

To: Hawai'i Technology Development Corporation Board of Directors  
From: Wayne Inouye, HTDC Acting Executive Director  
Date: August 18, 2023  
Subject: Acting Executive Director's Report

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#### SPECIFIC ACTION REQUESTED:

Information only. No action requested.

#### ACTING EXECUTIVE DIRECTOR UPDATE

#### PROGRAM UPDATES

##### **A. Lahaina Fire**

1. Maui Research Technology Campus (MRTC)
  - a. The Maui Tech Park (now renamed as Lipoa) which includes MRTC was reported by our Property Management company (Colliers) to be safe as of 8/11/23. All fires are out, and no damage to any properties in the park. Pacific Rim Land, who manages the park, and sister company Goodfellows Brothers, who is a majority landowner, maintained a very solid fire break during the event. Recent fire breaks were also installed around MRTC for coverage. PDF of photos are included from our Property Manager to show how close the fire was to our building.
2. Clients Affected
  - a. Maui Ku'ia Estate Chocolate – Facility and farm did not burn down, but were severely damaged. They are experiencing a complete loss of their fall crops and will drastically reduce the spring crop.
3. Hawaii Technology Development Corporation (HTDC) Involvement in Support Efforts
  - a. MRTC recovery community support efforts announced on August 11, 2023 will be providing an office to the Small Business Association (SBA) for 3 to 4 advisors who will be helping the community with SBA Disaster Loan Application requests.
  - b. MRTC will also be hosting a FEMA sponsored team this week in partnership with Newberry Technology, an MRTC tenant, to help assemble and deploy a



decentralized wireless node emergency communication system for the Maui west side.

## **B. Legislative Updates**

1. Hawaii Technology Development Corporation (HTDC) is pursuing a request for \$6 million from the Governor's discretionary funds and we are awaiting a decision on this request. If received, in 2024 HTDC's core programs Manufacturing Assistance Program (MAP) and Hawaii Small Business Innovation Research (HSBIR) is expected to serve about 30 companies and the Accelerator program expects to serve about 330 companies. With these numbers, the Accelerator and HSBIR program expects to represent around \$151,180,000 and \$118,525,000 in revenue. MAP expects to represent \$278,000,000 in revenue.

## **C. First Responders Tech Campus (FRTC)**

1. No Update

## **D. Sponsorships:**

1. Made in Hawaii Festival event taking place at the Hawaii Convention Center between August 18 - 20, 2023, featuring up to 370 local vendors.

## **E. Hawai'i Small Business Capital Program (HI-CAP)**

1. Blue Ventures Fund IV is expected to have a first closing of capital commitments by the end of August 2023. HTDC would fund \$650,000 of the total \$1.3 million in expected commitments (based on the 1:1 matching of SSBCI funds to private-sector financing).
2. Mana Up Fund II will launch in September, and hopes to have a first close of capital commitments by year end of up to \$10 million. HTDC would look to provide a capital commitment of \$2-3 million.
3. HI-CAP Invest will have allocated over \$9 million of the \$10 million provided to the equity investment program from the first tranche of SSBCI funds (\$10 million to equity investments).

## **F. INNOVATE Hawai'i (IH) Program**

1. Wayne Layugan will be attending the PackExpo in Las Vegas to facilitate activities in collaboration with the Hawaii Food Manufacturers Association to help manufacturers find the right packaging and processing solution for their needs.

2. Wayne Inouye and Wayne Layugan will be attending the Manufacturing Extension partnership national Network Forum in Buffalo, NY as a requirement of receiving federal funds. They will participate in various working group meetings, focus on food industry, supply chain and industry 4.0

### **G. Hawaii Center for Advanced Transportation Technology (HCATT) Program**

1. Department of Business, Economic Development and Tourism (DBEDT), Deputy Directory, Dane Wicker toured and was provided a briefing of Pacific Energy Assurance and Renewables Laboratory (PEARL) Microgrid project, hydrogen station, and fuel cell electric vehicles on August 3rd.
2. Construction of PEARL Microgrid is ongoing and on schedule. Commissioning and testing are scheduled for October 23rd. Significant tasks include the Commissioning and Testing Plan, Cyber Security Authority to Operate Validation, and Operations and Maintenance for long term sustainment proposal.

