MINUTES OF THE REGULAR MEETING
OF THE HHA WILIKINA APARTMENTS PROJECT, INC.
HELD AT 1002 N. SCHOOL STREET
HONOLULU, HAWAII 96817
ON THURSDAY, JANUARY 24, 2008
IN THE COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the HHA Wilikina Apartments Project, Inc., met for their Regular Meeting at 1002 N. School Street, on Thursday, January 24, 2008 at 10:21 a.m.

The meeting was called to order by Chairman Eric Beaver and, on roll call, those present and absent were as follows:

CALL TO ORDER/ ROLL CALL

PRESENT: Director Eric Beaver, Chairperson
Director Anne Marie Beck
Director Clarissa Hosino
Director Carol Ignacio
Director Kaulana Park
Director Linda Smith
Director Travis Thompson
Director Matilda Yoshioka

Executive Director, Chad Taniguchi
Deputy Attorney General, Diane K. Taira

STAFF PRESENT: Barbara Arashiro, Procurement Officer
Derek Kimura, Property Management & Maintenance Services Branch Chief
Chu Lee, Fiscal Officer I
Clifford Laboy, Program Specialist
Michael Hee, Contract Administration Section Chief
Patti Miyamoto, Chief Compliance Officer
Taryn Chikamori, Secretary to the Board

OTHERS: Sherrilee Dodson, HPHA Board Member
Henry Oliva, HPHA Board Member

Chairperson Beaver declared a quorum present.

QUORUM

Director Thompson moved, seconded by Director Yoshioka that,

APPROVAL OF MINUTES REGULAR MEETING 10/18/2007

The minutes of the Regular Meeting held on October 18, 2007 be approved as circulated.

The motion was unanimously carried.

Director Smith moved, seconded by Director Yoshioka,

APPOINTMENT OF BOARD MEMBERS

To appoint Board members Clarissa Hosino, Carol Ignacio, Anne Marie Beck, Kaulana Park, and Travis Thompson to HHA Wilikina Apartments Projects Inc.

The motion was unanimously carried.

Director Thompson moved, seconded by Director Hosino,

AUTHORIZING THE EXECU-TIVE DIRECT-OR AND CHIEF

To discuss the approval of Resolution No. 11, Authorizing the Executive Director and Chief Procurement Officer

to sign contracts on behalf of the HHA Wilikina Apartment Projects, Inc. (Wilkina)

PROCUREMENT OFFICER TO SIGN CONTRACTS ON BEHALF OF THE HHA WILIKINA APARTMENT PROJECTS, INC.

Michael Hee, Contracts Administration Section Chief, stated if the Executive Director can sign documents for Wilikina then operations can run seamlessly. The bylaws states the Executive Director is the chief operating officer on behalf of Wilikina but there is a section that conflicts stating that instruments and contracts need to signed by two Board members or the Board can designate someone to sign for them.

Mr. Hee stated the consultant will have the draft Request For Proposal (RFP) next week and it will be emailed to the Board.

Director Smith asked what the deadline is for the RFP. Mr. Hee stated that the deadline is January 31, 2008.

Chairperson Beaver stated the motion should be amended to the Executive Director and Wilkina Chairperson sign contracts on behalf of Wilikina.

Director Smith moved, seconded by Director Hosino seconded,

To amend the approval of Resolution No. 11, Authorizing the Executive Director and Chairperson of HHA Wilikina Apartments to sign contracts on behalf of the HHA Wilikina Apartment Projects, Inc.

The motion was unanimously carried.

Chairperson Beaver called for a vote on the motion as amended.

The motion was unanimously carried.

Director Ignacio asked what happens if the contract deadline is not met.

Chairperson Beaver requested a timeline and if the contractor is on time.

Director Thompson moved, seconded by Director Beck,

ACCEPTANCE OF THE HHA WILIKINA APARTMENTS PROJECT, INC. FISCAL YEAR 2006 AUDIT.

To Accept the HHA Wilikina Apartments Project, Inc. Fiscal Year 2006 Audit.

The utility lawsuit and payments have been met.

Director Thompson asked about the status of the 2007 audit. Mr. Hee stated the consultant is working on the audit. The contract started December 2007.

Director Thompson asked why the previous audit findings have not been addressed. Chad Taniguchi, Executive Director, stated related to the eviction process there was a delay due to change in the eviction procedure. Hawaii Public Housing Authority (HPHA) did not have staff to take care of the capital assets section.

Chairperson called for a vote in this matter.

Chairperson Beaver, Director Anne Marie Beck, Director Carol Ignacio, Director Kaulana Park, Director Linda Smith, Director Travis Thompson and Director Matilda Yoshioka voted aye.

Director Hosino voted nay.

Director Park asked what the corrective action plan is. Mr. Taniguchi stated HPHA staff will direct he property management firm to take care of their items.

Director Thompson asked the RFP be expedited because of the sale of the project.

There being no further discussion, Director Thompson moved, seconded by Director Beck,

ADJOURNMENT

That the meeting be adjourned at 11:45 a.m.

The motion was unanimously carried.

LINDA SMITH
Secretary

Approved: