclusions for agenda language;
(7) Section 17-2000-9 [Quorum and number of votes necessary for action]: Amending the number of directors necessary for quorum and the number of affirmative votes necessary to determine any action to six;
(8) Section 17-2000-10 [Submittal and filing of documents]: Adding drawing and spreadsheets to the list of documents that may be larger than 8-1/2” x 11”;
(9) Section 17-2000-13 [Retention of documents]: Clarifying that documents shall be retained for the period of time provided by law;
(10) Section 17-2000-17 [Inclusion on Agenda]: Deleting section in its entirety;
(11) Section 17-2000-22 [Appearances before the board]: Amending to allow appearances before the board by video conference; and
(12) Section 17-2000-48 [Burden of proof; evidence]: Clarifying that the degree of proof shall be preponderance of the evidence; and

(2) To Authorize the Executive Director to Conduct Public Hearings and Undertake All Other Actions Necessary Under Chapter 91, Hawaii’i Revised Statutes, and Administrative Directive No. 18-02 to Implement the Proposed Changes, including Making Non-Substantive Revisions to Formatting as may be Required

Chairperson Hall requested a motion to remove item number 3 as there are no changes to subchapter titles.
The motion to amend the main motion was unanimously approved.

Director Katsuda moved,

To (1) Adopt Proposed Changes to the Hawaii Public Housing Authority’s Rules of Practice and Procedure as follows:

(1) Changing the Agency Name from the Housing and Community Development Corporation to the Hawaii Public Housing Authority;
(2) Replacing references to Chapter 201G, HRS with Chapter 356D, HRS;
(3) Amending the Definitions in Section 17-2000-2 to Add “Authority”
(4) Section 17-2000-3 [Business hours and location]: Changing the address of the authority to 1002 N. School Street;
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(6) Section 17-2000-9 [Quorum and number of votes necessary for action]: Amending the number of directors necessary for quorum and the number of affirmative votes necessary to determine any action to six;
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(8) Section 17-2000-13 [Retention of documents]: Clarifying that documents shall be retained for the period of time provided by law;
(9) Section 17-2000-17 [Inclusion on Agenda]: Deleting section in its entirety;
(10) Section 17-2000-22 [Appearances before the board]: Amending to allow appearances before the board by video conference; and
(11) Section 17-2000-48 [Burden of proof; evidence]: Clarifying that the degree of proof shall be preponderance of the evidence; and

(2) To Authorize the Executive Director to Conduct Public Hearings and Undertake All Other Actions Necessary Under Chapter 91, Hawaii’i Revised Statutes, and Administrative Directive No. 18-02 to Implement the Proposed Changes, including Making Non-Substantive Revisions to Formatting as may be Required

Executive Director Ouansafi reported that this motion is to update Chapter 17-2000 for clarity and consistency for HPHA’s operations.

The proposed changes have been reviewed and approved by the Department of the Attorney General.

Once approved by the HPHA Board of Directors, the agency must request permission from the Governor to take the proposed Rule to public hearing. The HPHA staff must give 30-day notice to the public and hold hearings on the Islands of Kauai, Oahu, Maui, and Hawaii.
Following approval from the Governor to hold public hearings on the proposed amendments, HPHA will hold public hearings on the Islands of Kauai, Oahu, Maui, and Hawaii at a date and locations to be determined.

Based on testimony received during the public review and comment period, Executive Director Ouansafi will make any non-substantive amendments to the draft amendments to and compilation of the Rule prior to or following the public hearing.

After the public hearings, HPHA will transmit the proposed Chapter 17-2000, HAR, to the Governor for final approval provided that no substantive amendments are made.

HPHA anticipates the updated Rule to be effective January 1, 2021 if adopted by the Board of Directors.

Chairperson Hall asked for information on how the public hearings will be conducted.

Executive Director Ouansafi explained that due to the current restrictions in place due to COVID-19, the public hearings will be conducted via Zoom or other means of communication.

Director Pulmano requested for examples of different public requests or contested case hearings or declaratory relief cases that have come before the Board in the past.

Deputy Attorney General Urbanc stated that he couldn’t recall having a case to discuss. An example of a possible case would be someone requesting a public hearing to contest a trespassing notice, where administrative action is taken, and the person disagrees.

Director Katsuda sought more information on the changing of the agency name.

Executive Director Ouansafi clarified that some chapters still refer to the old agency name and the proposed changes is to reflect the new agency name, the Hawaii Public Housing Authority.

Director Pulmano referred to Section 17-2000-3 [business hours and location] and asked if there is an ability to make the language more flexible if the offices relocate in the future.

