HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
BOARD OF DIRECTORS MEETING
1002 North School Street, Building A Boardroom
Honolulu, Hawaii 96817
Thursday, January 21, 2021
9:00 a.m.

AGENDA

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 Seventeenth Supplementary Proclamation dated December 16, 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, January 19, 2021 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/92228367690?pwd=T1M3OHdFRmx3b05kWE1ya2Jnc2RXZz09. When prompted, enter the Meeting ID: 922 2836 7690 and the Password: cri6G3.

Alternatively, the public may also participate via telephone by calling: 1-669-900-6833. When prompted, callers should enter the Meeting ID: 922 2836 7690 and the Password: 367070. 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,
Hawaii Administrative Rules, the Board may limit public testimony to three minutes per agenda item.

III. APPROVAL OF MINUTES

Regular Meeting Minutes, December 10, 2020

IV. DISCUSSION AND/OR DECISION MAKING

A. To (1) Approve the Hawaii Public Housing Authority’s (HPHA) Draft Public Housing Agency (PHA) Annual Plan for the Fiscal Year 2021-2022, and (2) Authorize the Executive Director to Hold Public Hearings on the Draft Annual Plan

The proposed “PHA Annual Plan for Fiscal Year 2021-2022” may be viewed on the internet on or about January 15, 2021 on the HPHA’s website at: http://www.hpha.hawaii.gov/housingplans/index.htm and copies of the draft plan are available at the following locations:

Hawaii Public Housing Authority
1002 North School Street, Bldg. E
Honolulu, Hawaii 96817

HPHA Section 8 Office
1002 North School Street, Bldg. H
Honolulu, Hawaii 96817

Puuwai Momi (AMP 30)
99-132 Kohomua Street
Aiea, Hawaii 96701

Kalihi Valley Homes (AMP 31)
2250 Kalena Drive
Honolulu, Hawaii 96819

Mayor Wright Homes (AMP 32, 33)
521 N. Kukui Street
Honolulu, Hawaii 96817

Kalakaua Homes (AMP 34)
1545 Kalakaua Ave.
Honolulu, Hawaii 96826

Kalanihuia (AMP 35)
1220 Aala Street
Honolulu, Hawaii 96817

Lanakila Homes (AMP 37)
600 Wailoa Street
Hilo, Hawaii 96720

Kapaa (AMP 38)
4726 Malu Road
Kapaa, Hawaii 96746

Kahekili Terrace (AMP 39)
2015 Holowai Place
Wailuku, Hawaii 96793

Kuhio Homes (AMP 40)
1410 Ahonui Street
Honolulu, Hawaii 96819

Ka Hale Kahaluu (AMP 43)
78-6725 Makolea Street
Kailua-Kona, Hawaii 96740
B. To Approve the Settlement Agreement in Andrew Samuel v. State of Hawaii, Department of Human Services, Hawaii Public Housing Authority and to Authorize the Executive Director to Take All Actions Necessary to Carry Out the Agreement

(The Board will go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and/or 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 related to this matter.)

V. REPORTS

A. Board Development Task Force Report

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

- Financial Report for the Month of November 2020
- Report on Contracts Executed During December 2020 and Planned Solicitations for January 2021
- Update on Redevelopment Projects Mayor Wright Homes, School Street, and Kuhio Park Terrace/Kuhio Low-Rises
- Public Housing Occupancy/Vacancy Report; Federal Public Housing; for the Month of December 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 may go into executive session pursuant to Hawaii Revised Statutes sections 92-4, 92-5(a)(8), and 92-5(a)(3) to deliberate concerning the authority of persons designated by the Board to negotiate the
acquisition of public property, and/or 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 related to the Redevelopment Projects Mayor Wright Homes, School Street, and Kuhio Park Terrace/Kuhio Low-Rises.)

