

HAWAII PUBLIC HOUSING AUTHORITY  
MINUTES OF THE REGULAR MEETING  
HELD AT 1002 NORTH SCHOOL STREET, BUILDING E,  
HONOLULU, HAWAII 96817  
ON THURSDAY, AUGUST 16, 2012  
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 North School Street, on Thursday, August 16, 2012 at 9:05 a.m.

The meeting was called to order by Chairperson Gierlach and upon the call to order, those present were as follows:

**PRESENT:** Director David Gierlach, Chairperson  
Director Matilda Yoshioka, Vice-Chair  
Director Roger Godfrey  
Director Debbie Shimizu  
Director Trevor Tokishi  
Designee Wilfredo Tungol  
  
Executive Director, Hakim Ouansafi  
Deputy Attorney General, Jennifer Sugita

**EXCUSED:** Director Jason Espero, Secretary  
Director Desiree Kihano  
Director George Yokoyama

**STAFF PRESENT:** Barbara Arashiro, Executive Assistant  
Clarence Allen, Acting Chief Financial Management Advisor  
Kiriko Oishi, Compliance Officer  
Rick Sogawa, Contracts and Procurement Officer  
Becky Choi, State Housing Development Administrator  
Joanna Renken, Acting Public Housing Supervisor  
Stephanie Fo, Acting Section 8 Subsidy Branch Chief  
Rochelle Akamine, Resident Services Program Specialist  
Daniel Cardona, Property Management Specialist  
Taryn Chikamori, Secretary to the Board

**OTHERS:** Kenneth Asahan, Private Resident  
Pius Casiano, Puahala Homes Resident  
Gloria Castro, Mayor Wright Homes Resident  
Augafa Ene, Mayor Wright Homes Resident

Michael Flores, U.S. Department of Housing and Urban Development  
Fetu Kolio, Mayor Wright Homes Resident  
Andrew Samuel, Puahala Homes Resident  
Sandy Shuru, Puahala Homes Resident  
Matthew Taufetee, Peacemakers

### **Proceedings:**

Chairperson Gierlach declared a quorum present.

The business of the Board proceeded with approval of the Regular Meeting Minutes of June 21, 2012 and July 19, 2012, and Annual Meeting Minutes of July 19, 2012.

Director Shimizu requested clarification regarding the date of the minutes as the agenda had the date of June 16, 2012 while the minutes referred to the date of the meeting as June 21, 2012.

Chairperson Gierlach stated the Board is approving the minutes of June 21, 2012.

### **Director Shimizu moved to approve the minutes,**

Director Shimizu requested the following corrections:

#### June 21, 2012, Regular meeting minutes:

- Page 5, "...the motion be held until later in the meeting" should be revised with the correct spelling of "until" and removal of the word "to".
- Page 13, "She does not like the 30%..." change the word "She" to "Representative Cabanilla".

#### July 19, 2012, Annual meeting minutes:

- Page 29, Remove Director Debbie Shimizu and Director Travis Thompson from the "Present" list because they did not attend the meeting.

#### July 19, 2012, Regular meeting minutes:

- Page 24, second to the last paragraph, delete the word "Akon" and replace with "Akron".

### **The minutes were unanimously approved as amended.**

Chairperson Gierlach deferred the approval of the Executive Session Minutes until the Executive Session is held later in the meeting.

### **Public Testimony**

Mr. Pius Casiano, Puahala Homes Resident, reported that a non-tenant has threatened to kill him and he has a temporary restraining order (TRO) against this person. He stated that he has asked management to help him enforce the TRO. He stated that the Executive Director refused to see

him about this issue. He also asked that the HPHA hold elections for the Puahala Homes Tenant Association. He indicated that the association only has Vicky Milo as President and all other seats are vacant.

Mr. Pius Casiano provided interpretation for Mr. Sandy Shuru, Puahala Homes Resident. Mr. Shuru stated that he reported a change in his income in June and management has not adjusted his rent.

