



# DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

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DAVID Y. IGE  
GOVERNOR

MIKE MCCARTNEY  
DIRECTOR

RANDALL TANAKA  
DEPUTY DIRECTOR

## COMMUNITY-BASED ECONOMIC DEVELOPMENT PROGRAM ADVISORY COUNCIL MEETING

Friday, May 24, 2019

Department of Business, Economic Development and Tourism

250 South Hotel Street, 4<sup>th</sup> Floor, Honolulu, Hawaii 96813

Conference Room 436

10:00 a.m.

### AGENDA

#### I. Call to Order

- Introductions of current and new Council members

#### II. Manager's Report

- Approval of the minutes from the Community-Based Economic Development (CBED) Advisory Council meeting of February 24, 2017
- Report on CBED Revolving Fund; balance and status of loans: Kohala Meats & Deli, LLC (balance \$23,514); Chandara Farm (balance \$23,354); Luangrath Farm (balance \$14,007); Chanthabouasith Farm (balance \$12,106); Hawaiian Agricultural Products, LLC (balance \$12,813)

#### III. Old Business

- A. Review and comment on possible future participation loans with Community Development Financial Institutions

#### IV. New Business

- A. Opportunity Zone (OZ) Program presentation
- B. CBED grant application review and recommendation: Hawaii Community Reinvestment Corporation (HCRC) (up to \$75,000)

HCRC proposes to convene five (5) in-person workshops throughout the State and facilitate one-on-one consulting to prepare at least 14-18 projects in Hawaii's Opportunity Zones to be "investment ready" to approach Opportunity Funds. Projects will have a community economic benefit. Over a 12-month period HCRC will provide technical assistance to qualified business owners and property owners to help them

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in producing an “Investor Ready Business Plan”. These plans will be presented by the businesses and made available to DBEDT, or an identified point of contact, to be shared with Opportunity Funds looking to invest in Hawaii Opportunity Zones.

C. CBED Micro-loan Program presentation: Marketing and Outreach

D. CBED grant application review and recommendation: Hawaii Farm Bureau (HFB) (up to \$10,000)

HFB proposes to assist DBEDT in organizing workshops throughout State for agricultural outreach. Assist in the planning and development of a strategy to reach more agricultural producer (farmers) and processor businesses particularly in the Whitmore Village area, which was added in 2015 to the Hawaii Enterprise Zone Program in the expansion of the Mililani-Wahiawa Enterprise Zone and Neighbor Islands. Outreach responsibilities to be handled by HFB also include primary responsibility in planning and securing facilities and oversight of meeting logistics (i.e., member invitations, meeting room rental, audio/visual equipment rental, chairs/tables, etc.). In areas where English may be a second language or may not be spoken or understood, HFB will help identify languages needed for translation of printed materials (by DBEDT) and/or hiring of translators (by DBEDT).

Primary activities to include, but not limited to:

1. Whitmore Village and West Oahu County Farm Bureau Meeting. (June 2019)
2. Farm Bureau Convention (Maui) (October 29-30, 2019)
3. South Oahu County Farm Bureau Meeting (September 2019)
4. Cattle Ranchers Association Meeting ((Kona-September 2019)
5. Nursery Association Meeting (Hilo – (October 2019)

E. DBEDT Technical Assistance review and recommendation for approval of a total up to \$15,000 for:

1. Hawaii Small Business Fair
2. Council for Native Hawaiian Advancement
3. Agriculture Leadership Foundation’s 2019 Hawaii Agricultural Conference
4. CBED Program website improvements

F. CBED Advisory Council Chair – election of new chair

G. Next Meeting

H. Adjournment

**If you require special assistance or auxiliary aid and/or services to participate in the public hearing process (i.e., sign language, interpreter, wheelchair accessibility, or parking designated for the disabled), please call (808) 587-2757 at least 3 business days prior to the meeting so arrangements can be made.**

**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, 4<sup>th</sup> 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 Kapaau 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 16<sup>th</sup> 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.

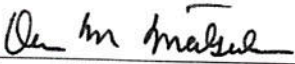
**Next Meeting:**     **To Be Determined**

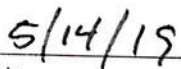
**Adjournment:**     Motion to adjourn made by Lyn McNeff , seconded by JoAnn Inamasu, all in favor. Meeting adjourned at 2:00 p.m. by Dean Matsukawa, Council Chair.

**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