Director Larson agreed with Director Pulmano’s implication and suggested language to state, “location and hours as designated by the Board”.

Deputy Attorney General Urbanc recommended that the Board provide specifics on business hours and location as the public is informed of this information via the administrative rules.
Director Pulmano asked if it’s acceptable for the Rule to say, “the principle office of the Authority is located at said address or as designated by the Board or the Authority”.

Deputy Attorney General Urbanc stated that the suggested language doesn’t provide enough notice.

Executive Director Ouansafi added that the intent of the language is to offer the public clarity of the location and hours of operation of the HPHA’s offices.

Director Pulmano referred to Section 17-2000-9 [quorum] and asked for the reason the number of directors is proposed to be changed from five to six.

Deputy Attorney General Urbanc clarified that it’s a statutory requirement and reflective of the total amount of Board members, which has increased.

Director Pulmano referred to Section 17-2000-17 [limitations on testimony before the board] and suggested changing the allowed three minutes to say, “to be set by the Chairperson,” to allow for flexibility.

Deputy Attorney General Urbanc explained that the implementation of three minutes per agenda item was exercised by the Board in the past to their discretion. Allowing the amount of time to be set by the Chairperson will allot for the public to testify inadequately, such that they could over-testify and/or testify on items not relevant to the agenda.

Director Shim asked if the purpose of these established administrative rules that are being questioned is to give relevance and opportunity to the public.

Deputy Attorney General Urbanc confirmed what Director Shim stated and added that the limitation provides the ability to control and allow for meaningful public testimony.

Director Katsuda sought more clarification on quorum required.

Deputy Attorney General Urbanc confirmed that the minimum number of Directors needed for quorum is six. When a meeting has only six Board members present, all Directors would need to vote “yes” to approve an action item.

Chairperson Hall recognized that it’s been years since the agency name changed from Housing and Community Development Corporation of Hawaii to Hawaii Public Housing Authority. He was curious why these administrative rules took a while to get updated and asked if there are any additional areas or documents that are needing similar housekeeping revisions.

Executive Director Ouansafi confirmed that there are other documents that need to be revised and are being worked on, which require a lot of work with the Department of the Attorney General. HPHA’s main concentration has been and continues to be on how
the agency’s time can be spent on serving and housing the community. Executive Director Ouansafi anticipates that everything will be updated within the next year.

Chairperson Hall expressed appreciation to HPHA on the day-to-day operations and the ongoing serving of the tenants.

Executive Director Ouansafi thanked Deputy Attorney General Urbanc and the AG’s office for their efforts.

Executive Assistant Arashiro added that most of the changes being requested are covered in the statutes, so there was no urgency in getting the administrative rules changes. The State statutes supersede the administrative rules.

The amended motion was unanimously approved.

Director Shim moved,


(1) Establishes a New Waitlist Preference for Families Able to Lease In Place;

(2) Establishes a Landlord Incentive to Encourage Landlords to Lease Tenants in Place;

(3) Reduces the Time that Applicants have to Verify their Qualification for the Preference from 10 business days to 7 business days; and

(4) Clarifies the termination date for the Waitlist for the New Lease In Place Preference; and

(2) To Authorize the Executive Director to Undertake All Actions Necessary to Implement the Hawaii Public Housing Authority Section 8 Emergency Rules Relating to COVID-19 Emergency

Executive Director Ouansafi reported that the intention of the amended emergency administrative rules is to assist those affected by COVID-19.

On October 13, 2020, the Honolulu Star Advertiser reported on “11,000 Hawaii tenants delinquent on rent” that more than 11,000 tenants were late paying their August rent,
and about 9,000 of them were more than 60 days behind. The article went on to state that “Property owners and managers indicate that over 40% of their tenants have lost jobs. Additional statistics were provided:

11,000+: Number of isle renters who were late paying their August rent
9,000: Number of renters who were 60 days late on their rent payments
40%: Estimate of percentage of tenants who have lost jobs
42.2%: Loss of all island goods and services

As reported at a previous Board meeting, HPHA continued to issue Section 8 vouchers during COVID-19 until a letter was received from HUD to stop issuance due to an anticipated shortfall.

The HPHA was recently appropriated an additional $2,000,000 for the Housing Choice Voucher Program. With the adoption of the new preference in the emergency administrative rules, the HPHA’s goal is to lease up an additional 750 families in the Section 8 program by the end of this calendar year.