Chairperson Gierlach asked Mr. Shuru to provide the date that he reported the change in income. Mr. Shuru responded that he did not know, but thought it was in early June.

Mr. Fetu Kolio, Mayor Wright Homes Resident, stated that Management has authorized the citizens' patrol to enforce rules and laws against tenants. He stated that many of the people on the citizens' patrol are not tenants of Mayor Wright Homes (MWH). He feels that because Matt Levi is doing a good job, Matt Levi's security guards should be the only people authorized to enforce the rules. He feels that the current Tenant Association Board should still be serving until the new Board is elected. He feels that Management retaliates against him, and he is glad that he has a lawsuit because the lawsuit levels the playing field. Mr. Kolio stated that he does not like the service providers at MWH.

Mr. Kenneth Asahan, private resident, stated he lives next to a Section 8 tenant who he believes is abusing the Section 8 program. He spoke to and wrote a letter to Executive Director Ouansafi and received a response that the matter will be investigated.

Chairperson Gierlach asked Mr. Asahan to describe the abuse. Mr. Asahan stated that the tenant drives a \$50,000 Escalade, she is never home and her seven children are always making noise. She also has unauthorized people living in the house. He also stated that if he can't get help at the State level he will call the federal offices.

Chairperson Gierlach stated he would like staff to follow up on the following issues:

- 1) What is the Hawaii Public Housing Authority's (HPHA) policy regarding enforcement of a TRO?
- 2) What is the status of the Puahala Homes election?
- 3) What is the time frame for recalculating rent when a change in income is reported?
- 4) Are non-tenants involved in the MWH citizens patrol and is that appropriate?
- 5) To what extent does the Section 8 program require tenants to supervise their children, prohibit unauthorized people from living in Section 8 housing, and what assets disqualify a person from receiving a Section 8 voucher?

Chairperson Gierlach explained that because of State laws (regarding public notice) the Board cannot discuss the issues with HPHA staff today. Chairman Gierlach requested that the aforementioned items be addressed at the next Board meeting.

**For Action:**

**Director Tokishi moved,**

**To Reappoint Eleanor Sheridan to the Kona Eviction Board for a Two-Year Term Expiring on August 16, 2014.**

Executive Director Ouansafi reported that Ms. Eleanor Sheridan is a public housing resident and has experience with the lease agreement.

The motion was unanimously carried.

**For Action:**

**Director Godfrey moved,**

**To Adopt the Hawaii Public Housing Authority's Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year July 1, 2011 to June 30, 2012.**

Executive Director Ouansafi reported that the SEMAP is a self-evaluation. He stated that the HPHA lost points on Indicator 7, Expanding Housing Opportunities. Ms. Arashiro reported the points were lost because the HPHA did not conduct landlord outreach.

Chairperson Gierlach questioned why the HPHA did not hold workshops. Executive Director Ouansafi responded that the Section 8 list was closed, so the HPHA was not getting new tenants.

Executive Director Ouansafi reported that this fiscal year the HPHA is teaming up with the City and County of Honolulu (C & C) Section 8 Program to conduct joint landlord outreach.

Director Yoshioka asked why points are being lost on Indicator 14: Family Self Sufficiency. Executive Director Ouansafi responded that the HPHA does not have enough families enrolled in the Family Self-Sufficiency program.

Director Yoshioka asked how many families are needed to get the full points and how many families are currently enrolled in the program. Executive Director Ouansafi reported that the HPHA needs 161 families, but currently has 88 families.

Director Shimizu asked if the HPHA is trying for the bonus points. Executive Director Ouansafi reported that the HPHA is unable to get the deconcentration bonus points for a while because of the waitlist preferences.

Director Shimizu asked what happens to the score. Executive Director Ouansafi reported that the HPHA needs to submit the score to the U.S. Department of Housing and Urban Development (HUD). HUD may conduct monitoring and then accept/confirm the score.

