HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
BOARD OF DIRECTORS MEETING
1002 North School Street, Building A Boardroom
Honolulu, Hawaii 96817
Tuesday, March 29, 2022
9:00 a.m.

AGENDA

THIS MEETING WILL BE HELD VIA ZOOM (INTERACTIVE AUDIO VISUAL CONFERENCE TECHNOLOGY) OR TELECONFERENCE CALL (AUDIO-ONLY COMMUNICATION) AND AT 1002 NORTH SCHOOL STREET, BUILDING A BOARDROOM, HONOLULU, HI 96817

Viewing/Participating in the Meeting:

Zoom: The public may participate in the Board meeting as it happens via Zoom (a free video conferencing service to hold virtual meetings online) by clicking on this link: https://zoom.us/j/81224439352?pwd=R0JQYTU5WnVxRFZpSjq2Y1ZqNmNDZz09. When prompted, enter the Meeting ID: 812 2443 9352 and the Password: 011Rfu.

Alternatively, the public may also participate via telephone by calling: 1-669-900-6833. When prompted, callers should enter the Meeting ID: 812 2443 9352 and the Password: 972650. We request that meeting participants change the display on their device to show their first and last name to expedite rolcall. Please keep in mind that many devices will display your cellphone number if not changed.

If the HPHA loses internet or Zoom connection during the meeting where audiovisual communication cannot be maintained with all participating Board members and quorum is lost, the meeting will automatically be recessed for 30 minutes to restore audiovisual communication. Audio-Only Communication: If the attempt to restore audiovisual communication is unsuccessful, all Board members, staff, the public may continue to participate in the Board meeting via teleconference call by calling 1-862-799-9759, whereby audio-only communication will be established for all participants and the meeting will continue. When prompted, callers outside of the United States should enter the Access Code: 8232649.

Physical Meeting Location: The public may also attend the meeting at 1002 North School Street, Building A Boardroom, Honolulu, HI 96817, which will be connected via Zoom to the remote meeting. No Board members are scheduled to be physically present at this location.
Providing/Submitting Testimony – Written, Oral, Audiovisual:

The Board will consider written testimony on any item relevant to this agenda. Individuals should submit written testimony no later than 12:00 noon on Thursday, March 24, 2022 which will be distributed to Board members. The public 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 Board will also consider public testimony given at the meeting 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.

Individuals may submit oral testimony during the meeting by sending an email request to jennifer.k.menor@hawaii.gov no later than Thursday, March 24, 2022, or by using the “Raise Hand” feature in Zoom, or by simply announcing/identifying themselves and the item they want to testify about during the public testimony portion of the meeting. Individuals may also provide audiovisual oral testimony by using the “Raise Hand” feature in Zoom, clicking the “Unmute” icon to talk, and clicking the “Start Video” icon to turn camera on.

Executive Session:

If or when the Board of Directors enter executive session, all non-Board members will be moved to the virtual waiting room by the HPHA. Individuals are welcome to wait in the virtual waiting room and will be readmitted to the meeting at the end of the executive session.

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, February 17, 2022
IV. DISCUSSION AND/OR DECISION MAKING

A. To Accept the Single Audit Reports for Fiscal Year July 1, 2020 through June 30, 2021 Conducted by KMH, LLP and to Authorize the Executive Director to Submit the Audit Reports to the Federal Audit Clearinghouse, the U.S. Department of Housing and Urban Development, and Other Interested Parties as Required

B. To (1) Approve the Hawaii Public Housing Authority’s Public Housing Agency Annual Plan for the Fiscal Year Beginning July 1, 2022 to June 30, 2023, and (2) Authorize the Executive Director to Take Required Actions to Submit the Approved Plan to the U.S. Department of Housing and Urban Development

The proposed “PHA Annual Plan for Fiscal Year 2022-2023” may be viewed on the internet on or about March 23, 2022 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

- Waimaha-Sunflower (AMP 44)
  - 85-186 McArthur Street
  - Waianae, Hawaii 96792
- Koolau Village (AMP 45)
  - 45-1027 Kamau Place
  - Kaneohe, Hawaii 96744
Noelani II (AMP 46)  
65-1191 Opelo Road  
Kamuela, Hawaii 96743