### **H. Budget**

1. No Update

**HAWAII TECHNOLOGY DEVELOPMENT CORPORATION**  
**BOARD OF DIRECTORS**  
**EXECUTIVE DIRECTOR SEARCH PERMITTED INTERACTION GROUP**  
**SUMMARY AND RECOMMENDATIONS**

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**Background:**

At the May 11, 2023 Board meeting, a Permitted Interaction Group (PIG) was formed to investigate the hiring of an Executive Director (ED). The PIG consisted of the following members: Sandra Fujiyama (PIG Chair), Ed Barnabas, Greg Kim, and Rick Volner, Jr. This PIG reviewed the ED position description and worked with the Department of Business, Economic Development and Tourism Human Resource Officer to post the ED position on the State job website. The job was posted for two weeks from May 30, 2023 to June 14, 2023. In response to the posting, a total of 15 applications were received. As this encompassed the scope of the PIG's duties, the PIG reported this information to the full Board at the June 23, 2023 meeting and the PIG was dissolved.

At the June 23, 2023 Board meeting, a new PIG was established for the ED search with a different scope and duties. The PIG consisted of the following members: Sandra Fujiyama (PIG Chair), Ed Barnabas, Greg Kim, Rick Volner, Jr., and HTDC staff Wayne Inouye.

The PIG was charged with the following scope and duties:

- The committee shall develop criteria for ranking the applicants.
- The committee shall conduct an initial review and rank the applicants.
- The committee shall determine the number of applicants to interview and develop criteria for the interview.
- The committee shall conduct the interviews and determine the number of top applicants to report to the board.
- The committee shall narrow the selection to top applicants and report in writing their findings to the board.

**Summary and Recommendations:**

A summary of the committee's work is provided below, followed by the committee's recommendations.

**1. Development of Criteria for Ranking of Applicants**

On June 29, 2023, the committee met to discuss the protocol to review and the criteria for ranking the 15 applications. First, an initial review would be done to determine if an applicant meets the minimum qualifications (MQs) set forth in the position description. Applicants that

meet the MQs, would then proceed to the next stage of review, which involved ranking the applicants pursuant to agreed upon criteria.

The committee would use the following six criteria to rank the applicants, with up to 10 points awarded for each criteria:

- Leadership Qualities (communication, vision, strategy)
- Understanding of Hawaii
- Experience in Tech and Innovation
- People/Organization Management
- Business Management (risk, financials)
- Experience working within State/Government OR with public funds

## **2. Conduct Initial Review and Rank Applicants**

After the conclusion of the June 29, 2023 committee meeting, the PIG Chair distributed applicant cover letters and resumes to the committee.

From June 29-July 7, 2023, each committee member separately and independently reviewed each application and ranked the applicants based upon the agreed protocol and criteria.

## **3. Determine Applicants to Interview and Develop Criteria for Interview**

The committee met on July 7, 2023 to discuss the applicants. The committee individually identified their top 3-5 candidates and shared those with the PIG Chair prior to the meeting. Applicants that were identified by more than one committee member were selected to move-on to the interview stage. A total of five (5) applicants were selected by the committee for interviews.

The committee then discussed interview protocol and questions. The committee determined:

- Interviews would be 60-minutes: the applicant would have the opportunity to present for the first 10-15 minutes and that would be followed by Q&A by the committee.
- Prior to the interview, applicants would be given the "Duties and Responsibilities" of the ED position and applicants would be asked to provide written responses to describe how they meet the MQs.
- The six criteria previously agreed upon would continue to be used for the interview evaluation.
- For the Q&A, questions would be developed that align with the six evaluation criteria and a committee member would be assigned to ask that question during the interview.
- Applicants would be given the opportunity to interview in-person, but accommodations would be made if an applicant was not able to.