Director Shimizu asked what HUD will say about the score. Executive Director Ouansafi reported that it is a good score and the HPHA has the back up for all line items. Ms. Arashiro stated that 133 points is a “high performer”.

Director Yoshioka asked what score causes HUD to become concerned about an agency. Executive Director Ouansafi responded that a score of 87 points is a troubled agency.

Designee Tungol stated he understands that the C & C administers vouchers for aging foster youth (Step-Up Housing) which is counted towards the HPHA voucher numbers. Executive Director Ouansafi responded that the Step-Up Housing is not part of the HPHA’s program.

The motion was unanimously carried.

### **Reports:**

#### **Executive Director’s Report:**

Executive Director Ouansafi reported that the HPHA held a job fair on July 7, 2012. The HPHA is hiring teams of 10 people with different trade skills. Job offers have been made to the first team and two members have already started. The paperwork for the remaining positions are being processed.

Chairperson Gierlach asked what the teams are going to be doing. Executive Director Ouansafi responded that the teams will be renovating the vacant units. Once the units are occupied, the HPHA will be eligible for approximately \$3.7 million in operating subsidy from HUD. Contractors on the Big Island completed 36 units, but the contract was set up so that the HPHA staff needs to finish touching up the units.

Executive Director Ouansafi reported that Kauai has many problems, but the HPHA has a plan to get the Kauai Asset Management Project (AMP) back on track.

Chairperson Gierlach asked if Kauai has a manager. Executive Director Ouansafi reported that the HPHA hired someone, but he quit after one day.

Executive Director Ouansafi reported that the HPHA will be hiring someone for crime prevention on Kauai.

Executive Director Ouansafi reported that the HPHA has a team from the Correctional Industries on Kauai today and two more teams will be going on the weekend to fix the vacant units.

Executive Director Ouansafi reported that the HPHA will be sending Oahu staff to Kauai to help certify families, enforce the rules, and collect rent.

Director Yoshioka stated that the HPHA is using New Hope on Oahu and recommended using New Hope on Kauai. Executive Director Ouansafi reported that New Hope contacted HPHA offering assistance and HPHA will determine whether something can be put together on Kauai.

Director Yoshioka asked if Kauai's uncollected rent is so high because there is no manager. Executive Director Ouansafi reported the HPHA has been short staffed, and has not done a good job in rent collections on Kauai, but it is catching up.

Executive Director Ouansafi reported that it is difficult to hire a manager for Kauai based on the salary that the HPHA is offering. Chairperson Gierlach asked what the pay rate is for the manager on Kauai. Executive Director Ouansafi reported about \$45,000.

Director Yoshioka stated she asked employees at the County of Kauai to apply for the manager's position, but no one wants the job because they get paid more at the County for similar positions. Ms. Arashiro reported that the C & C employees are paid more than the State employees.

Director Godfrey asked if the HPHA can raise the pay for the manager position. Executive Director Ouansafi reported that the HPHA is looking into many options including converting the position to an exempt position in order to increase the pay and that HPHA is consulting with the Hawaii Government Employees Association (HGEA) before making any changes.

Director Yoshioka stated the Kauai manager position has been vacant for three years. Executive Director Ouansafi reported staff will come to the Board with a plan on hiring a manager.

Chairperson Gierlach questioned whether the issue is a lack of funds to hire a competent manager. He also questioned whether the HPHA needed to use the resources of the Governor's Office and the Department of Human Services (DHS) to obtain the funds to hire a manager. Executive Director Ouansafi stated the HPHA has the funds; the problem is the position is a civil service position and the pay rate is set.

Chairperson Gierlach asked how the HPHA can obtain an emergency exemption. Director Shimizu responded that the HPHA needs to talk to DHRD to find out if the HPHA can get an exemption.

Executive Director Ouansafi stated that each civil service position has a set pay range.

