



Grants in Aid Advisory Commission

CITY AND COUNTY OF HONOLULU

715 South King Street, Suite 311 • Honolulu, Hawaii 96813

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

MINUTES

MEETING

TUESDAY, FEBRUARY 20, 2018

1:30 P.M.

MISSION MEMORIAL HEARINGS ROOM

HONOLULU, HAWAII 96813

1. CALL TO ORDER

The meeting of the Grants in Aid (GIA) Advisory Commission (Commission) was called to order by Chair Avelino J. Halagao, Jr. at 1:31 p.m.

2. ATTENDANCE

Commissioners present: Vincent L. Baldemor, Avelino J. Halagao, Jr., Grant Kagimoto, and Kenneth T. Uemura.

Excused: Helen H. Hamada

Staff Resources Personnel present:

Shane Akagi, Office of Grants Management (OGM), Department of Community Services (DCS)

Tammy Chase-Brunelle, OGM, DCS

Debra Lee, Secretary, OGM, DCS

Lynn Wakatsuki, Deputy Corporation Counsel, assigned to the Commission

3. APPROVAL OF MINUTES– February 13, 2018

A Motion was made by Vice Chair Baldemor to accept the February 13, 2018 minutes.

Commissioner Uemura seconded the motion and hearing no objections from the Commissioners present, the minutes was approved unanimously.

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

a. Presentation from the Department of Community Services (DCS)

- 1) Mr. Shane Akagi of DCS distributed a listing by score of all organizations scored by the Commission.
 - a) Mr. Akagi reported that recommendations for awarding grants followed the guidelines set forth by Resolution 17-201 in which each City Council (Council) District is required to have no less than \$250,000 in specific and exclusive funding, after which recommendations would be made from the highest score until all funds were allocated. Mr. Akagi reported that Council District 7 had only one proposal and Council District 9 had no proposals that met the specific and exclusive criteria.
 - b) Mr. Akagi further reported that there was a three-way tie for the final \$165,178 of grant funding available. The Commission discussed various ways to recommend awarding of the funds. The Commission asked Mr. Akagi if there was precedent in partial funding of grant proposals and Mr. Akagi responded that in Fiscal Year 2014, the Council reduced funding for all recommended organizations so that some of the organizations that were not recommended could be funded. OGM was then able to negotiate with grantees during contracting, regarding reduced funding and its effect on the organization's grant activities. After discussion, the Commission agreed to recommend dividing the \$165,178 equally among the three tied organizations and their proposed projects and establishing this standard for all future ties in scores.
- 2) Commissioner Kagimoto asked whether scorecards would be available to the organizations. Mr. Akagi responded that the average score of the organization would be available and that it would be formatted the same as the scorecard that Commissioners fill out, so organizations would be able to see their average score for each score criteria. Commissioner Kagimoto asked about application scorecards. Mr. Akagi responded that organizations would be able to request their own scorecard, however they are not able to see scorecards for another organization. The average score for all applications would be available, attached to the Commission's report, which will be submitted to the Council. Chair Halagao also added that the grant proposals are also submitted to Council and these documents submitted to the Council are public record available for review by the public.

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

5. FOR DISCUSSION AND ACTION: PROPOSAL SCORES AND ADOPTION OF FINAL PROPOSAL SCORES

A motion for the Adoption of Final Proposal Scores was made by Commissioner Kagimoto and Vice Chair Baldemor seconded the Motion. The Motion for the Adoption of Final Proposal Scores was approved unanimously by the four Commissioners (Avelino J. Halagao, Vincent L. Baldemor, Grant Kagimoto and Kenneth T. Uemura) present at this meeting.

6. FOR DISCUSSION AND ACTION: ADOPTION OF PROPOSED GRANTS IN AID ADVISORY COMMISSION REPORT AND RESOLUTION

A motion for the Adoption of the Grants in Aid Advisory Commission Report and Resolution was made by Commissioner Kagimoto and Vice Chair Baldemor seconded the Motion. The Motion for the Adoption of the Grants in Aid Advisory Commission Report and Resolution was approved unanimously by the four Commissioners (Avelino J. Halagao, Vincent L. Baldemor, Grant Kagimoto and Kenneth T. Uemura) present at this meeting.

7. NEXT MEETING

The meeting scheduled on Friday, February 23, 2018 @ 1:30 p.m. was cancelled as the Commission's Report and Resolution to be submitted to Council was adopted. The next meeting will be announced at a later time.

8. ADJOURNMENT

Commissioner Uemura moved to adjourn the meeting and Vice Chair Baldemor seconded the motion. There being no further business, Chair Halagao adjourned the meeting at 2:03 p.m.

Respectfully Submitted,

Shane Akagi, OGM Administrator

APPROVED:

Chair Avelino J. Halagao, Jr.

Date

The minutes of the Commission Meeting on February 20, 2018 were approved at the September 24, 2018 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"/>	