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, January 21, 2021. Pursuant to the Governor’s Seventeenth Supplementary Proclamation dated December 16, 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 9:04 a.m., Chairperson Hall called the meeting to order, held a roll call and declared a quorum present. Those present were as follows:

**PRESENT:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Director Robert Hall, Chairperson</td>
<td>(Via Zoom)</td>
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<td>Director Pono Shim, Vice-Chairperson</td>
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<td>Director Roy Katsuda, Secretary</td>
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<td>Designee Joseph Campos II</td>
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<td>Director George De Mello</td>
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<td>Director Susan Kunz</td>
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<td>Director Betty Lou Larson</td>
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<td>Director Leilani Pulmano</td>
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<td>Director Kymberly Sparlin</td>
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<td>Director Todd Taniguchi</td>
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<td>Deputy Attorney General Klemen Urbanc</td>
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**STAFF PRESENT:**

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<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Hakim Ouansafi</td>
<td>Executive Director</td>
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<td>Barbara Arashiro</td>
<td>Executive Assistant</td>
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<td>Kevin Auger, Redevelopment Officer</td>
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<td>Rick Sogawa, Contracts and Procurement Officer</td>
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<tr>
<td>Sarah Beamer, Acting Section 8 Subsidy Programs Branch</td>
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<tr>
<td>Chief</td>
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<tr>
<td>Becky Choi, State Housing Development Advisor</td>
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<tr>
<td>Benjamin Park, Chief Planner</td>
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<tr>
<td>Shirley Befitel, Human Resources Supervisor</td>
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<tr>
<td>Gen Fujitani, Compliance Specialist</td>
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<tr>
<td>Gary Nakatsu, Acting Property Management Coordinator</td>
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<td>Stephanie Fo, Special Projects Coordinator</td>
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January 21, 2021, 9:00 a.m. – HPHA Regular Board Meeting
Public Testimony

In consideration of the current COVID-19 pandemic, 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, January 19, 2021 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 given or submitted.

Approval of Minutes

Director Katsuda moved,

To Approve the Regular Meeting Minutes of December 10, 2020

Director Sparlin stated that she would be abstaining from the vote as she was not present at the meeting.

The minutes were approved as presented with one abstention.
**Discussion and Decision Making**

Director Shim moved,

**To (1) Approve the Hawaii Public Housing Authority’s (HPHA) Draft Public Housing Agency (PHA) Annual Plan for the Fiscal Year 2021-2022, and (2) Authorize the Executive Director to Hold Public Hearings on the Draft Annual Plan**

Chairperson Hall stated that the proposed “PHA Annual Plan for Fiscal Year 2021-2022” were made available on the internet and at the locations listed on the agenda.

Executive Director Ouansafi reported that the Public Housing Agency (PHA) Plan is a plan that informs HUD, the residents, and the public of the PHAs mission for serving the needs of low-income and very low-income families and the PHA’s strategy for addressing those needs. PHAs nationwide must submit a five-year plan describing the mission of the agency, its goals and objectives.

All public housing agencies administering federal public housing and Section 8 tenant-based Housing Choice Voucher (HCV) assistance programs must submit their Five-Year and Annual plans to the U.S. Department of Housing and Urban Development (HUD) to be eligible to receive administrative, operating, Capital Fund Program, and Section 8 HCV assistance monies.

The PHA Annual Plan does not govern or apply to the State public housing programs or any other State assisted programs that are administered and managed by the HPHA.

A public hearing on the draft PHA Annual Plan is required and submitted no later than April 17, 2021.

The HPHA’s Annual Plan for FY 2021-2022, states the mission of serving the needs of low-income and very low-income families, and sets out the goals, objectives, and proposed policy changes of the HPHA for a one-year period.

Executive Director Ouansafi discussed several new goals and objectives, as well as proposed changes to HPHA policies that were included in The PHA Annual Plan, which consist of the following:

- To open and close the waitlist in 2021 for a limited time, if necessary, to ensure an adequate pool of applicants for the Housing Choice Voucher and low-income public housing programs.