Executive Director Ouansafi clarified that the pool of candidates on Oahu is larger than Kauai, so it is easier to fill Oahu manager positions.

Chairperson Gierlach asked who determines if the position can be converted into exempt status. Executive Director Ouansafi reported the HPHA needs to put in a request and work with the HGEA or may need statutory authority.

Director Tokishi suggested that the HGEA might be more open to a neighbor island salary differential than an exempt position. Executive Director Ouansafi stated the HPHA will look into this idea.

Director Godfrey asked if the HPHA is having difficulty hiring managers on Maui and Hawaii. Executive Director Ouansafi responded that the HPHA would have the same difficulty recruiting managers on Maui and Hawaii.

Executive Director Ouansafi reported the HPHA will have an Acting Manager on Kauai. Chairperson Gierlach asked if the Acting Manager is the person with the law enforcement background. Executive Director Ouansafi responded that this is a different person.

Chairperson Gierlach asked how long the Acting Manager will remain on Kauai. Executive Director Ouansafi responded that the Acting Manager will stay on Kauai until the job is completed.

Executive Director Ouansafi reported that the job of the person with the law enforcement background will be to meet with tenants with violations and follow up until the violations are cured and to supervise maintenance.

Director Yoshioka requested that Designee Tungol talk with DHS personnel office. Designee Tungol responded that he will follow up with DHS personnel office and DHRD. He believes converting the position to exempt status may give flexibility to the HPHA, but the HPHA will need to consult with the HGEA and get legislative approval. He stated there is differential pay for hard to recruit positions.

### **Task Force Report:**

#### **Report from Board Task Force on Redevelopment at Mayor Wright Homes**

Chairperson Gierlach reported that the Mayor Wright Homes Task Force met and the HPHA is looking into a public-private partnership. The HPHA is seeking a consultant to advise the Board and then a request for information (RFI) will be issued.

Director Shimizu asked if the HPHA will need to amend the 5-year plan. Executive Director Ouansafi confirmed that once the HPHA determines which direction it will be going, the HPHA will need to amend the 5-year plan.

Chairperson Gierlach stated that the task force's duties have come to a conclusion and another task force can be reappointed once the consultant has started.

Director Yoshioka asked who is on the task force. Chairperson Gierlach responded himself, Director Kihano, Director Espero, and Designee Tungol.

Chairperson Gierlach asked if Michael Flores can address the Board without a quorum. Deputy Attorney General Jennifer Sugita confirmed that because Mr. Flores' presentation was for informational purposes only, a quorum is not needed.

Deputy Attorney General Sugita stated that the Board moved on from the Executive Director's report, but will be going back to the Executive Director's report when Mr. Flores arrives.

**For Discussion:**

**Discussion with the Executive Director on Staffing Needs**

Chairperson Gierlach stated that HUD informed him that the HPHA needs Fiscal Management Office (FMO) staff.

Executive Director Ouansafi responded that the ideal candidate for the vacant Chief Financial Management Advisor position is a CPA with strong accounting, housing, and federal experience.

Chairperson Gierlach asked what it will take to hire someone with that experience. Executive Director Ouansafi reported that the HPHA would need to pay \$120,000 to \$150,000. The HPHA has met with Akron Metropolitan Housing Authority (AMHA) to determine a reasonable salary. Executive Director Ouansafi reported that each year, the HPHA pays the auditor \$300,000 in fees to audit HPHA, and an additional \$200,000 to the auditor.

Executive Director Ouansafi reported that the position has been in continuous active recruitment. Ms. Arashiro added that the HPHA has made offers to potential applicants, but their existing employer made counter offers.

Executive Director Ouansafi reported that the HPHA has hired consultants to help the HPHA address its audit findings.

Executive Director Ouansafi reported that the HPHA also has staff with performance issues.

