

MINUTES
COMMUNITY-BASED ECONOMIC DEVELOPMENT PROGRAM
ADVISORY COUNCIL MEETING

Friday, February 24, 2017

No. 1 Capitol District Building,

Department of Business, Economic Development and Tourism

250 South Hotel Street, 4th Floor

Conference Room 436, Honolulu, Hawaii 96813

Members Present: Dean Matsukawa, Chair DOA, James Patterson, OHA,
JoAnn Inamasu, Rachael James, Kaleokalani Kuroda,
Nancy Elvira Lo, Lyn McNeff, Mark Ritchie, Jane Horike

Guest: Luis P. Salaveria, DBEDT Director

DBEDT Staff: Wayne Thom, Lyle Fujikawa,
Leslie Kawamoto

Attorney General: Margaret Ahn, Deputy Attorney General

Call to Order:

- Meeting was called to order by Dean Matsukawa at 9:35 a.m. with a quorum present.
- Council Members and guests present were provided an opportunity to introduce themselves.

Manager's Report:

- Members were provided time to review Council Minutes from the July 15, 2016 CBED Advisory Council meeting. No discussion or revisions by Council Members. Motion by JoAnn Inamasu to approve, seconded by Jane Horike. Unanimous approval by Council Members.

New Business

- A. CBED loan request: Kohala Meats & Deli, LLC (Hawaii Island)
Principals: David and Carolyn Fuertes
CBED loan amount requested: \$25,000.00

Wayne and Dean presented the Council with information regarding the CBED loan request and Department of Agriculture's co-loan.

Participation loan request for \$50,000 (\$25,000 Hawaii Department of Agriculture, Agriculture Loan Division (ALD) and \$25,000 CBED). ALD had earlier reviewed and approved their portion. Funds are to be used to renovate commercial building in Kapaa to bring structure up to building and Dept. of Health (DOH) code/standards as a meat processing and retain deli operation. Funds will also recondition a "chill box" to bring up to DOH code, and construct an insulated processing (cut/wrap) room.

Jane Horike moved to approve; Seconded by Lyn McNeff; All approved.

- B. CBED Advisory Council chair-election of new chair to replace Dean Matsukawa. Lyn McNeff was the only volunteer. Lyn McNeff was elected the new chairwoman.

Old Business

- A. Review of draft CBED Strategic Plan after Council input from July 15, 2016 meeting. Council to review the draft and provide comments via email, if any.
- B. Review and comment on possible future participation loans with the Community Development Financial Institutions (CDFIs) for non-agricultural loans. CBED staff to contact possible CDFI partners and provide information to the Council at a future meeting.
- C. Review CBED Work Plan for 2017-2018 to implement initiative in the CBED Strategic Plan for loans, grants and technical assistance.
- D. Notices:
- Hawaii Small Business Fair at Leeward Community College-Save-the-Date, Saturday, May 6, 2017
 - Council for Native Hawaiian Advancement's 16th Annual Native Hawaiian Convention-Small Business 7 Entrepreneur Resource Fair at Sheraton Waikiki Hotel & Resort, October 9-11, 2017.
- E. Review of Final Report submitted by Council for Native Hawaiian Advancement on CBED Accelerator Program to assist (5) community-based non-profits in development and implementation of the organizations' community economic development projects that generate unencumbered revenue.
- F. Handout-CBED FY 2016 annual report to Legislature
- G. CBED 2017 Legislative Initiatives: Handout-CBED bill(s): SB900 / HB1034 Amends the definition of "community-based organization;" amends grant qualifications to include technical assistance to community-

based organizations; reduces number of CBED Council members from 12 to 10.

CBED Micro Loans – Review & Report

- Wayne Thom – CBED FY2017 Annual Report –CBED Revolving Fund information is on Page 2. Beginning balance as of July 1, 2016 - \$111,086. through June 30, 2016 - \$115,310. Revenues for the fiscal year Interest Loan payments \$831. Loan Principal Payments \$4,835, Investment Pool Earnings , Transfers 35,000, Expenditures for fiscal year – loans (\$36,443).
- CBED Accelerator Status – 1 year since program started. RFP-CNHA got the contract and they recruited 5 non-profits.
- Luis P. Salaveria, DBEDT Director stopped by to tell CBED Board members about DBEDT support for the CBED program.
- Wayne Thom – discuss current CBED mission statement created in 1997 or 1998. Look over review, revise, create, and discuss new CBED mission statement that follow CBED program guidelines – more discussion at next meeting.

Next Meeting: **To Be Determined**

Adjournment: Motion to adjourn made by Lyn McNeff , seconded by JoAnn Inamasu, all in favor. Meeting adjourned at 2:00 p.m. by Dean Matsukawa, Council Chair.


Submitted By: Leslie Kawamoto, Staff
Minutes are in draft form until adopted by the council.

Preliminary Draft Minutes:

Reviewed by:



Dean M. Matsukawa, Chair
for the CBED Advisory Council



Date