**4. Conduct Interviews and Determine Top Applicants**

The committee conducted five interviews on July 21 and July 28, 2023. After the interviews, each committee member independently and separately evaluated each applicant based on the six criteria, with up to 10 points awarded for each one. Each committee member identified their top three (3) applicants to the PIG Chair.

The selections were tallied by the PIG Chair and four (4) of the five (5) applicants received two or more votes. The committee met on August 3, 2023 and determined that four (4) applicants warrant further consideration by the full Board.

	CM 1	CM 2	CM 3	CM 4	CM 5	Total
Applicant 1	✓	✓	✓	X	✓	4Y
Applicant 2	✓	✓	✓	✓	✓	5Y
Applicant 3	X	X	X	X	X	--
Applicant 4	X	X	X	✓	✓	2Y
Applicant 5	✓	✓	✓	✓	X	4Y

**5. The Committee’s Findings and Recommendations**

The committee finds that the full Board should consider the following four (4) finalists:



For the Board’s consideration, the cover email, resume, and written responses to the Minimum Qualifications in the Position Description are attached for the four (4) finalists. Also attached are the Job Posting and the “Duties and Responsibilities” that were provided to the candidates.

Furthermore, the committee recommends that:

- The finalists be evaluated and interviewed by 1) the Board, and, separately, by 2) a group of HTDC employees as selected by the Acting ED of HTDC. The number of employees will be limited to up to five (5) (including the Acting ED of HTDC). The interviewing employees should be advised of the confidentiality of the process and information, and that information should not be shared or discussed with any other employees of HTDC or any other persons, and that the ultimate decision rests with the Board, as fiduciaries of HTDC.

PUBLIC VERSION

- Feedback from the HTDC employees that interview the applicants be taken into consideration by the Board in selecting the ED.
- The interviews take place in executive session.
- The Board outline the interview and selection protocol prior to scheduling the interviews and use the criteria in section 1 to evaluate the finalists.



# State of Hawai'i Hawaii Technology Development Corporation Executive Director

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Island of Oahu
<b>JOB TYPE</b>	Non-Civil Service	<b>JOB NUMBER</b>	101615
<b>DEPARTMENT</b>	Business, Economic Development & Tourism	<b>OPENING DATE</b>	05/30/2023
<b>CLOSING DATE</b>	6/14/2023 12:00 AM Hawaii		

## Recruitment Information

This posting is for the State of Hawaii, Department of Business, Economic Development & Tourism, Hawaii Technology Development Corporation.

The position is located on the Island of Honolulu, Oahu.

**Salary: \$ Commensurate with education and experience**

If you have any questions regarding this non-civil service exempt position, please email: [steven.s.sung@hawaii.gov](mailto:steven.s.sung@hawaii.gov).

**The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Business Economic Development & Tourism, Hawaii Technology Development Corporation.**

## Duties Summary

The Hawai'i Technology Development Corporation (HTDC) is seeking to hire an Executive Director. HTDC is an agency of the State of Hawai'i and attached to DBEDT for administrative purposes. As a lead State agency in high technology research, development, demonstration, venture funding, and management of incubation facilities, HTDC identifies, develops, and implements a broad array of technology industry programs and services that are designed to facilitate the growth and development of a commercial high technology industry in Hawai'i.