Chairperson Gierlach stated that if the HPHA has staff that are not qualified for their job, the HPHA should not allow too much time to pass. Executive Director Ouansafi responded that some staff has been with the HPHA for 15 years or more.

Designee Tungol confirmed that it could take a couple of years to release a civil service employee for performance issues, whereas misconduct takes less time.

Chairperson Gierlach asked if there are minimum qualifications. Designee Tungol stated that if an employee is already on board, it is presumed that they meet the minimum qualifications.

Chairperson Gierlach questioned whether an employee can stay in their position while a grievance is being conducted. Designee Tungol confirmed that they can continue working or they can be put on administrative leave with pay.

**Director Godfrey moved at 10:15 a.m.,**

**To 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 Personnel Issues and Pay and Performance of Particular Employees in Different Departments of the Agency.**

The motion was unanimously carried.

**The Board reconvened from Executive Session at 10:35 a.m.**

**Reports continuation:**

**Executive Director's Report continuation:**

Chairperson Gierlach stated that the Board will continue discussing the Executive Director's report.

Mr. Michael Flores, from HUD, stated he will be discussing the 2013 budget situation, the Budget Control Act and the Sequestration Bill. Mr. Flores distributed a chart created by the National Low Income Housing Coalition to the Board. He stated that the Senate Appropriations Committee (SAC) passed the HUD Appropriation bill on April 19, 2012. The full House passed its version of the Appropriation bill on June 29, 2012. Congress is not expected to take up the bill again until after the November elections.

Mr. Flores stated that the HPHA programs that could be affected include the Tenant Based Rental Assistance Contract Renewals; Administrative Fees; and Veterans Supportive Housing Vouchers. The Contract Renewals is the Section 8 program. The House is providing \$17,238, slightly less than FY 2012 enacted. The Senate is providing \$17,495, slightly more than FY 2012 enacted. The House and Senate are providing a 17 percent increase from the FY 2012 enacted for the Administrative Fee. For the Veterans Supportive Housing Voucher program, both the House and Senate agreed to continue funding the program. Mr. Flores stated that after the November election everything may change.

Mr. Flores stated that for the Public Housing Capital Fund, both the House and the Senate propose a 6 percent increase. He stated the Operating Subsidy has a 14 percent increase from the House and a 16 percent increase from the Senate.

Mr. Flores stated that the MWH project may be a candidate for the HOPE VI program. The Senate and the administration appropriated funds for the HOPE VI program, but the House did not.

Mr. Flores stated that Congress is in recess until September 10<sup>th</sup>. He stated before Congress went into recess they agreed to a six month Continuing Resolution. Mr. Flores stated the Federal fiscal year is October 1, 2012 to September 30, 2013. The Continuing Resolution will end March 31, 2013. The Resolution has not been drafted as of yet and typically the funding is based on the previous year's funding levels. He stated that if in March the funding is still under the Continuing Resolution, half the fiscal year has passed.

Mr. Flores stated that there are two concerns if the funding remains on the Continuing Resolution. The first concern is in fiscal year 2012, Congress allowed HUD to tap into \$750 million in a public housing's operating budget reserves and apply it to the operating subsidy.

The HPHA will not be affected because the HPHA did not tap into the reserves. The second concern is that Congress authorized HUD to offset \$650 million in the Net Restricted Asset (NRA) in the Housing Choice Voucher (HCV) Program. Mr. Flores stated that HUD provides a set amount for HCV. The Section 8 funds that are not used go into a NRA account.

Mr. Flores explained that for the HCV contract renewals, the HPHA was supposed to get \$22.8 million, but the offset was \$1.85 million. The HPHA only received \$20 million. Mr. Flores stated that as of January 1, 2012, the HPHA had approximately \$2.5 million NRA balance.

Mr. Flores stated that the administrative fee is a function of leasing. For the first 7,200 Unit Months Leased (UML), the HPHA receives \$101.47 and for every unit after that the HPHA receives \$94.71. If the HPHA is able to lease 1,900 vouchers, then the HPHA will receive over \$2 million in fees.