Executive Director Ouansafi discussed some of the issues that occur which delay voucher lease up by new applicants. For instance, it may take months for a Section 8 applicant to find a suitable residence. Once a unit is identified, an inspection is required and some units require some repairs in order to pass inspections. Health and safety issues are to be corrected by federal inspection requirements.

In 2016, the Section 8 list was open for 2-3 days and HPHA received approximately 10,000-11,000 applicants.

Executive Director Ouansafi explained some of the requirements for applicants to qualify for Section 8, which included income at or below the HUD specified 50% AMI, 75% of the families admitted in a fiscal year must be extremely low-income at or below 30% AMI and a U.S. citizen.

Landlords will conduct their own inspections and provide self-certification that the unit does not have any exigent health and safety deficiencies. HPHA will have up to a year to perform inspections, as allowed by HUD.

Director Sparlin asked what the source of funding will be after the end date of December 31, 2020, and if HUD has ever not paid on a voucher.

Executive Director Ouansafi confirmed that vouchers will be given until then. HPHA anticipates a shortfall next year, where the agency will continue to follow the usual process. Once vouchers are issued, they will remain with the families. HUD appropriates based on the previous year’s usage, which will bring HPHA closer to the national average. Executive Director Ouansafi added that he wasn’t aware of HUD not paying on a voucher.
Director Sparlin recognized the need for housing assistance and was curious if there will be enough landlord interest in accepting Section 8 tenants. She commented that some landlords do not want to sign a form W-9 which is needed to accept government assistance such as the State’s rent relief program or Section 8.

Executive Director Ouansafi stated that there is no way to gauge landlord interest, but he hopes there will be.

Director Shim was pleased that the HPHA is looking into this. He recalled that previously when there was a fiscal shuttering of the government and asked Executive Director Ouansafi to explain more about how HPHA responded. Director Shim discussed how Congress allocates funds and at that time President Trump had severe negotiations with Congress which resulted in a government shutdown affecting PHAs nationwide. Due to the management of HPHA, necessary safeguards were put into place. Director Shim recommended Executive Director Ouansafi to disclose to the Board some of the things that HPHA does.

Executive Director Ouansafi explained that if HPHA anticipates Congress shutting down or budgets not passing, HPHA will put safeguards in place to ensure that the agency is able to continue serving its tenants. He added that HUD has more funding due to the Cares Act appropriations. Executive Director Ouansafi doesn’t foresee any issues with getting funding to cover a shortfall. HPHA always looks for opportunities to increase the number of vouchers to serve more families.

Director Larson sought more information on the estimated target date that the public will be able to apply, the required percentage of AMI and the income maximum for a family of four.

Executive Director Ouansafi explained the necessary actions to occur prior to the application process and reported that HPHA plans to accept application on or around October 29 to November 2. He reported that HUD requires that 75% of the families admitted per fiscal year must be extremely low income, which is defined at or below 30% AMI.

Acting Section 8 Subsidy Program Branch Chief Beamer clarified that for a family of four, the 50% AMI income maximum is $62,950 and the 30% AMI income maximum is $37,750.

Director Larson was curious if a family would lose their Section 8 housing choice voucher if their income exceeds the income maximum later. For instance, if a family member had lost their job prior to applying and receiving a Section 8 voucher, then reinstating their job six months after, would the family no longer be eligible to continue receiving assistance. Director Larson was concerned with the uncertainty of job security and income during this unprecedented time.
Acting Section 8 Subsidy Program Branch Chief Beamer stated that the income is reviewed during the initial application, and there is a maximum where a voucher could be revoked.

Executive Director Ouansafi clarified that eligibility is determined at the time of processing applications.

Director Larson sought more information on the process of landlords accepting Section 8 tenants and the ability that landlords could evict Section 8 tenants if they are behind on rent once the Governor Proclamation ends.

Executive Director Ouansafi explained the process and indicated that interested landlords can access a form online at the HPHA website and at hphaishereforyou.org to download, complete and sign. Executive Director Ouansafi added that if the voucher holder doesn’t violate any Section 8 rules, laws or regulations, he/she can use the voucher at another location if they choose and/or if the current residence is no longer safe, decent, and healthy. He stated that in the past, HPHA has used HUD-held reserves to increase the voucher issuances. He also confirmed that the Section 8 landlord agrees to a minimum one-year lease agreement.

Director Pulmano referred to Page 9 of the administrative rules and noted that the local preference is for the City and County of Honolulu and did not include the other Counties.

Executive Director Ouansafi explained that HPHA only administers Section 8 within the City and County of Honolulu. The Cares Act monies are strictly for HPHA, and HPHA only covers Section 8 on Oahu. The other Counties handle their own Section 8 program.

