

HAWAII PUBLIC HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING
HELD AT 1002 N. SCHOOL STREET, BUILDING E
HONOLULU, HAWAII 96817
ON THURSDAY, OCTOBER 6, 2011
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Board Meeting at 1002 N. School Street, on Thursday, October 6, 2011 at 9:07 a.m.

The meeting was called to order by Chairperson Gierlach at 9:07 a.m. and, on roll call, those present and absent were as follows:

PRESENT: Director David Gierlach, Chairperson
Director Jason Espero, Secretary
Director Roger Godfrey
Director Patricia McManaman
Director Debbie Shimizu
Director Travis Thompson
Director George Yokoyama

Executive Director, Denise Wise
Deputy Attorney General, Jennifer Sugita

EXCUSED: Director Desiree Kihano
Director Trevor Tokishi
Director Matilda Yoshioka, Vice-Chair

STAFF PRESENT: Barbara Arashiro, Executive Assistant
Shirley Befitel, Personnel Supervisor
Becky Choi, State Housing Development Administrator
Kiriko Oishi, Housing Compliance and Evaluation Specialist
Rick Sogawa, Contracts and Procurement Officer
Dionicia Piiohia, Secretary to the Board

OTHERS: Shaye Yamashiro, Kalihi Valley Homes Board member
Sandra Menzsa, Kalihi Valley Homes Board member

Proceedings

Chairperson Gierlach declared a quorum present and opened the floor for public testimony. There being none, Chairperson Gierlach moved to item III. For Action.

For Action

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

Motion: To go into executive session pursuant to Hawaii Revised Statutes sections 92-4 and 92-5(a)(2), as related to personnel matters where consideration of matters affecting privacy will be involved.

Chairperson Gierlach called for a motion to go into Executive Session at 9:09 a.m.

Director Shimizu moved and Director Espero seconded.

The motion was unanimously carried.

The Board moved out of Executive Session and the meeting reconvened at 9:28 a.m.

Chairperson Gierlach reported that during the Executive Session there was a brief discussion about process in terms of the nature of the search whether it should be local or national, the types of media involved, and the general qualifications of an executive director.

Director Thompson asked about the role of the Hawaii Public Housing Authority's (HPHA) Personnel Office and the Department of Human Services (DHS) in the recruitment process. Ms. Denise Wise, Executive Director introduced Ms. Shirley Befitel, Personnel Supervisor, who documents outlining the previous process to hire an executive director, which included a list of recruitment postings, a description of the screening and interview process, and the task force that was put together by the Board.

Director McManaman requested the position description and qualifications for the Executive Director position. Ms. Befitel clarified that the handout includes the position description ("Position Description"), selection instrument and interview questions. Director McManaman asked whether it would be appropriate for the executive search committee to review the qualifications, and present the Board with recommended changes and a hiring timeline.

Director Thompson asked if the U.S. Department of Housing and Urban Development (HUD) has additional qualifications. Ms. Wise explained that the Corrective Action Order (CAO) requires HUD concurrence on the hiring, but does not require approval of the Position Description. Ms. Wise suggested keeping HUD informed of the recruitment process. Ms. Barbara Arashiro, Executive Assistant, added that HUD will likely interview the selected applicant.

Director McManaman recommended appointing three members to the executive director search task force to review the Position Description, establish a timeline, and to advise the Board. Ms. Jennifer Sugita, Deputy Attorney General, commented that if a task force was appointed to perform these duties, there would be a delay in the hiring process.. Under the Sunshine Law,

there must be at least three (3) meetings before the Board can take action. At the first Board meeting, the task force is created. At the second Board meeting, the task force presents its findings and recommendations to the Board, but the Board cannot discuss or take any action. At the third Board meeting, the Board may discuss and take action on the task force recommendations. As this may not accomplish what the Board needs in a timely manner, the other option would be for the Board to review, recommend changes, and approve the documents related to the Position Description, qualifications, hiring criteria and vacancy announcement during the Board meeting today. A task force could then be assigned to conduct the executive director search, hold interviews, and submit their recommendations to the Board.

Director McManaman requested to go over the Position Description, qualifications, management and development skills. Ms. Befitel added that a draft will be made and given to DHS Personnel to finalize and approve the Position Description.