- Amend Housing Choice Voucher and public housing policies to allow for the virtual inspection of housing units using technological solutions, subject to the availability under HUD rules or waivers. The HPHA will use technology to protect Agency staff and the public by preventing the spread of COVID-19.
• Adopt Administrative Rules to allow the HPHA to implement a lottery system for public housing applicants. By implementing a lottery system using electronic means, the HPHA will be able to select public housing applicants for the limited amount of public housing units that become available using a random selection process.

• Continue the use of the landlord incentive program. Executive Director Ouansafi stated a typographical error in the Board packet, where it should read “incentive” instead of “inventive”. This program will incentivize landlords to participate in the Housing Choice Voucher program with a $500 gift card to remedy any non-life-threatening deficiencies in the rental unit to be made available for future Housing Choice Voucher participants, subject to the availability of funds.

The inclusion of proposed policy changes in the PHA Annual Plan are not requirements. If the HPHA is unable or chooses to delay implementation of a proposed policy change, it must report that in the following year.

For the PHA Annual Plan, meetings started with the Resident Advisory Board (RAB) members. RAB members and the HPHA staff discussed progress over the past year and proposed additions and changes to the plans.

In order to meet the April 17, 2021 deadline for submitting the final plan to HUD, the following schedule has been established:

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Input from RAB (Monthly Meetings)</td>
<td>August 2020 – March 2021</td>
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<tr>
<td>Board – “For Action” (set Public Hearing)</td>
<td>January 21, 2021</td>
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<tr>
<td>Publish Hearing Notice (45 Day Notice)</td>
<td>January 25, 2021</td>
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<tr>
<td>Public Hearing</td>
<td>March 11, 2021</td>
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<tr>
<td>Meet with RAB for Final Comments</td>
<td>March 12, 2021</td>
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<tr>
<td>Finalize Plan</td>
<td>March 12 – April 9, 2021</td>
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<tr>
<td>Board – “For Action” (To Approve Plan)</td>
<td>April 15, 2021</td>
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<tr>
<td>Transmit Approved PHA Plan to HUD</td>
<td>April 16, 2021</td>
</tr>
<tr>
<td>HUD Final Deadline</td>
<td>April 17, 2021</td>
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Director Pulmano referred to page 19 of the Board packet where it mentions implementation of a lottery system and asked what current system is being utilized by HPHA. She also referred to page 20 of the Board packet and was curious if the timeline is affected if substantial changes are presented from the time of the public hearing to the final deadline.

Executive Director Ouansafi stated that HPHA has been using a system based on the application date and time received. Recently, the Board approved the Section 8 emergency rules which included adopting the lottery system. Since those emergency rules will expire, HPHA would like to incorporate the lottery system moving forward in to the administrative rules. Executive Director Ouansafi reported that there’s adequate
time to address any substantial changes after the public hearing to present to the Board prior to the final deadline.

Director Kunz referred to page 19 of the Board packet and sought more information on how the landlord incentive program is funded.

Executive Director Ouansafi stated that CARES Act funds received from HUD are used to fund the landlord incentive program.

Director Katsuda asked how many landlords are currently participating in the landlord incentive program.

Executive Director Ouansafi reported that currently no landlords have requested to participate in the program. The landlord incentive program is designed to assist with addressing some cost concerns that have been previously mentioned by potential landlords, such as the need to purchase a fire extinguisher.

Director Larson sought more information on the landlord incentive program in regards to damages and the selection process upon implementing a lottery system. She also asked if a similar selection system will be used for state public housing. Director Larson stated that she has seen some issues with elderly receiving COVID-19 vaccinations due to not being computer savvy and asked if HPHA has seen a decrease in elderly applicants since the application process has been computerized.