Kauhale Nani (AMP 49)  
310 North Cane Street  
Wahiawa, Hawaii 96786

Palolo Valley Homes (AMP 50)  
2129 Ahe Street  
Honolulu, Hawaii 96819

C. Update on Legislative Bills and Report on Testimony by the Executive Director for the 2022 Legislative Session

V. REPORTS

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

- Financial Report for the Month of January 2022
- Request for Establishment of Board Task Force to Review Draft Budget for FY 2022-2023
- Report on Contracts Executed During February 2022 and Planned Solicitations for March 2022
- Update on Redevelopment Projects: Affordable Senior Housing at School Street and Kuhio Park Terrace/Kuhio Homes
- Redevelopment Tracker
- Public Housing Occupancy/Vacancy Report; Federal Public Housing; for the Month of February 2022
- 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](http://www.hpha.hawaii.gov/boardinfo/packets.htm).

If you need an auxiliary aid/service (e.g., large print, taped materials, sign language interpreter, etc.) or other accommodation due to a disability, please contact Ms. Jennifer Menor by telephone at (808) 832-4694 or by email at jennifer.k.menor@hawaii.gov by close of business three days prior to the meeting date. If a request is received after March 24, 2022, the HPHA will try to obtain the auxiliary aid/service or accommodation, but we cannot guarantee that the request will be fulfilled.

Upon request, this notice is available in alternate formats such as large print or electronic copy.
The Board of Directors of the Hawaii Public Housing Authority held their Regular Board Meeting at 1002 North School Street, on Tuesday, March 29, 2022. The Board meeting was conducted by video conference (Zoom).

The public was able to participate in the meeting via Zoom or telephone by calling in. The meeting was also open to the public for in person participation at 1002 N. School Street, Building A, Honolulu, HI 96817. No Board members were scheduled to be physically present at this location. It was announced that if the HPHA lost internet or Zoom connection during the meeting, the meeting would be recessed and reconvened pursuant to instructions in the posted agenda.

At approximately 9:12 a.m., Chairperson Hall called the meeting to order, held a roll call and declared a quorum present. Those present were as follows:

**PRESENT:**
Director Robert Hall, Chairperson  
(Via Zoom) Director Pono Shim, Vice-Chairperson  
Director Roy Katsuda, Secretary  
Designee Joseph Campos II  
Director George De Mello  
Director Betty Lou Larson  
Director Todd Taniguchi  
Deputy Attorney General Jennifer Sugita  
Deputy Attorney General Klemen Urbanc

**EXCUSED:**  
Director Susan Kunz  
Director Sabrina Nasir  
Director Leilani Pulmano

**STAFF PRESENT:**  
(Via Zoom) Hakim Ouansafi, Executive Director  
Barbara Arashiro, Executive Assistant  
Kevin Auger, Redevelopment Officer  
Bennett Liu, Acting Chief Financial Officer  
Rick Sogawa, Contracts and Procurement Officer  
Jeremy White, Section 8 Subsidy Programs Branch Chief  
Becky Choi, State Housing Development Administrator  
Benjamin Park, Chief Planner  
Shirley Befitel, Human Resources Supervisor
Public Testimony

Individuals were allowed to submit written testimony no later than 12:00 noon on Thursday, March 24, 2022, 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 P.O. Box 17907, Honolulu, HI 96817. The public was also allowed to participate via Zoom or teleconference by using the “Raise Hand” feature in Zoom, or by simply announcing/identifying themselves and the item they want to testify about during the public testimony portion of the meeting. Individuals were also allowed to provide audiovisual oral testimony by using the “Raise Hand” feature in Zoom, clicking the “Unmute” icon to talk, and clicking the “Start Video” icon to turn the camera on.

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.

Fetu Kolio, Mayor Wright Homes tenant, testified that there were alleged illegal aerial fireworks being stored and lit on the housing property. He recommended that HPHA have a special meeting to discuss this matter and to have a manager on property after hours, along with the security. Mr. Kolio expressed this issue being a safety matter and noise disturbance. He added that there is no information in the rental lease agreement informing how tenants can obtain a license permit to display fireworks on HPHA’s properties.

Approval of Minutes

Director Larson moved,

To Approve the Regular Meeting Minutes of February 17, 2022
The minutes were approved as presented.

Discussion and Decision Making

Director De Mello moved,

To Accept the Single Audit Reports for Fiscal Year July 1, 2020 through June 30, 2021 Conducted by KMH, LLP and to Authorize the Executive Director to Submit the Audit Reports to the Federal Audit Clearinghouse, the U.S. Department of Housing and Urban Development, and Other Interested Parties as Required

Executive Director Ouansafi reported that the financial and single audit of the HPHA’s financial statements and program activities for fiscal year ending June 30, 2021, was performed by the independent auditor, KMH, LLP (KMH). KMH is procured and contracted by the State Office of the Auditor to perform the audit and report on its findings.

