



HONOLULU AUTHORITY for RAPID TRANSPORTATION

MINUTES

**Human Resources Committee Meeting
July 7, 2011, 10:00 AM
Mission Memorial Annex Conference Room
550 South King Street
Honolulu, Hawaii**

PRESENT: Keslie Hui
Carrie Okinaga
Damien Kim

EXCUSED: William "Buzz" Hong

ALSO IN ATTENDANCE: Gene Park
Joyce Oliveira
Frank Doyle
Gary Takeuchi

I. Call to Order by Committee Chair

At 10:48 A.M., the meeting of the Human Resources Committee was called to order by Committee Chair Hui. Committee Member Hong was excused.

II. Public Testimony

No public testimony was offered.

III. Process for Selection of Permanent Executive Director

a. Job Description of Executive Director

Board Member Hui read aloud Section 17-104 of the Revised Charter of the City & County of Honolulu, enumerating the powers, duties and functions of the Executive Director.

Committee Member Okinaga noted that the Executive Director's position is akin to that of a Department Head, and suggested that "Chief Executive Officer" be appended to the Executive Director's title.

Committee Chair Hui concurred, explaining that a CEO-level of competency and responsibility will be expected of the Executive Director.

Committee Chair Hui indicated that HART Staff had prepared a list of roles and responsibilities taken from other boards around the country, attached hereto as Attachment A of these minutes, and presented the list to other committee members for their consideration.

b. Criteria for local/national search firm

Committee Member Okinaga asked how the Board would pay for the procurement of a local/national search firm, and indicated that the Board would need to develop a scope, among other items, and would need to know approximately how much such a firm would cost to retain.

Committee Chair Hui asked whether an RFP or RFQ would be more appropriate for the process of finding an Permanent Executive Director, and whether one method would be more transparent for the sake of the public.

Interim Executive Director Toru Hamayasu responded that there are Federal laws to consider when deciding between an RFP and RFQ, particularly the Brooks Act, which singles out engineering and architectural firms for RFQ-based procurement. Mr. Hamayasu further indicated that the Board would need an agreement from the FTA to allow an RFQ for this purpose. Mr. Hamayasu noted that Denver performed their Executive Search using an RFP method, but was not sure whether Denver officials had considered an RFQ.

Committee Chair Hui expressed a concern that local firms might all partner with the same national firm.

Interim Executive Director Hamayasu noted that the Board cannot control how local firms structure their engagement with national firms, nor can the Board qualify that bidders have a national firm. Mr. Hamayasu also noted that while the Board can mandate that firms have the ability to search nationally, the Board cannot mandate that firms have national partners. Mr. Hamayasu further noted that the Board cannot seek a local firm under a geographical preference.

Committee Chair Hui asked whether the Board could specify that prospective firms have a local presence.

Interim Executive Director Hamayasu responded that it would be acceptable to mandate that prospective firms have local representatives with whom the Board could interface.

Committee Member Okinaga expressed concern that because Interim Executive Director has been asked to attend Human Resources Committee meetings, and because the HR

Committee will be discussing matters related to the selection of a Permanent Executive Director, it might be wise for another staff member to attend HR Committee meetings so as not to prematurely disqualify Mr. Hamayasu.

Committee Member Okinaga also expressed a desire to get an estimate on how much the executive search might cost.

Interim Executive Director Hamayasu reminded the Committee members that the Board doesn't have an independent budget, and would either have to pass a supplemental budget or shift expenses between categories to pay for the executive search.

Committee Member Okinaga requested that HART staff find out how much such a search might cost.

Committee Chair Hui indicated that the Board should recommend criteria to incorporate into an Executive Director job description to be provided to the search firm.

Committee Member Okinaga state that within the City's Human Resources Department, there are requirements for how to draft job descriptions, with which our Executive Director job description must comply.

Committee Chair Hui commented that he suspects that the job description will become part of an RFP, and then bidders will come back with recommendations for amendments. Mr. Hui also commented that there may be Federal requirements for the Executive Director position.

Committee Chair Hui indicated his desire to get the search underway as soon as possible, and asked the Interim Executive Director how long it might take to develop guidelines on the RFP or RFQ process.

Interim Executive Director Hamayasu responded that he will try to act quickly and ask the FTA for recommendations within a month. Mr. Hamayasu also noted that procurement of this service would have to be done by HART administration, and the selection by the staff.

Deputy Corporation Counsel Gary Takeuchi indicated that depending on the method of procurement selected, the Board may be allowed to establish a selection committee.

Committee Chair Hui requested that Corporation Counsel make a recommendation on the matter, and look into the parameters of committee selection.

Committee Chair Hui also stated that he would like to decide on the process for the selection of a Permanent Executive Director within a month, and would like to meet again in a month to discuss the RFP vs. RFQ process and job description. He indicated that he would like to have any restrictions relating to committee selection made known, so he might be able to know which criteria can be used to fill the selection committee. He

also directed Corporation Counsel to look into the implications of foreign nationals working on a federally-funded project, as might occur under the “worldwide” search criteria put forth by Council Member Chang. He also indicated that at the next meeting of the HR Committee, Council Member Chang’s resolution on the Permanent Executive Director will be revisited.

Interim Executive Director Hamayasu stated that if the Board selects the RFP process, the Board will be bound by Hawaii Administrative Rules.

Committee Member Okinaga noted that some of the applicable statutes were struck down, such as the requirement for local residency.

Committee Chair Hui indicated his desire that the Board not do anything that might limit the pool of applicants.

Committee Member Kim suggested that whatever recommendations come out of the Committee on the selection process for a Permanent Executive Director go through Corporation Counsel first before being presented to the full HART Board for consideration.

IV. Equal Employment Opportunity Policy

Committee Chair Hui indicated that the Board needs to adopt an Equal Employment Opportunity Policy to comply with other legal obligations, including the Full Funding Grant Agreement, and suggested that the proposed EEO policy, as drafted by HART staff and attached hereto as Attachment B of these minutes, fulfills federal guidelines.

Committee Member Kim suggested that the document be reviewed by Corporation Counsel.

Committee Chair Hui recommended that the EEO Policy be forwarded to the full Board for consideration, absent any objections from Corporation Counsel.

The recommendation was agreed to by the other Committee members present.

V. Adjournment

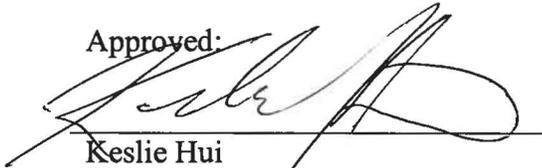
Having no other pending business, the meeting was adjourned by Committee Chair Hui at 11:36 A.M.

Respectfully Submitted,



Tyler Dos Santos-Tam
Board Administrator

Approved:



Keslie Hui
Chair, Human Resources Committee

JUL 28 2011

Date