Executive Director Ouansafi stated that the objective of the landlord incentive program is mainly to provide healthy and safe Section 8 housing units for families. He explained the selection process if the lottery system is adopted. Applicants who are randomly selected will be placed on a waitlist, while the others will receive a letter informing them of their non-selection for placement on the waiting list. Executive Director Ouansafi confirmed that selected applicants will remain on the waitlist until served, even if a new lottery list begins, and that the same system will be used for state public housing. He added that HPHA is also researching the capability in creating an “interest list” to have an ongoing list of applicants who are interested in Section 8 or public housing to pull from if needed. If allowed by HUD, HPHA will present to the Board at that time. Executive Director Ouansafi reported not seeing a decrease of elderly applicants.

Director Pulmano referred to page 25 of the Board packet and sought more information on the waiting lists. She noticed that there was a significant amount of Asian/Pacific Islander/Other families on the waiting list and asked if there was a breakdown of the ethnicities. She then referred to page 35 of the Board packet and asked what the acronym “VAWA” meant.

Executive Director Ouansafi reported that the system offers only those “ethnic distribution” categories listed as it isn’t mandatory by law and confirmed that families are allowed to apply for both public housing and Section 8 waitlists simultaneously. He stated that VAWA stood for Violence Against Women Act.
(Director Katsuda left the meeting at approximately 9:32 a.m.)

Director Pulmano referred to page 42 of the Board packet and asked what “IDIQ” was. She then referred to page 45 of the Board packet regarding hiring a Landlord Liaison. Director Pulmano recalled that HPHA has already hired a Landlord Liaison. She also asked for clarification on the statement that states that “there are three AMPs where incomes fall below the 85% mark”.

Executive Director Ouansafi discussed how IDIQ relates to procurement. He added that IDIQ is an abbreviation of the term indefinite delivery/indefinite quantity and briefly explained the process.

Contracts and Procurement Officer Sogawa added that IDIQ is a type of contract for an indefinite delivery-indefinite quantity (of supplies or services) not specified.

Executive Director Ouansafi confirmed that a Landlord Liaison has been hired and began work. He thanked Director Pulmano and stated that it’ll be corrected in the PHA Annual Plan.

Chief Planner Park explained that part of HUD’s reporting requirement is to determine the average income of all families that reside in all of the developments. The established family income ranges between 85-115% of the average family income. Chief Planner Park stated that there were three AMPs that were below the average income, which was approximately $16,553. All other AMPs were within or above the average income range.

Executive Director Ouansafi added that the three AMPs where income falls below the 85% mark indicate that there is more concentration at those housing properties.

Director Pulmano referred to page 46 of the Board packet and sought an update on the status of the study that was conducted on the livability of public housing and Section 8.

Executive Director Ouansafi stated that HPHA received a draft report on the study from the University of Hawaii. The draft report is currently being reviewed by HPHA and another housing expert working at the University, which may take approximately 30-45 days. Executive Director Ouansafi confirmed that the study is complete and that it will be shared with the Board.

Chairperson Hall was curious if the proposed strategies presented were possibly based on past strategies that haven’t achieved what they were intended to do and asked for the status of the waiting lists.

Executive Director Ouansafi reported that strategies are revised based on numerous reasons. Many, however, were a result of what was learned during COVID-19 and the feedback received from the community and the RAB. Executive Director Ouansafi confirmed that all waiting lists are currently closed.
The motion was unanimously approved.

Chairperson Hall sought clarification on the timeline and if discussed with the RAB.

Executive Director Ouansafi reported that once the PHA Annual Plan is finalized, it'll be presented to the Board in April 2021. He also confirmed the draft plan includes input from both HPHA and the RAB.

**Director Kunz moved,**

To Approve the Settlement Agreement in Andrew Samuel v. State of Hawaii, Department of Human Services, Hawaii Public Housing Authority and to Authorize the Executive Director to Take All Actions Necessary to Carry Out the Agreement

**Director Shim moved,**

The Board go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and/or 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 related to this matter

The motion to go into executive session was unanimously approved.

The Board entered Executive Session at approximately 9:42 a.m.

The Board reconvened at approximately 10:05 a.m.