Executive Director Ouansafi was pleased to report that HPHA had no compliance findings on the single audit for the fifth consecutive year. He introduced and welcomed Mr. Peter Hanashiro, Partner, and Ms. Christy Iriguchi, Senior Manager with KMH.

Mr. Hanashiro briefly introduced himself and Ms. Iriguchi. He thanked Executive Director Ouansafi, Executive Assistant Arashiro, Acting Chief Financial Officer Bennett Liu and the HPHA staff for their hard work and cooperation. He recognized the effort it takes and commended HPHA on a clean audit.

Ms. Iriguchi briefly explained that the single audit is the audit of the federal monies that HPHA receives in compliance with the HUD requirements. She reported that there were no changes to the December 16, 2021 Board Meeting discussion on the SAS 114 Communication Letter. A formal letter will be issued to HPHA in April 2022.

Ms. Iriguchi reported that there are three parts to the auditor’s report: 1) independent auditor’s report on financial statements (which was presented and approved at the December 16, 2021 Board Meeting); 2) independent auditor’s report on internal control over financial reporting and on compliance and other matters; and, 3) independent auditor’s report on compliance for each major federal program, report on internal control over compliance, and report on schedule of expenditures of federal awards.

Ms. Iriguchi confirmed that HPHA received an unmodified clean opinion, meaning that there were no findings in the program’s single audit. There were two major programs that were audited - Housing Choice Voucher program and Public and Indian Housing. Ms. Iriguchi acknowledged that, although it doesn’t sound like a lot of programs, there are a lot of compliance requirements involved with both programs. She thanked Executive Assistant Arashiro, Compliance Specialist Sarah Beamer and Acting Property...
Management and Maintenance Branch Chief Stephanie Fo for their assistance in gathering all the necessary documents to complete the audit and commended HPHA on having no findings.

Director Shim stated “I have been a board member for just about seven years, and it has been phenomenal that our staff and our Executive Director have such stellar records. I’d like to thank everyone, Bennett, Hakim, and Barbara for a classy ship”.

Chairperson Hall discussed the importance of following the mandates of the programs administered, and as HPHA continues to assist more families, he encouraged the agency to remain consistent on its accuracy and compliance. He was impressed with HPHA’s continued efforts on obtaining a clean audit and hopes that the agency can get adequate staffing as the number of families assisted increase. Chairperson Hall commended Executive Director Ouansafi, Executive Assistant Arashiro and the HPHA staff.

Executive Director Ouansafi thanked Mr. Hanashiro, Ms. Iriguchi and their team for their professionalism and hard work.

(The Designee Campos briefly left the meeting at approximately 9:32 a.m. prior to the vote.)

The motion was unanimously approved.

Director Shim moved,

To (1) Approve the Hawaii Public Housing Authority’s Public Housing Agency Annual Plan for the Fiscal Year Beginning July 1, 2022 to June 30, 2023, and (2) Authorize the Executive Director to Take Required Actions to Submit the Approved Plan to the U.S. Department of Housing and Urban Development

Chairperson Hall stated that the proposed “PHA Annual Plan for Fiscal Year 2022-2023” could be viewed on the HPHA’s website and copies were available at the locations listed on the agenda.

(The Designee Campos returned to the meeting at approximately 9:35 a.m.)

Executive Director Ouansafi reported that all public housing agencies administering federal public housing and Section 8 tenant-based Housing Choice Voucher (HCV) assistance programs must submit their 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.
On December 16, 2021, the HPHA Board of Directors voted to accept the HPHA draft PHA Annual Plan for Fiscal Year 2022-2023 as published, subject to comments at the public hearing. The public hearing was held online on February 3, 2022.

Meetings with the Resident Advisory Board (RAB) on the draft PHA Annual Plan started in August 2021 and concluded in February 2022.

The PHA Annual Plan has several new goals and objectives, as well as proposed changes to HPHA policies, including:

1. Adopt a policy to hold HCV families in affected payment standard tiers harmless for the difference in gross rent if there is a drop in the tier’s payment standard resulting in the gross rent exceeding the payment standard.