Chairperson Gierlach called for a recess to allow the Board to review the documents related to the Position Description, Vacancy Announcement, and qualifications at 9:43 a.m. and the meeting reconvened at 9:52 a.m.

The Board continued the discussion to make changes to the Position Description.

Director Thompson asked Ms. Wise to describe the amount of time spent on managing public housing units versus the redevelopment of the Kuhio Park Terrace (KPT). Ms. Wise explained that she spent approximately 70 percent of her time maintaining and managing the properties and 30 percent on the KPT redevelopment, especially when making conference calls to the east coast due to the difference in time zones.

Director Yokoyama asked if the executive director supervises all the people on the list provided in the Position Description. Ms. Wise explained the positions, identified the staff occupying those positions, and updated the list. Director Yokoyama recommended that the executive director should supervise no more than 7-8 positions.

Director Shimizu, Chairperson Gierlach, and Director Yokoyama recommended several clarifications and housekeeping changes to the Position Description. The clarifications and changes to the Position Description are as follows:

- Page 1, Section II. 2nd paragraph, delete phrase “Teacher Housing Program”.
- Page 2, Section II A. 4. 2nd line from the bottom of the paragraph, insert the phrase “the Governor’s Office” after the word “with” and before the phrase “the Attorney General’s Office”.
- Page 2, Section II B. 4. Delete the phrase “for 400+ positions”
- Page 3, Under the title “Supervises:” delete Pos# and Title of Executive Assistant; change Secretary III to IV; remove delete Pos # and Title of Homeless Coordinator; change HCDCH to HPHA; delete “Special Assistant (to be redescribed)” and replace with “Personnel Supervisor/Special Assistant”; delete Pos# and Title of Homeless Programs Branch Administrator
- Page 3, Section III. First line, change “employee” to “Executive Director”.

- Page 3, Section III. A. 1. 2nd to the last line change “employee” to “Executive Director”.
- Page 4, Section III. B. 2. 1st line, change “employee” to “Executive Director”. 2nd line, delete phrase “know and”.
- Page 4, Section III. B. 1. Add the phrase “and applicable” after “Action Transmittals”.
- Page 4, Section V. A. Delete the phrase “housing, slum reclamation and the rehabilitation of blighted areas” and replace with “real estate or housing, and rehabilitation and renovation of housing developments”.
- Page 5 D. 1. In the third line, add the word “residential” before “housing” and add the phrase “or real estate development” after “operation,”. The sentence should read: “... residential housing project construction and operation, or real estate development, including such activities as:”
- Page 5, in the paragraph “Supervisory Experience:”, add the phrase “or real estate development” after the phrase “field of housing”.
- Page 5 D. 2. In the third line of the paragraph “Managerial Experience:”, replace the word “manpower” with “workforce”.

Director Thompson moved, and Director McManaman seconded to approve the revisions to the Position Description for the Executive Director.

The motion was unanimously carried.

Chairperson Gierlach asked that the Board review the HPHA Anticipated Vacancy notice/document. The Board proposed the following revisions:

- In the paragraph “Supervisory Experience”, 1st line, add the phrase “or real estate development” after “in the field of housing”.
- In the paragraph “Managerial Experience”, 2nd line, delete the phrase “a strong background in” and replace “familiar with”.
- In the first paragraph, last line, delete the phrase “State’s Public Housing Programs.” and replace with “federal and state public housing programs.”
- 2nd paragraph remove “dollars of state and federal funds” and add “...\$120 million in operating budget, 6102 units...”
- In the “Education Requirement” paragraph, strike the entire sentence and replace with “Graduation from an accredited college or university or its equivalent in work experience.”.
- 2nd paragraph, last line, delete the phrase “; and operates a statewide homeless assistance program”.
- Last paragraph, delete 2nd sentence: “Salary is commensurate with training and experience.”
- Second paragraph, 3rd line, after the phrase “Section 8”, add “Housing Choice Vouchers and Project Based”.
- Last paragraph, 3rd line, delete the sentence: “Continuous recruitment until need is met.” In the last sentence, after the phrase “Personnel Office at 832-1864” add “Interested applicants must submit a resume by close of business November 4, 2011 (Hawaii Standard Time) to the following:”

- Second to the last paragraph, after “general community”, continue sentence by adding the phrase “and must demonstrate compassion, sensitivity and fairness to tenants and low income.” Also add this phrase to the Position Description.
- Add an email address to submit resumes.
- In the heading of the notice, delete the word “Anticipated” before the word “Vacancy”.