Chairperson Hall reported that the Board consulted with its attorney on issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities related to this matter.

The motion was unanimously approved.

**Board Development Task Force Report**

Director Taniguchi acknowledged the extent of the content that was discussed over multiple meetings and emails and thanked Executive Director Ouansafi and his staff for their efforts. He stated the main goal of the draft report, that was provided to the Board, was to meet some immediate needs and offer some guidance for HPHA’s larger redevelopment projects that include Mayor Wright Homes (MWH) and School Street.

Director Taniguchi summarized the Development Task Force’s (DTF) recommendations for the MWH redevelopment, which included evaluating its units, the existing policies that are used for development and strategies for moving forward.
• The current unit density and project phasing are sufficient.
• For lease units, limit it to 1 phase up to 400 units.
• Continue to review retail and community space and explore other alternatives.
• Invite multiple developers to complete the various phases as this could assist with timeliness.
• For Phase 1 scope, focus on a smaller development in order to continue looking at the larger developments.
• Pursue a well-balanced demographic mix avoiding a concentration of poverty while also respecting the market demand.
• Acknowledge the lengthy process taken and strive to move the project forward expeditiously.

Chairperson Hall thanked Director Taniguchi and agreed with the focus of moving projects forward.

Director Shim recognized the urgency and sought solutions on how projects can move forward quickly.

Executive Director Ouansafi acknowledged the mutual goal of moving forward and stated that HPHA will continue with the process that was previously put on hold.

Director Taniguchi expressed that the draft report addresses some key guidance needed for HPHA to move forward. He offered the Board’s support and encouraged HPHA, for all projects, to have a plan and clear timeline to prevent future avoidable delays.

Director Taniguchi acknowledged the hard work of the other DTF members (Director De Mello, Director Pulmano, Director Larson and Director Sparlin). He pointed out that Director Pulmano and Director Larson was concerned if HPHA is reaching the lower-income population appropriately and maximizing the target mix.

Chairperson Hall, throughout the planning process, acknowledged that available funding is limited. He added wanting the ongoing information included on the monthly tracker in order to measure doable progress. Chairperson Hall expressed being optimistic about long-term plans, however, recognized housing families now is significant.

Director Sparlin reminded the Board and the public that this is a transformation time where there’s a federal push to integrate fair-market with lower-income rates. She recognized that funding plays an important role and explained the struggle of finding the right balance to finance more market rate homes to provide the differential in revenue to
allow more low-income units. Director Sparlin acknowledged the commitment of the DTF members and leadership of Director Taniguchi. Discussions occurred around the goal to get people housed while finding the best outcome of quality homes and finding the right mix of people.

Director Larson thanked Executive Director Ouansafi, Redevelopment Officer Auger and the staff for their efforts and input. She stated that the DTF met approximately every week, where intense discussions were their mission in order to provide effective guidelines. This organization focuses on the low-income population and the DTF found that the 30-40% AMI has the greatest need. Director Larson discussed the benefits of having these subcommittees, while including the tenant’s perspective, like feedback from Director De Mello.

Director De Mello, as a public housing tenant, was impressed with the knowledge of the DTF members. While the main goal is to get families housed, he was pleased that the focus was also to get families housed in quality homes, where they can be proud to call home. Director De Mello was appreciative of the DTF’s compassion and focus on the best outcome for the tenants.

Deputy Attorney General Urbanc stated that this was the report phase of the DTF. The Board needs to decide whether it would like to deliberate or make any decisions about the matter investigated, then at a subsequent meeting, the matter would have to be put on the agenda for action to be taken. He clarified that the DTF could end with this meeting.

Director Taniguchi stated that the draft report contained open-ended items, such as requesting a plan with the target date of March 2021 and some design and financing concerns. He asked if the current DTF is able to continue their investigation of a matter that has begun with the final deadline of May 2021 and sought information on the process in which HPHA would have to implement the guidance to move forward with their plans. Director Taniguchi expressed not wanting to delay moving forward with the MWH redevelopment and asked if it’d be beneficial to separate the investigated items.

