



# 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  
Kimberly W. Yoshimoto, Commissioner

## MINUTES

### MEETING

THURSDAY, DECEMBER 11, 2019

1:30 P.M.

KAPALAMA HALE ETHICS COMMISSION HEARING 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 1:35 pm.

#### 2. ATTENDANCE

Commissioners present: Vincent L. Baldemor, Avelino J. Halagao, Helen H. Hamada (arrived 1:41 pm), Grant Kagimoto, and Kenneth T. Uemura.

Commissioners Excused: Kimberly W. Yoshimoto

Staff Resources Personnel present:

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

Debra Lee, DCS/OGM

Lauren Jagla, DCS/OGM

Crysttal Steiner, DCS/OGM

Rebecca Espinosa, DCS/OGM

Spenser Kunishige, DCS/OGM

Blessing Quon, DCS/OGM

Lynn Wakatsuki, Deputy Corporation Counsel, assigned to the Commission

3. APPROVAL OF MINUTES– September 12, 2019 Meeting

A motion was made by Commissioner Kagimoto to accept the September 12, 2019 minutes, Commissioner Baldemor 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 the Department of Community Services (DCS) for Fiscal Year (FY) 2021

- (i) Information on Grants in Aid Program, Grants in Aid Fund, Grants in Aid Advisory Commission: Mr. Akagi introduced himself and his staff in attendance, including acknowledged the retirement Debra Lee at the end of his year. He reported that funding for the GIA grants may be less than last year and estimated the amount may be approximately \$8,000,000.

The Mayor recently nominated Kaipo Kukahiko as a new Commission member and his nomination was forwarded to the Budget Committee at the December meeting of the City Council. He will most likely not be confirmed in time to participate in the FY 21 GIA process and will not participate in this year's evaluation process.

- (ii) Review of the Grants in Aid Advisory Commission Evaluative Process and Commission Meeting Schedule: Mr. Akagi stated that there are no changes in the evaluation process. Each applicant's Appendix A Word, Excel, PDF, and Correction files will be placed on a flash drive for each Commissioner to review and score. Flash drives will be mailed to each Commissioner by OGM on January 2, 2020. Scores are due by February 10, 2020. There are no changes to the Tier I or Tier II scoring criteria. Mr. Akagi briefly reviewed the required Tier I and Tier II application questions and points, the bonus points, budget, deliverables, and supplemental documents. 161 applications were received by the deadline. Eight applications were disqualified as incomplete applications.

Recess: 1:45 pm due to a fire alarm

Reconvened: 1:53 pm

The Commission selected January 7, 2020 for the one-day hearing at Room 277, Kapalama Hale Conference Room. The public hearing for testimony on the applications will be structured similarly to last year. It will be an one-day meeting, with lunch provided to the Commission. Each applicant may have one person give two minutes of testimony supporting their proposal.

A tentative schedule of meetings for January 21, 2020, February 14, 18, 21, and 26, 2020 was set. Meetings will be at Kapalama Hale in the Ethics Commission Hearing Room from 1:30 to 3:30 p.m..

- (iii) Periodic Review of Commissions and Boards - Review of the Grant in Aid Advisory Commission: Every five years, a report is required to be submitted to the City Council outlining the work of the Commission. This report is due no later than January 31, 2020. Mr. Akagi will accept any feedback and recommendations from Commission

members in writing via email. Mr. Akagi will draft the report and present a draft at the January 7, 2020 meeting. The Commission will meet on January 21, 2020, Kapalama Hale at 1:30pm to 3:30pm to provide comment on the draft report and action regarding submission of the report with amendment, if any, to City Council.

b. Agency/Public Testimonies on All Agenda Items: There was no testimony from the public.

5. FOR DISCUSSION AND FOR ACTION: Commission Letter to City Council - Invitation to Commission meetings:

Mr. Akagi presented for Commission approval a letter to the City Council inviting Chair Anderson and Council Members to attend the Commission meetings. The tentative schedule discussed by the Commission will be attached to the letter and forwarded to the City Council. Commission had no objection to sending this Commission Letter.

6. FOR DISCUSSION and ACTION: Annual Election of Chair (effective January 1, 2020):

Chair Halagao opened nominations for Chair of the Commission. Vice Chair Baldemor nominated Chair Halagao. Hearing no additional nominations, Chair Halagao asked for a motion to close nominations. Commissioner Kagimoto so moved and Vice Chair Baldemor seconded the motion. By unanimous vote, Chair Halagao was re-elected Chair of the Commission.

7. FOR DISCUSISON and ACTION: Annual Election of Vice Chair (effective January 1, 2020):

Chair Halagao opened nominations for Vice Chair of the Commission. Commissioner Kagimoto nominated Vice Chair Baldemor for Vice Chair. Hearing no additional nominations, Chair Halagao asked for a motion to close nominations. Commission Hamada so moved and Commissioner Uemura seconded the motion. By unanimous vote, Vice Chair Baldemor was re-elected Vice Chair of the Commission.

8. NEXT MEETINGS:

The next meeting will be held on January 7, 2019 at Kapalama Hale, second floor, Room 277 from 8:30 am to 4:30 pm. Public testimony on the applications will begin at 9 am.

9. ADJOURNMENT

There being no further business, Chair Avelino J. Halagao, Jr. asked for a motion to adjourn the meeting. Commissioner Uemura moved and Commissioner Hamada seconded the motion. Chair Halagao, Jr. adjourned the meeting at 2:17 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Shane Akagi, OGM Administrator

APPROVED:

\_\_\_\_\_  
Chair Avelino J. Halagao, Jr.

\_\_\_\_\_  
Date

The minutes of the Commission Meeting on  
December 11, 2019 were approved at the  
January 7, 2020 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"/>	
Kimberly W. Yoshimoto	<input type="checkbox"/>	<input type="checkbox"/>	