Director Larson asked for details on the application website and when the application will be available.

Executive Director Ouansafi referred to hphaishereforyou.org and HPHA’s main website, which will have a link that connects to the application portal. The list will be completed electronically, except for those who require reasonable accommodations.

Acting Section 8 Subsidy Program Branch Chief Beamer clarified that the public will be able to apply on the website hpha.myhousing.com.

Chairperson Hall sought more information on the implementation of the administrative rules. He asked if the units are required to be physically inspected for Housing Quality Standards.

Executive Director Ouansafi stated that due to COVID-19, HUD has issued waivers which the Section 8 landlords are to submit a self-certification. HPHA has created a form for the landlords to complete, which will also be verified and signed by the tenant.
confirming and deficiencies identified by the landlord. Although PHAs have a year to perform an inspection, HPHA plans to have it completed timely.

Chairperson Hall acknowledged all the steps and work required to serve more families.

Executive Director Ouansafi agreed that immense work and coordination will be needed. The HPHA staff recognize the value of assisting families and is preparing themselves to move forward as needed.

Chairperson Hall recognized the opportunity for more people to get subsidized. He commended Executive Director Ouansafi and his staff for their efforts and commitment.

Director Larson thanked the staff for their hard work, which will aid in helping many people.

Deputy Attorney General Urbanc referred to the "Historical Note" on Page 98 of packet (Page 2 of the Rules) and identified October 13, 2020 to be included, where it states when the Adoption of Amendments to and Compilation of the Hawaii Public Housing Authority Section 8 – Housing Choice Voucher Emergency Rules Relating to COVID-19 Emergency was filed with the Office of the Lieutenant Governor.

The motion was unanimously approved.

Board Task Force

Chairperson Hall announced the conclusion of the Board’s Development Task Force which included Director Katsuda, Director Taniguchi and Chairperson Hall.

Chairperson Hall established a Financial Task Force to review the financial statements in the draft audit. He asked Director De Mello and Director Pulmano to be a part of the Financial Task Force.

Chairperson Hall established a new Housing Task Force, which will consist of Director Taniguchi, Director De Mello, Director Larson, Director Pulmano, and Director Sparlin. The scope of the Housing Task Force will be to assess HPHA’s efforts in establishing new housing inventory and opportunities to review design and engineering, resident impact, support services, development and financing, and government interaction and timeliness.

Executive Director’s Report

Executive Director Ouansafi reported on the following:
• On Page 129 of the Board packet, he indicated a correction to the contract with Peterson Bros. Construction, Inc. The total amount should read $230,803.

• HPHA continues to conduct community outreach events for COVID-19.

• HPHA staff continue to be advised to only perform maintenance or repairs on vacant units, unless there’s a health and safety issue presented at an occupied unit.

• The HPHA Aloha Cares Emergency Feeding Program (ACEFP) has been working with its vendors to provide approximately 387,000 meals to the elderly and disabled. With the ACEFP reaching its funding limit, HPHA anticipates the program to terminate at the end of October. Recognizing the success and impact of ACEFP, HPHA will provide the names of the participants to the organization that takes over when established. Executive Director Ouansafi thanked Executive Assistant Arashiro and the HPHA staff for their hard work and assistance with ACEFP.

Redevelopment Officer Auger discussed updates on redevelopment:

School Street

• The City and County of Honolulu Department of Planning and Permitting Director’s Report has been completed. Resolution 20-251 has been drafted and presented to the City Council for review, which triggers the Council’s 45-day review period.

• HPHA attended Neighborhood Board No. 14 meeting on Monday, October 12, to answer any questions the community may have on the 201H application. No comments or questions were received.

• The Project will be reviewed by the City Council Zoning, Planning and Housing Committee on October 22 and will be heard by the full Council during their November 4 meeting, which is the last day of 45-day review period.

• Retirement Housing Foundation (RHF) will be posting a virtual community engagement share-out during the City Council review period, which will be active and live between October 23 and November 4.

• RHF has engaged Hawaii Dredging to provide pre-construction services to assist in refining the project budget, which HPHA hopes to have at the end of the month. HPHA has also engaged the civil engineers for the subdivision planning required to complete the project.

• HPHA has also been working closely with the Lanakila Multi-Purpose Senior Center over the last year to find a way to work together and combine resources.

Executive Director Ouansafi added that the School Street redevelopment project remains on schedule and anticipates it to be shovel-ready in November 2021.
Kuhio Park Terrace (KPT)

- HPHA held a concept call with HUD Office of Recapitalization in Washington, DC and the local Field Office on Oct 1. The call went very well, and the agency was invited to submit a financing plan for the HKPT RAD conversion.