With the guidance of Deputy Attorney General Urbanc, it was clarified that the DTF provided an interim report so they are able to continue investigating the matter. Deputy Attorney General Urbanc explained that HPHA would be able to move forward with the provided guidance once the DTF has concluded its investigation and all those findings and recommendations have been presented to the Board at a subsequent meeting for deliberation and decision-making on the matter. In other words, no Board action can be taken on the day the DTF report is given. Deputy Attorney General Urbanc discussed some options, such as continuing with the current task force or concluding it and creating another.

Chairperson Hall stated that he didn’t recall the Board advising HPHA to stop proceeding with the MWH redevelopment. He recommended that the current DTF continue their investigation and finalize their report at the next Board meeting.
Deputy Attorney General Urbanc clarified that the interim report presented is a non-Board action. Therefore, HPHA is able to operate under the previous Board action and not rely on the interim report presented until the matter is agendized and voted on.

Director Larson expressed her concern with not wanting further delays especially on the MWH redevelopment and asked if the report needs to be finalized in order to implement the guidelines recommended.

Executive Director Ouansafi stated that the draft report doesn’t contradict the current guidelines, so HPHA will be able to continue their efforts without any hindrance. He recommended the DTF finalize their report for MWH and to establish a separate Task Force to review the School Street schematics. Executive Director Ouansafi added that there was a pause waiting for the DTF to finalize their report, as requested by the Board.

Deputy Attorney General Urbanc confirmed no legal issues with Executive Director Ouansafi’s recommendations, if the Board wishes to do so.

Suggestions that were proposed included the following:
- The current DTF to complete the MWH report at the next Board meeting, and at today’s meeting, to establish two separate Task Forces to 1) review the School Street schematics and 2) discuss and identify other HPHA assets and an action plan for smaller projects.
- The current DTF to also continue discussing general project financing.
- The current DTF to continue and complete their report.
- For the current DTF to remove the School Street and Other HPHA Assets sections from the report.
- The current DTF to continue and complete their report at the next Board meeting. Also establish a Task Force to discuss the School Street schematics that were provided to HPHA.

Director Shim recognized that there wasn’t a “stop” but a “stall or hesitancy” in regards to the MWH redevelopment due to litigation and expressed that the Board supports HPHA to urgently move forward.

Deputy Attorney General Urbanc advised not to overlap board members if the Board decides to create three Task Forces simultaneously, due to a potential serial communication violation. In other words, one Board member wouldn’t be allowed to sit on multiple Task Force groups concurrently.

Executive Director Ouansafi reported that the School Street developer will be applying for tax credits in February 2021 with plans to be shovel-ready by the end of 2021, so it is important to establish a Task Force now to review the schematic designs.

Chairperson Hall thanked Deputy Attorney General Urbanc for his guidance and patience throughout the process.
Director Larson stated an interest in participating in the School Street Task Force.

Director Taniguchi sought further guidance from Deputy Attorney General Urbanc.

Deputy Attorney General Urbanc verified that members of an existing Task Force may remove themselves at any time.

Director Pulmano agreed with having Director Larson participate in the School Street Task Force and suggested Director De Mello to give a tenant perspective.

(Designee Campos left the meeting at approximately 11:02 a.m.)

Deputy Attorney General Urbanc verified that the current DTF is unable to go beyond the scope that was identified when the DTF was established.

Director Larson expressed her concern on the School Street timeline and issues of waiting months before moving forward.

With the guidance of Deputy Attorney General Urbanc, Chairperson Hall established a Task Force to review the schematics for the development of School Street senior affordable housing redevelopment. Members of the Task Force include Chairperson Hall (as Chairperson with background in housing), Director Larson (advocate for housing in general) and Director De Mello (as resident leader to provide tenant perspective).

Director De Mello and Director Larson confirmed stepping down from the existing DTF.