Chairperson Gierlach called for a motion to approve the vacancy announcement as amended.

Director McManaman moved, and Director Shimizu seconded.

The motion was unanimously carried.

Chairperson Gierlach called for a motion to amend the previously approved Position Description of the Executive Director to include that the Executive Director “must demonstrate compassion, sensitivity and fairness to tenants and low income”.

Director McManaman moved, and Director Shimizu seconded.

The motion was unanimously carried.

Chairperson Gierlach commented on the geographic scope of the advertisement. Suggestions were to advertise locally, statewide, nationwide, in the Public Housing Authority Director’s Association (PHADA), Council of Large Public Housing Authorities (CLPHA), and other organizations that have public websites with no charge.

Chairperson Gierlach called for a motion to restrict the geographical reach to a statewide recruitment effort with the first advertisement.

Director Yokoyama moved, and Director McManaman seconded.

The motion was unanimously carried.

Chairperson Gierlach asked for volunteers or nominations to the task force. Director Yoshioka, Director Shimizu, and Director Espero were nominated.

Ms. Wise suggested that a tenant representative be on the task force. Director Shimizu commented that Director Kihano submitted a Letter of Resignation to the Governor.

Ms. Wise suggested that a senior HPHA management employee also be on the task force.

Ms. Sugita asked what the task force will be doing. Chairperson Gierlach clarified that the task force will receive and review resumes, review and revise the interview questions, conduct and have the authority to interview at their discretion, and recommend a short list of candidates to the Board.

For Discussion: Fulfilling Executive Director's function during position vacancy.

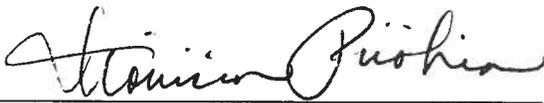
Chairperson Gierlach stated that Ms. Barbara Arashiro, Executive Assistant, would fill in during a vacancy in the Executive Director's position. Director Thompson inquired about the salary for the temporary appointment. Director McManaman requested that staff check as to whether the Board may increase the salary of the Executive Assistant to that of the Executive Director during the vacancy of the Executive Director position.

Chairperson Gierlach read a Proclamation for Ms. Wise expressing appreciation for her service.

Chairperson Gierlach called for a recess at 11:11 a.m. With no further business for the Board to conduct, the meeting adjourned at 11:13 a.m.

MINUTES CERTIFICATION

Minutes Prepared by:

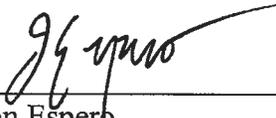


Dionicia Piiohia
Secretary to the Board/Recording Secretary

NOV 17 2011

Date

Approved by the HPHA Board of Directors at their Regular Meeting on November 17, 2011.



Jason Espero
Director/Board Secretary

NOV 17 2011

Date



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

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:

Proclamation

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

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

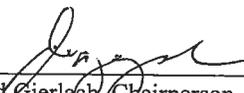
WHEREAS, Executive Director Wise took positive steps to reinvigorate the agency working tirelessly with the Board and the staff to improve management and operations; and

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

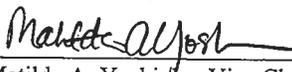
WHEREAS, the HPHA's Board of Directors hold Executive Director Wise in the highest personal regard.

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

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



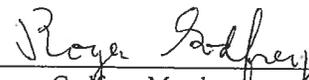
David Gierlach, Chairperson



Matilda A. Yoshicka, Vice Chair



Jason Espero, Secretary



Roger Godfrey, Member



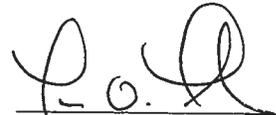
Desiree Kihano, Member



Patricia McManaman, Member



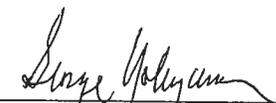
Debbie Shimizu, Member



Travis Thompson, Member



Trevor Tokishi, Member



George Yokoyama, Member