As the visionary, strategic, and operational leader of HTDC, the Executive Director is responsible for the understanding and leveraging the rights, duties, and resources afforded to HTDC pursuant to Chapter 206M, and is responsible and accountable to its nine-member Board of Directors for envisioning, planning, organizing, coordinating, directing, reviewing, redirecting and reporting upon the work of the corporation. The Executive Director oversees a multi-million dollar annual budget and a team of 10+ employees to execute on the mission of HTDC, as set forth in Chapter 206M. In doing so,



the Executive Director is encouraged to be proactive in identifying, developing, and implementing innovative initiatives and programs to build a high technology industry in Hawaii that fits the Hawaii culture and community, working with companies at all stages, from startups to large institutions. It is understood that certain initiatives and programs may offer great potential but also the risk of failure, and that, although risks should be reasonably mitigated, they cannot be completely avoided in the pursuit of major impacts in the community. Under the Executive Director's leadership, HTDC should embrace and reflect the same entrepreneurial mindset that it encourages others to have, and serve as a leader and role model for the technology and entrepreneurial community as a whole. Accordingly, each year, the Executive Director should identify, develop, and implement new programs and initiatives, and to expand existing programs and initiatives and, when appropriate, seek funding from the State legislature. The Executive Director should also adjust and eliminate existing programs and initiatives that are not effectual.

### Minimum Qualification Requirements

**Knowledge:** Federal and State rules, regulations, policies, procedures, or other relative guidelines; and supervisory principles and practices.

**Skills/Abilities:** Has an entrepreneurial mindset and a track record of developing innovative initiatives and programs. Implements the functions and responsibilities of the HTDC program; reads and comprehends laws, rules, and regulations; analyzes facts and issues; and recommends solutions to complex and sensitive problems/situations. Must have strong oral and written communication, planning, organizational, and business management skills; demonstrated ability in communicating effectively with the general public, legislators, government employees and agencies, C-level executive members of the business community, members of the tech and entrepreneurial community, and community-based organizations. Demonstrated ability to establish and maintain amicable working relationships with staff, the corporation's Board of Directors and the general public.

**Education:** Bachelor's degree from a four-year accredited college or university in a field related to the purposes of the corporation. Preference may be given for a graduate degree in one of the following fields: business administration, public administration, economics, accounting, banking and finance, planning, engineering (any fields), or any of the physical or natural sciences. The Board of Directors will consider a combination of education and experience from which comparable knowledge and skills are acquired, subject to review and acceptance.

**Experience:**

1. Demonstrated leadership experience.
2. Demonstrated experience leading and/or working on large technical transformation efforts.
3. Experience in "technical scouting" or identifying technical trends that influence investment, strategy, and organizational direction.
4. Experience in developing and administering new programs.
5. Experience leading a small/medium sized organization (10+ employees).
6. Experience securing and managing multi-million dollar annual budgets.
7. Minimum five (5) years of progressively responsible experience in fiscal and personnel management, at least three (3) years of which were in a supervisory capacity.

The Board of Directors determines the substitutions that are allowed.

Citizenship Requirement: The State of Hawai'i requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

**Other Information**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Submit resumes to:

steven.s.sung@hawaii.gov

**NOTE: The State Recruiting Office will refer you to the Department of Business Economic Development & Tourism, Hawaii Technology Development Corporation regarding this exempt position.**

**Agency**

State of Hawai'i

**Address**

DHRD - Employee Staffing Division

235 S. Beretania Street, 11th Floor, Honolulu, Hawaii, 96813-2437

**Phone**

808-587-0936 or 1-877-447-5990 (TTY)