Mr. Flores stated that he expects that the HPHA will continue receiving \$26,593,708 in public housing operating subsidy and approximately \$9.4 million in Capital Funds.

Mr. Flores stated the Budget Control Act of 2011 states that the national debt needs to be reduced by \$1.2 trillion. If Congress does not change the law or compromise on how to reduce the spending in the next nine years, then an across the board cut of 7.8 percent will apply to the FY 2012 levels and will take effect January 2013. The HPHA programs would be impacted as follows: 1) HCV will be reduced to \$1.78 million, causing HPHA to serve 150-200 fewer families; 2) administrative fees will be reduced by \$168,000; 3) operating subsidy will be reduced by \$2 million; and 4) the Capital Fund will be reduced by \$737,442. The HPHA will need to prepare for the impact on its programs and staffing. The HPHA would also need to think about how to implement the budget cuts in a shortened year because by January, the HPHA would be three months into the federal fiscal year.

Mr. Flores stated the President signed the Sequestration Bill on August 7, 2012. By September 6, 2012 the administration should have identified the percentage of proration/budget cut on each discretionary and mandatory Federal program.

Mr. Flores stated that the HPHA should maximize its voucher utilization to minimize the impact. The funding for the vouchers is based on utilization from the previous year. The HPHA is currently doing a good job, but will have to cut back in a couple of months to ensure the HPHA does not over utilize the vouchers.

Mr. Flores stated the HPHA needs to continue to fill vacant units. Filling vacant units increases operating subsidy and incoming rent. The HPHA needs to collect rent.

Director Yoshioka asked when Congress needs to pass the budget. Mr. Flores reported that Congress needs to pass a budget by September 30, 2012 or the federal government will shut down.

Director Yoshioka asked what needs to happen by March 31, 2013. Mr. Flores stated that a budget needs to be passed or the Continuing Resolution will need to be extended.

Designee Tungol asked if it is an advantage for the HPHA to utilize the vouchers as close to 100 percent. Mr. Flores responded the HPHA should always try to get as close to the 100 percent. Mr. Flores stated the HPHA should be issuing around 2020 or 2030 vouchers.

Director Yoshioka asked if the HPHA has leased 1800 vouchers. Mr. Flores reported that as of June, the HPHA has leased 1,927 and in July leased about 73 additional vouchers. Executive Director Ouansafi reported that the HPHA's goal is to lease up to 2,050 vouchers.

Designee Tungol asked if the Step Up program has 100 vouchers that are being underutilized by the HPHA. Mr. Flores reported that the Step Up program is under the C & C, not the HPHA.

Director Yoshioka asked if the Step Up vouchers were only available to cities. Mr. Flores responded no, the C & C applied for the vouchers. Chairperson Gierlach thanked Mr. Flores for the information.

Chairperson Gierlach stated that approval of the Executive Session Minutes, Board member questions and that the Kolio, et al v. State of Hawaii, Hawaii Public Housing Authority Denise Wise in Her Official Capacity As Executive Director (Civil Case No. CV11-00266 and Civil No. 11-1-0795) will be deferred until next month.

With no further business for the Board to conduct,

**Director Yoshioka moved to adjourn,**

The motion was unanimously carried.

The meeting adjourned at 11:00 a.m.

#### MINUTES CERTIFICATION

Minutes Prepared by:

  
\_\_\_\_\_  
Taryn T. Chikamori  
Secretary to the Board

SEP 20 2012

\_\_\_\_\_  
Date

Approved by the Hawaii Public Housing Authority Board of Directors at their Regular Meeting on September 20, 2012: [  ] As Presented [  ] As Amended

  
\_\_\_\_\_  
Jason Espino  
Director/Board Secretary

SEP 20 2012

\_\_\_\_\_  
Date