



# Grants in Aid Advisory Commission

CITY AND COUNTY OF HONOLULU

925 Dillingham Boulevard, Suite 200 • Honolulu, Hawaii 96817

Avelino J. Halagao, Jr., Chair  
Vincent L. Baldemor, Vice Chair  
Helen H. Hamada, Commissioner  
Grant Kagimoto, Commissioner  
Kenneth T. Uemura, Commissioner

## MINUTES

### MEETING

TUESDAY, DECEMBER 18, 2018

1:30 P.M.

MISSION MEMORIAL HEARINGS ROOM

#### 1. CALL TO ORDER

The meeting of the Grants in Aid (GIA) Advisory Commission (Commission) was called to order by Chair Avelino J. Halagao at 1:30 pm.

#### 2. ATTENDANCE

Commissioners present: Vincent L. Baldemor, Avelino J. Halagao, Helen H. Hamada (1:43 pm), Grant Kagimoto, and Kenneth T. Uemura.

Staff Resources Personnel present:

Pamela Witty-Oakland, Department of Community Services (DCS)

Shane Akagi, Office of Grants Management (OGM), DCS

Lauren Jagla, OGM, DCS

Crysttal Steiner, OGM, DCS

Lynn Wakatsuki, Deputy Corporation Counsel, assigned to the Commission

#### 3. APPROVAL OF MINUTES– October 3, 2018

A motion was made by Commissioner Uemura to approve the October 3, 2018 minutes. Commissioner Kagimoto seconded the motion and hearing no objections from the Commission, the minutes were approved unanimously.

#### 4. TESTIMONY/COMMENTS FROM DEPARTMENT/AGENCIES AND THE PUBLIC

##### a. Presentation from DCS for Fiscal Year (FY) 2020

Mr. Akagi stated that 126 applications were received by DCS of which five were disqualified for not meeting mandatory requirements. Mr. Akagi also stated that the City's revenue estimates would be available in February 2019. Mr. Akagi then provided the tentative meeting schedule for 2019 and a draft Executive Summary. He also reviewed the grant scoring criteria. Mr. Akagi also reminded the Commission to be mindful of the "four corners rule" during the evaluation process.

Chair Halagao and Commissioner Kagimoto requested clarification about funds awarded to Tier I grants. Mr. Akagi stated that in the 2018 cycle, \$200,000 was allocated to Tier I grants, however, since there were only five applicants all five were awarded for \$50,000 and the remaining balance were used to fund Tier I grants. Mr. Akagi further stated that as long as the funding requirements per Council Resolution were met, the Commission would be able to determine which Tier I grants are funded.

Commissioner Uemura expressed concern about applicant's past performance and concern about awarding funds to organizations that are having difficulty meeting their goals or appropriately spending funds. He further stated that it would be helpful to have a standardized scoring criteria based on applicant's past performance. Chair Halagao stated that it would be a good idea to review this idea after the current cycle. Director Witty-Oakland responded by stating that funds are paid out on a cost reimbursement basis and that grant activity is carefully monitored by DCS staff. Director Witty-Oakland also suggested that providing a lapsed funds report to the Commission may also assist the Commission in terms of showing which organizations that are having difficulty meeting their goals.

##### b. Agency/Public Testimonies of All Agenda Items – No testimony presented

#### 5. FOR ACTION: Commission Letter to City Council – Invitation to Commission meetings

The Committee had no objections to submission of the letter inviting the City Council to attend the GIA Advisory Commission meetings.

#### 6. FOR ACTION: Adoption of Resolution 2018-2: Rules for the Grants In Aid Advisory Commission

A motion was made by Commissioner Kagimoto to adopt Resolution 2018-2: Rules for the Grants In Aid Advisory Commission. Vice Chair Baldemor seconded the motion and, by affirmative voice vote from the Commission, the Resolution was approved unanimously.

#### 7. FOR ACTION: Annual Election of Chair (effective January 1, 2019)

A motion was made by Vice Chair Baldemor to nominate Avelino J. Halagao to serve as Chair. Commissioner Kagimoto seconded the motion. A motion to close nominations for chair was made by Commissioner Uemura and seconded by Vice-Chair Baldemor. Hearing no objections from the Commission nominations were closed. A motion was then made for Avelino J Halagao to be elected as Chair by Commissioner Uemura and seconded by Vice-Chair Baldemor. By unanimous voice vote, Commissioner Avelino J. Halagao was re-elected to Chair the Commission beginning January 1, 2019.

8. FOR ACTION: Annual Election of Vice Chair (effective January 1, 2019)

A motion was made by Chair Halagao to nominate Vincent Baldemor as Vice Chair and seconded by Commissioner Uemura. A motion to close nominations was then made by Commissioner Hamada and seconded by Commissioner Uemura. With no objections, nominations were closed. A motion was then made by Commissioner Kagimoto for Vincent Baldemor to serve as Vice Chair and seconded by Commissioner Uemura. By unanimous voice vote, Commissioner Vince Baldemor was re-elected as Vice-Chair.

9. NEXT MEETING January 11, 2018 at 8:30 am at the Mission Memorial Hearings Room.

10. ADJOURNMENT

There being no further business, Chair Avelino J. Halagao, Jr. asked for a motion to adjourn the meeting. Commissioner Uemura moved and Vice Chair Baldemor seconded the motion. Chair Halagao, Jr. adjourned the meeting at 2:19 p.m.

Respectfully Submitted,

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Shane Akagi, OGM Administrator

APPROVED:

\_\_\_\_\_  
Chair Avelino J. Halagao

\_\_\_\_\_  
Date

The minutes of the Commission Meeting on December 18, 2018 were approved at the January 11, 2019 Commission Meeting

	<u>Aye</u>	<u>No</u>	<u>Comment</u>
Vincent L. Baldemor	<input type="checkbox"/>	<input type="checkbox"/>	
Avelino J. Halagao, Jr.	<input type="checkbox"/>	<input type="checkbox"/>	
Helen H. Hamada	<input type="checkbox"/>	<input type="checkbox"/>	
Grant Kagimoto	<input type="checkbox"/>	<input type="checkbox"/>	
Kenneth T. Uemura	<input type="checkbox"/>	<input type="checkbox"/>	