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**Website**

<http://jobs.hawaii.gov/>

## **HTDC EXECUTIVE DIRECTOR**

### **OVERVIEW OF MAJOR DUTIES & RESPONSIBILITIES**

1. **Business Development** 30%
  - a. Plans and evaluates corporate direction, maintains general knowledge of developments in the commercial high technology industry and the needs of commercial high technology businesses in Hawai'i. Directs staff and consultants and participates in identifying governmental and private sector actions required to facilitate the growth of commercial high technology industry in Hawai'i and to implement projects approved by the Board. Works closely with qualified persons, organizations and consultants in implementing programs approved by the Board that market and promote Hawai'i as a center for commercial high technology activities. Provides the Board with information, comments and recommendations about a wide range of subjects of concern to the corporation, including trends and developments in high technology industries and other matters affecting the growth of the commercial high technology industry in Hawai'i, potential projects and project proposals, and land and properties suitable for high technology enterprises.
  - b. Schedules, develops agenda for, and attends meetings of the Board of Directors. Provides the Board with information, comments and recommendations regarding the selection of consultants, bond counsel and underwriters, legal counsel, financial advisors, consultants for particular projects, and legal problems requiring resolution.
  - c. Represents the corporation in contracts and negotiations with entities such as high technology businesses, sources of financing, developers, and property owners. Directs staff and consultants in developing and/or studying proposals and in the reporting upon economic feasibility; financing arrangements; engineering analysis; and the costs benefits, and risks inherent in specific projects or project proposals.
  - d. Directs the preparation of requests for proposals, solicitations for bids, grant applications, and other professional services. Evaluates responses and makes recommendations to the Board on accepting rejecting proposals, bids and grant applications. Directs the drafting of agreements for services, memoranda of understanding and contract documents.
  - e. Supervises and participates in establishing work schedules and programming resources to carry out programs and projects approved by the Board.
  - f. Coordinates with, participates in presentations by, and provides staff support to the DBEDT as requested subject to the concurrence of the Board on matters

involving administration, legislative authorization and testimony, and other matters of mutual interest.

- g. Maintains close working relationships with the University of Hawai`i, the Pacific International Center for High Technology Research, the Department of Education, the economic development boards of the counties, the Chamber of Commerce of Hawai`i, and other public and private organizations involved in efforts to attract and support high technology businesses in Hawai`i.
- h. Maintains close working relationships with federal partners including the congressional delegation and other out-of-state public and private organizations involved in efforts to support high technology businesses in Hawai`i.
- i. Provides public information about the work of the corporation and speaks before private and public groups to provide information and obtain comments and suggestions.
- j. Directs and participates in studies to develop and update strategies on supporting high technology businesses, including promotional and marketing programs for the corporation's projects.

2. Financial Management 30%

- a. Responsible for securing financial and other resources to fulfill the corporation's mission by directing legislative strategy and communication and directing federal funding strategy and communication.

3. Operations Management 30%

- a. Administers the corporation's business operations. Directs the drafting and updating of the corporation's administrative and development rules. Administers State and departmental rules as they apply to the corporation, prepares the budget and oversees the expenditure of corporation funds. Presents budgets for the corporation's operations and for its projects for Board approval and implements approved budgets. Provides for the development of expenditure plans, accounting and internal controls, cash flow management, and the investment of special and federal funds not immediately required. Directs acquisition of supplies, materials, equipment, and services needed by the corporation. Directs the corporation's correspondence and records, directs and participates in the report and financial statements; directs the preparation of public notices and advertisements, has custody of the corporation's property, and directs the preparation of periodic inventories. Coordinates fiscal and business management matters with DBEDT's Fiscal Office and appropriate State central agencies. Initiates and directs other activities required in ensuring proper operations of the corporation.

- b. Develops, recommends, and implements internal work policies and procedures governing the staff's work. Oversees recruitment, retention, and improvement of staff. Manages personnel of the corporation, including making recommendations on the establishment of permanent and temporary positions to the Board for approval, hiring staff and consultants, and other personnel matters. Provides orientation and training, maintains discipline, evaluates the performance of subordinates, resolves grievances, approves leave requests, and initiates personnel and pay actions. Coordinates with DBEDT on effectuating appointments and other personnel actions.
- c. Maintains close communications with the corporation's Board of Directors as directed by the chair. Advises Board of matters of a sensitive and/or political nature that will reflect on the reputation and professionalism of the corporation and/or its projects. Provides information requested by members of the Board individually or collectively.
- d. Advises the Board of Directors on compliance by the corporation with its duties set forth in Chapter 206M.

4. Other Duties 10%

- a. Performs other duties as may be required, including those required by law, such as Chapter 206M, or by the Board of Directors.

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100%