Executive Director Ouansafi recapped that there are currently two Task Forces, three members each. He added that HPHA will continue moving forward with the progress of MWH.

Chairperson Hall thanked all the Board members for their collective efforts.

**Executive Director’s Report**

Executive Director Ouansafi reported on the following:

- 2021 Legislative Session began on January 20, 2021. The following priority budget items were included in the Governor’s Biennium Budget:
  - $500,000 in additional General Funds for the HPHA’s State Rent Supplement Program
  - $10,000,000 lump sum Capital Improvement Project funding for public housing development, improvements and renovations, statewide
- $40,000,000 from the Rental Housing Revolving Fund for the HPHA’s elderly housing redevelopment project at School Street

- Create and establish 5 Federal Funded positions for the HPHA’s Section 8 Branch

- In addition to meeting with state representatives and senators, HPHA met with Congressman Ed Case to discuss new federal funding coming from Washington, D.C.

- With the Environmental Assessment (EA) complete, HPHA submitted the Financing Plan for the RAD conversion of Kuhio Park Terrace to the U.S. Department of Housing and Urban Development (HUD) on December 24, 2020. Upon HUD’s acceptance of the financing plan, HPHA will receive a RAD Conversion Commitment (RCC) at which time the conversion and closing process will begin.

- The Michael’s Organization has completed the Request for Qualification (RFQ) process and formally recommended the selection of Lowney Architecture as the Principal Architect and Gray Hong Nojima & Associates as the Civil Engineer.

- School Street Elderly Housing Redevelopment team continues to refine the overall schematic design. Executive Director Ouansafi was grateful to have a Board Task Force to review the schematics with HPHA. HPHA has requested construction budget, while the developer is working on the tax credit and submission of the Consolidated Application that is due February 17, 2021.

- A final draft of The Office of Planning’s (OP) proposed Memorandum of Agreement (MOA) for the $550,000 master planning and environmental review grant awarded to the HPHA and the County of Hawai‘i for the Lanakila housing project has been completed and forwarded to the Attorney General’s office for review. The HPHA has prepared a RFQ and scope of work to be distributed to qualified consultants and engineers. The draft RFQ to has been shared with Hawai‘i County and OP for their review and comment.

- The construction of Kalaeloa’s 36 tiny homes and its community center is moving forward. The 18 homes that HPHA purchased have been framed-out, along with the 4 additional homes that were donated by other organizations. HomeAid anticipates construction of the donated tiny homes to be completed late February or early March 2021. The demolition of the community center has been completed. The exterior walls and structural roof have been replaced, while plumbing and electrical work is ongoing.

- Executive Director Ouansafi presented a summary provided by the attorneys from Washington D.C. regarding Hunt’s Termination of Convenience. Executive Director Ouansafi confirmed that the settlement is still being discussed and pending proper documentation.
November 3 – Natalie Mesa, counsel representing MWH Partners, LLC, sent a ShareFile link of claimed costs.

November 13 – HPHA performed a cursory review of the invoices that Hunt has submitted seeking reimbursement. HPHA observed there are hundreds of invoices including everything from minor costs for Hunt local staff for mileage reimbursement to attend HPHA public board meetings, internal travel of various Hunt employees to and from Hawaii (who we are aware had other business in Hawaii), meals with “client” for which there is no client name provided, to very significant fees for architectural and engineering invoices for which there is no contract approved by the HPHA, to Moss, a related party to Hunt, for hundreds of thousands of dollars, for Hunt’s legal fees, where the matter description included in the invoice provided has been blacked-out/redacted as well as invoices from Hunt’s lobbyists (including retainers) which the agency has made very clear we would not pay. It appeared to be a raw data dump of invoices, many with no description of the work performed, how the expense relates to the MWH project, whether the payment requested was incurred under a contract approved by the HPHA as required under the MDA, or an explanation of why the expense is a legitimate, justifiable expense relating to the MWH redevelopment effort as provided under the MDA.

