



MEETING MINUTES OF THE HAWAII TECHNOLOGY DEVELOPMENT CORP (HTDC) BOARD OF DIRECTORS

November 09, 2022

Foreign Trade Zone – Homer Maxey Conference Center
521 Ala Moana Blvd., Honolulu, HI 96813

Member(s) Present

Craig Nakanishi, Chairperson (Mr. Nakanishi)
Vassilis Syrmos, Vice Chair (Mr. Syrmos)
Sandra Fujiyama, (Ms. Fujiyama) (arrived meeting
at 3:15 pm)
Vincent Kimura, (Mr. Kimura)
Mike McCartney, Department of Business
Economic Development and Tourism (DBEDT)
(Mr. McCartney)(arrived meeting at 3:09pm)
Rick Volner Jr., (Mr. Volner Jr.)

Member(s) Absent (Excused)

Edward Barnabas, (Mr. Barnabas)
Gregory Kim, (Mr. Kim)
Bernice Kissinger, (Ms. Kissinger)

Guest(s) Present

Greg Barbour, NELHA Executive Director
(Mr. Barbour)

Staff Present

Len Higashi, Acting Executive Director (Mr. Higashi)
Ray Gomez, HTDC Controller (Mr. Gomez)
Paul Hsi, HI-CAP Program Manager (Mr. Hsi)
Wayne Inouye, MEP Center Director (Mr. Inouye)
Cindy Matsuki, MEP Project Engineer (Ms. Matsuki)
David Molinaro, HCATT Manager (Mr. Molinaro)
Stephanie Yuu-Sato, HTDC Fiscal & Contracts
Specialists (Ms. Yuu-Sato)

Counsel Present

Elise Amemiya, Deputy Attorney General
(Ms. Amemiya)

Members of the Public Present

none

Chair recommends starting the meeting with the information only HTDC Reports.

8. HTDC Reports

A. Chair's Report

Chair briefs attending a ManaUp event sponsored by HTDC. Suggests members to attend future events to get a perspective of what HTDC does and who they support.

B. Executive Director's Report

HTDC Staff recapped the Board Packet handout Executive Director's Report



C. Department of Business, Economic Development and Tourism (DBEDT) report

Mr. McCartney advises no report to provide.

D. University of Hawaii (UH) Report

Mr. Syrmos advises no report to provide.

1. Call To Order

Chair called the meeting to order at 3:19 p.m.

2. Roll Call

Mr. Higashi conducted a roll call of the Board.

Roll call: Chair, Vice Chair Syrmos, Ms. Fujiyama, Mr. Kimura, Mr. McCartney, Mr. Volner, Jr. acknowledged attendance. Noted that Mr. Barnabas, Mr. Kim and Ms. Kissinger absent and excused.

3. Approval of the October 6, 2022 and October 11, 2022 Minutes

No comments or changes to the minutes.

No testimony received.

Chair calls for a motion.

Motion to approve the October 6, 2022 minutes and October 11, 2022 minutes made by Mr. Kimura / Second by Mr. Volner Jr.

Motion approved, Vote: 6-0.

4. Natural Energy Laboratory of Hawaii Authority (NELHA) Briefing

Mr. Higashi introduces Mr. Barbour, NELHA Executive Director.
Mr. Barbour presents the NELHA Slides contained in the board packet.



Mr. Barbour encourages future partnership between HTDC and NELHA. Mr. Syrmos recognizes Mr. Barbour's leadership in building NELHA programs.

5. Hawaii Small Business Innovation Research (HSBIR) Evaluation Committee

Mr. Higashi refers to the packet containing the bio and resumes of the nominees for the evaluation committee. Three are state officials from HTDC, DBEDT and University of Hawaii and two non-state officials.

No testimony received.

Chair calls for a motion.

Motion to approve the HSBIR Evaluation Committee nominees made by Mr. Volner Jr. / Second by Vice Chair Syrmos.

Motion approved, Vote: 6-0.

6. Hiring of HTDC Executive Director position.

Chair advises that we will be going into Executive Session to discuss the hiring of an Executive Director pursuant to Hawaii Revised Statutes §§ 92-4 and 92-5(a)(2).

No testimony received.

Chair calls for a motion.

Motion to convene into Executive Session made by Mr. McCartney / Second by Vice Chair Syrmos.

Motion approved, Vote: 6-0.

Executive Session convened at 3:57 p.m.
Executive Session adjourned at 4:33 p.m.

Meeting reconvened in open session at 4:35 p.m.

Chair calls for a three-part motion:





Part one of the motion - to appoint Len Higashi as Executive Director of HTDC subject to annual review at a base salary of \$150,000.00 a year effective as of today.

Part two of the motion – approve retroactive pay increase of 2% a year in each of the following fiscal years, 2020-2021, 2021-2022, and 2022-2023 prorated, effective today when he becomes Executive Director.

Part three of the motion – technical details are delegated to the DBEDT Director and Deputy AG to conform to existing policy, procedures, and laws.

Three-part motion as stated by Chair made by Mr. Kimura / Second by Mr. Volner Jr.

Discussion:

Mr. McCartney thanks Mr. Higashi for his outstanding work. Wants to make sure that he receives the compensation due. After review it was found that due to technicalities Mr. Higashi did not receive the raises that union employees or executive managerial received. Also wants to let the staff know that the board has complete confidence in him.

No testimony received.

Motion approved, Vote: 6-0.

7. Legislative Session

Mr. Higashi refers to the memo in the board packet.

No testimony received.

Chair calls for a motion.

Motion to delegate authority to Executive Director to provide testimony on legislation, bills and/or budget items related to HTDC made by Mr. Volner Jr. / Second by Mr. Syrmos

Motion approved, Vote: 6-0.

8. Old Business



Mr. Higashi advises that Peter Adler is creating a report for the Strategic Plan to be discussed at a later board meeting.

Chair thanks Mr. McCartney for all his help.

Mr. Higashi advises with the change in administration, this will be Mr. McCartney's last board meeting. Thanks Mr. McCartney for all his guidance and assistance.

10. Adjournment

Chair calls for a motion.

Motion to adjourn made by Mr. McCartney / Second by Mr. Volner Jr.

Meeting adjourned at 4:44 p.m.

Respectfully submitted

Stephanie Yuu-Sato
Board Secretary