2. Expand the use of the Hawaii State Landlord Incentive Program to incentivize landlords to participate in the housing choice voucher program, subject to the availability of funds. The incentives that the HPHA will seek to implement are:
   a) Reimbursement for costs to repair tenant-caused damages to the dwelling unit when repair costs exceed the tenant’s security deposit, up to $3,000.
   b) Vacancy Loss Payments.
   c) Front-end Vacancy Loss Payments.
   d) Other Landlord Incentives – Signing Bonuses.

3. Adopt Administrative Rules allowing for the use of biennial reexaminations across all Housing Choice Voucher related programs, including Emergency Housing Vouchers.

4. Establish a policy to transition Foster Youth to Independence (FYI) Voucher participants to Housing Choice Vouchers once the participant has reached their maximum allowed time in the FYI program.

HPHA staff reviewed and considered all testimony received prior to and at the public hearings, along with recommendations of the RAB, as required by 24 C.F.R. Section 903.19. After thorough review of the comments received at the public hearing and the recommendations of the RAB, no changes were made to the draft plans.

Discussion will continue with the RAB on the details and implementation of changes included in the PHA Annual Plan once it is approved by the Board and HUD.

HPHA must electronically submit the final proposed PHA Annual Plan and required attachments in the HUD-specified format by April 17, 2022 (no later than 75 days prior to the start of the fiscal year) for review and approval by the local Honolulu HUD office.
Chairperson Hall asked how much COVID-19 impacted HPHA with receiving comments and feedback from the residents.

Executive Director Ouansafi reported that COVID-19 had minimal impact on tenant participation and confirmed that adequate feedback was received. He explained that the RAB continued to meet monthly, and many ideas have come from those meetings. Executive Director Ouansafi added that HPHA values the comments received from the public and RAB as a way to improve their programs.

The motion was unanimously approved.

For Information:

Update on Legislative Bills and Report on Testimony by the Executive Director for the 2022 Legislative Session

Executive Director Ouansafi reported that a bill tracking list was provided to the Board.

Director Larson referred to page 232 of the Board packet and asked for more clarification on HPHA’s role as it relates to HB 1744, HD1. As a community member, she was happy that HPHA and many legislative bills have step forward to take on more responsibility to serve the community. Although she supports the bill, as a HPHA board member, Director Larson expressed possible capacity concerns. She expressed that this development would provide $25M to develop targeted housing for the vulnerable population such as chronically homeless and widen it up to developmentally disabled and other populations that need this more intensive case management.

Executive Director Ouansafi explained that HPHA is always seeking opportunities to provide housing to the population that is in extreme need. If HB 1744, HD1 passes, HPHA hopes to team up with an experienced developer to build and/or manage this specialized housing with the goal of developing a successful model as expeditiously as possible. HPHA decided to step in because they saw a need and no other agency was getting involved.

Chairperson Hall asked when the next deadline date is for the Legislative bills. With this legislative session, he noticed that there is a lot of focus on affordable housing and felt that sufficient staff and support at HPHA will be needed moving forward.

(Director Katsuda briefly left the meeting at approximately 9:48 a.m. and returned at approximately 9:51 a.m.)

Executive Director Ouansafi reported that many bills will be ongoing into April, and “Second Decking” is on April 8, 2022. He agreed that staffing is crucial. HPHA is currently managing with approximately 82-83 vacant positions. When appropriate, HPHA has and will request for additional positions. Executive Director Ouansafi added
that both obtaining funding and finding applicants to hire has its trials, but HPHA usually manages to find solutions.

**Board Task Force**

Chairperson Hall announced that Director De Mello, Director Pulmano, and himself will serve as the Board Task Force to review HPHA’s draft budget for FY 2022-2023. He confirmed that Director De Mello and Director Pulmano agreed to the appointment (prior to the meeting).

(Director Taniguchi briefly left the meeting at approximately 9:53 a.m. and returned at approximately 9:56 a.m.)

**Executive Director’s Report**

Executive Director Ouansafi reported that during the month of February:

**Move to Work Designation**

HPHA has established a core team to take the lead on matters related to the transition to the MTW Demonstration Program and continues to participate in HUD trainings. HPHA will be required to execute an amended MTW Annual Contributions Contract with HUD in the near future. A timeline for implementation is currently being established based on HUD training and guidance.

**Kuhio Park Terrace/Kuhio Low-Rises and Homes**

- The updated master plan by Lowney Architects, who has been retained by The Michael’s Organization (TMO), will accommodate up to 625 housing units, approximately 150 more than required under the Restated and Amended Master Development Agreement with TMO.

- Confirmation has been received from City and County of Honolulu that Sewer capacity is available for the proposed 625 units. However, water availability may be problematic due to the Red Hills Fuel Tank storage environmental impacts. HPHA will continue to monitor this.

- On March 28, 2022, HPHA received a letter that DPP has determined that the KPT development is exempt from HRS 343 Environmental Assessment requirements.

- State and Federal Environmental and Historic Preservation review work and related/required studies are underway and will continue for the next several months.

(Director Shim left the meeting at approximately 9:55 a.m.)
• A letter of invitation was sent to approximately 120 Native Hawaiian Organizations inviting them to participate in the design process of Kuhio Park Low Rises and homes as required Historic Preservation requirements under Section 106.

School Street Elderly Housing Redevelopment

• HPHA met with Retirement Housing Foundation’s CEO, Stuart Hartman and Senior RHF staff to express their concerns for the delays they’ve seen. RHF Foundation Inc.’s (RHF) confirmed its commitment to the School Street Project.

• A major concern raised during the meeting was RHF’s possible need to extend the construction commencement deadline due to final subdivision approval and permitting. RHF is investigating pursuing a CPR instead of subdivision approval to determine whether RHF can meet the HHFDC Rental Housing Revolving Fund Project Award deadlines that includes but is not limited to providing HHFDC with the required HHFDC Board materials by mid-June 2022, and the legislative appropriation construction commencement deadline of August 30, 2022 (which is required by Act 88, SLH 2021).

• HPHA supports RHF and will update the Board as new information and clear dates become available.

(Director Larson briefly left the meeting at approximately 9:57 a.m. and returned at approximately 9:58 a.m.)

Mayor Wright Homes

HPHA met with HUD’s Repositioning Assistance Panel, as well as meeting with Du & Associates and EJP Consultants to discuss the various repositioning strategies explored with HUD’s Repositioning Assistance Panel and the steps need to generate applications to HUD for these strategies.

Hawaiʻi County - Lanakila Housing Project

HPHA has begun negotiations with the preferred consultant chosen by the procurement selection committee.

Public Housing

HPHA moved in 27 families and completed 274 annual reexaminations and 142 interim reexaminations.

Section 8

• HPHA expended a total of approximately $4M in housing assistance payments (HAP) to private landlords on behalf of 3,512 voucher holders. HPHA issued a total
of 20 vouchers for New Admission (including appeals and reasonable accommodations), Project Based, VASH, FYI, Mainstream, EHV and Port-ins.

- 489 VASH families were assisted and approximately $436,000 was paid in HAP.

(Director Taniguchi briefly left the meeting at approximately 9:59 a.m. and returned at approximately 10:00 a.m.)

Human Resources

HPHA is operating with a staff of approximately 300 full-time employees. Currently, there are 83 positions that are vacant.

Chairperson Hall asked for more information on the status of the eviction moratorium and its impact, as well as the impact of the rental assistance program from CARES. He was curious if HPHA must now pursue many delinquencies and requested for a one-page report on the numbers. As the end of the fiscal year approaches, Chairperson Hall encouraged HPHA to expend appropriate funds as necessary. He also stated that he expects the development tracker to be updated and to reflect the delays in a few projects.

Executive Director Ouansafi stated that the eviction moratorium had expired. In anticipation of potential issues that HPHA could encounter, they’ve been working with their tenants and connecting them available monies through the federal government or working through other agencies. As a result, HPHA currently has minimal delinquencies and doesn’t foresee an increase in evictions prior to COVID-19. Executive Director Ouansafi confirmed that they can create a one-page report as requested and provide it to the Board. He added that all the federal monies received for COVID-19 were expended. Executive Director Ouansafi thanked Catholic Charities for their support in obtaining $600,000 to provide to HPHA tenants. He added that a timeline from the developers was requested. Once received, the development tracker will be updated.

(End of Section)
Director Katsuda moved,

To Adjourn the Meeting

The motion was unanimously approved.

The meeting adjourned at 10:07 a.m.

MINUTES CERTIFICATION:

Minutes Prepared by:

Jennifer K. Menor
Secretary to the Board

APR 21 2022

Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on April 21, 2022 [ ✓ ] As Presented [ ] As Amended

Roy Katsuda
Director Roy Katsuda
Board Secretary

Apr 21, 2022

Date