November 19 – Reno & Cavanaugh (R&C) emailed an Excel spreadsheet to Hunt’s counsel to use to document the claimed expenses with adequate detail.

December 2 – R&C and Hunt’s counsel had a call to discuss if there was another simpler way to move the process forward without Hunt taking the time to fill in the detailed Excel. R&C agreed to review with client whether that would be possible.

December 14 – R&C identified specific areas of concern – Moss costs, lobbying expenses, travel expenses.

December 18 – MWH counsel offers to provide certification for travel expenses and other question costs, provides incomplete explanation for costs.

January 5 – MWH counsel writes to confirm that all costs submitted relate to the project, but with no new data or back up information.

January 15 – R&C advises MWH counsel to retain a knowledgeable accountant to submit a proper claim and reminds MWH counsel that the cost of compiling the claim can be included in the termination costs due from HPHA.

For the month of December 2020, HPHA moved in a total of 39 families.

Executive Director Ouansafi acknowledged and thanked the efforts of the Section 8 staff and the commitment of the Board. From December 2020 to January 21, 2021,
HPHA has issued a total of approximately 775 Section 8 vouchers, exceeding their goal of 750 vouchers.

Chairperson Hall and the Board were pleased to hear that a tremendous amount of families was housed, especially during a pandemic. Chairperson Hall commended the agency, Acting Section 8 Subsidy Programs Branch Chief Beamer and her staff for their hard work.

- Executive Director Ouansafi recognized the HPHA staff as a whole for their commitment and hard work. As a result, he anticipates these efforts bringing in approximately $11M additional funding within years to come.

(Director De Mello left the meeting at approximately 11:26 a.m. and returned at approximately 11:33 a.m.)

(Director Sparlin left the meeting at approximately 11:28 a.m.)

- Executive Director Ouansafi also acknowledged the efforts and commitment of the Department of Human Services (DHS).

Director Larson asked for an update on COVID-19 positive cases within public housing and was curious how HPHA is informing the Limited English Proficient (LEP) population about the vaccine. She thanked the HPHA staff for their efforts.

Executive Director Ouansafi reported a minimal amount of new positive COVID-19 cases (between 2-9) in public housing. HPHA continues to follow proper protocols to ensure the safety of both its staff and tenants. Elderly tenants at the Counties have also been provided vaccinations. Executive Director Ouansafi confirmed that when providing information and during community outreaches, HPHA continue to provide translators and offer documents in multiple languages (approximately eleven different dialects) as needed.

Chairperson Hall asked if UPW/HGEA workers are able to opt out of getting vaccinated.

Executive Director Ouansafi stated not being aware of a mandate requiring vaccination at this time.

Executive Assistant Arashiro added that the vaccine was made available to staff at the public housing properties where the elderly were getting vaccinated.

Chairperson Hall referred to page 92 of the Board packet where it lists contracts with Amethyst Builders, LLC and Artistic Builders Corporation for unit repairs and asked for the amount of units that are included in the two contracts. He also asked if HPHA is still receiving service from the non-profit organization.
Executive Director Ouansafi reported a total of 52 extremely damaged units to be repaired under both contracts. Although the service hasn’t officially ended, the non-profit negotiated with the City and County (C&C) of Honolulu for housing credits and has put a hold on continuing until an agreement is received from the C&C. Executive Director Ouansafi reported that the agreement was for up to 200 units or $9M. Since their progress hasn’t been moving expeditiously, HPHA decided to begin work on some units and asked that the non-profit work on 20 units.

Director Shim moved,

To Adjourn the Meeting

The motion was unanimously approved.

The meeting adjourned at 11:37 a.m.

MINUTES CERTIFICATION:

Minutes Prepared by:

Jennifer K. Menor
Secretary to the Board

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on February 18, 2021 [✓] As Presented [  ] As Amended

Director Roy Katsuda
Board Secretary

FEB 18 2021

Feb 18, 2021