- Once the financing plan is submitted and accepted, the agency will receive a RAD Conversion Commitment or RCC. The RCC will require approximately 60 days to complete and HPHA expects to present it to the Board for approval at the November Regular Board meeting.

- HUD is prioritizing 2020 closings for RAD deals that had completed financing plans submitted by August 3, so the KPT transaction may move to early 2021, subject to lender and investor approval.

- HPHA is waiting for the environmental review to be completed, which is currently being reviewed by the Governor’s Office with assistance from the HHFDC.

- On KPT, Phase II, HPHA is working with Michaels Development Company to refine the predevelopment budget, schedule and procurement of consultants to complete the master planning and environmental work.

Mayor Wright Homes
HPHA will be participating in the Iwilei infrastructure planning meeting on the afternoon after the Regular Board meeting of October 15, which will be a joint planning effort to map out infrastructure needs in the Iwilei-Kapalama area.

Big Island
HPHA won a competitive CIP TOD Planning Grant organized by the Office of Planning. The grant amount was $550,000, which was the largest award provided and was a collaborative effort between the HPHA and County of Hawaii. The grant is intended to provide funding for Master Planning, including to complete streets and infrastructure planning and environmental review and clearance.

Maui
HPHA submitted a similar proposal for Kahekili on Maui. Although unsuccessful in its bid, the property has been added to the States TOD strategic plan, which will get the property potential funding in the future.

Kauai
HPHA continues to work with the County Housing Agency on a potential cooperative development on the agency’s Ala Muki Place property on the North Shore.

Kalaeloa
HPHA accepted a proposal from HomeAid to complete repairs to Building 32 of approximately $1.1M, which is in addition to the HPHA’s recent $350,000 award to
purchase 18 Tiny Homes for the property and in addition to the 16 or 17 units that HomeAid is planning to build on the site.

Executive Director Ouansafi continued to report on the following activities for the month of September 2020:

- HPHA moved in 66 families. Units offered that were refused were 28.
- HPHA expended approximately over $3M in housing assistance payments (HAP) to private landlords on behalf of 2,420 voucher holders.
- 469 VASH families were assisted, where approximately $430,000 was paid in HAP.

Director Pulmano sought more information on the development demographic study that was completed.

Director Shim requested updates on the redevelopment at MWH since the presentation was given at the August meeting.

Executive Director Ouansafi briefly discussed the progress and goals. He reported that scheduled meetings are on hold, while HPHA obtains more information for clarity. The development team is on standby, in the meantime.

Director Larson stated that she’s interested in hearing the public comments and asked if the Board would be provided the community meeting information on the School Street redevelopment if they’d like to attend. She also sought more information on the funding for the School Street redevelopment.

Executive Director Ouansafi stated that the information will be provided to the Board, if they’d like to attend the meeting as a community member. He explained that HPHA aims to acquire funding through a combination of applying for 4% tax credit and submitting for a budget request in January 2021 for approximately $30M through the Governor’s office for review to cover the anticipated funding gap.

Director Kunz congratulated HPHA on receiving the award for the TOD grant for the Big Island. She looks forward to seeing those plans and expressed her excitement that this could be the model for future projects. Director Kunz thanked Executive Director Ouansafi and his staff for their efforts.

Executive Director Ouansafi thanked the County of Hawaii for their support. He added that HPHA has received a remarkable response from all the Counties.

Chairperson Hall briefly discussed the redevelopment tracker spreadsheet that was provided to the Board. He stated that he feels it’s a great start and is helpful in providing a quick overview. Chairperson Hall thanked Executive Director Ouansafi for his hard work.
Executive Director Ouansafi confirmed that the tracker document will be provided to the Board in a separate email a week prior to the Board meetings moving forward.

Chairperson Hall thanked Redevelopment Officer Auger for his efforts.

Chairperson Hall proposed moving up the December Board meeting by a week, as the holidays approach.

Executive Director Ouansafi confirmed that HPHA has no issues with moving the December Board meeting and anticipates a light agenda. A poll will be sent out to the Board members to ensure that there will be quorum.

Director Katsuda moved,

   To Adjourn the Meeting

   The motion was unanimously approved.

The meeting adjourned at 10:45 a.m.

MINUTES CERTIFICATION:

Minutes Prepared by:

   Jennifer K. Menor               DEC 10 2020
   Secretary to the Board

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on December 10, 2020 [✓] As Presented [ ] As Amended

   Roy Katsuda               Dec 10, 2020
   Board Secretary