

**Synopsis of Activities Conducted by the
Executive Director Search Committee
Appointed on May 30, 2023**

**Special Meeting of the Agribusiness Development Corporation Board of Directors
Tuesday, May 30, 2023
3:30 P.M. to 3:50 P.M.**

Hybrid meeting via ZOOM with in-person location
Large Conference Room
State Office Tower
235 Beretania Street, Room 204
Honolulu, HI 96813

The Board authorized Vice-Chair Warren Watanabe to select the Executive Director Selection Committee (Committee) members. Vice-Chair Watanabe appointed Glenn Hong, Jason Okuhama, and Jayson Watts to the Committee.

The Committee was tasked with six responsibilities:

1. The Committee shall develop an application process for non-civil service applicants.
2. The Committee shall develop a solicitation/advertisement for the position of executive director.
3. The Committee shall select a method of posting the solicitation/advertisement and post the solicitation/advertisement.
4. The Committee shall develop criteria for ranking the applicants.
5. The Committee shall accept the applications and conduct initial review and ranking of the applicants.
6. The Committee shall narrow the selection of the top two or three candidates and report their findings to the Board.

**Regular Meeting of the Agribusiness Development Corporation Board of Directors
Thursday, June 15, 2023
9:05 A.M. to 10:18 A.M.**

Hybrid meeting via ZOOM with in-person location
Large Conference Room
State Office Tower
235 Beretania Street, Room 204
Honolulu, HI 96813

The Committee reported to the Board that they had completed tasks one, two, and three. The Committee drafted the Executive Director job description, which was submitted for approval to the DBEDT Director on May 31, 2023. The Committee discussed the application process and decided to request that applicants fill out the State of Hawaii Non-Civil Service Employment

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Form and provide a resume with cover letter. The Committee decided the job solicitation should be posted for twenty-one days on the State job site, the ADC, DBEDT, and HDOA websites, and distributed to all partner agencies such as the Farm Bureau, UH Go Farm Hawaii, and the Hawaii Farmers Union United. The job description was approved by the DBEDT Director on June 5, 2023 and posted on the job sites that same day. The Committee decided that all applications received between June 6, 2023 and June 26, 2023 should be retained by a neutral third party until the application acceptance deadline.

Meeting of the Executive Director Selection Committee
Wednesday, June 28, 2023
1:30 P.M. to 4:30 P.M.

Small Conference Room
State Office Tower
235 Beretania Street, Room 203
Honolulu, HI 96813

Committee Members in attendance:

Glenn Hong
Jason Okuhama
Jayson Watts

Deputy Attorney General Delanie Prescott-Tate was also in attendance.

The Committee received fourteen applications for the Executive Director position between June 6, 2023 and June 26, 2023.

The Committee first decided on the important criteria/qualifications they would like to see in the next executive director. The Committee decided the following criteria/qualifications should be considered during the selection process (not necessarily listed in order of importance):

Ability to work with the Board, recognize the Board's authority;
Ability to keep Board and Staff informed and up to date;
Budget creation;
Budgetary analysis;
Budget implementation;
Address audit deficiencies;
Accounting background;
Experience working with the legislature;
Independent thinker;
Able to manage small staff/small office;
Demonstrated ability to fill vacant positions, or have a plan to fill vacant positions;
Able to retain good employees;
Implement/make use of property management system (Yardi system);
Improve website;
Proven experience in growing agricultural businesses;

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Good communication skills;
Able to handle difficult interactions with the public;
Problem solver;
Fast learner who can get up to speed by next legislative session (within 6 months);
Able to follow instructions/directions; and
Personable.

Following the discussion of executive director criteria/qualifications, the Committee thoroughly reviewed each of the applications, listed in alphabetical order below:

- 1) Beuttell, Jack
- 2) Crum, James “Jim”
- 3) Dulay, Whitney Poli‘ahu
- 4) Gady, Wendy
- 5) Heavilin, Hunter
- 6) Johnson, Matthew
- 7) Kimura, Vincent
- 8) Kishida, Dexter
- 9) Lau, Fred
- 10) Low, Todd
- 11) Oliveira, Fernanda
- 12) Onishi, Richard
- 13) Poindexter, Tim
- 14) Yoon, Kaiwi

Utilizing the desired skill-set identified above, the Committee evaluated the applications and selected seven applicants to conduct in-person interviews.

- 1) Crum, James “Jim”
- 2) Gady, Wendy
- 3) Heavilin, Hunter
- 4) Kimura, Vincent
- 5) Kishida, Dexter
- 6) Lau, Fred
- 7) Onishi, Richard

The interviews were scheduled for Thursday, July 6, 2023, beginning at 8 A.M., to be conducted in the large conference room at 235 Beretania Street, Room 204, Honolulu, HI 96813.

A set of questions was developed to elicit information from the applicants related to the important criteria/qualifications. The questions generally centered on why the applicant wanted the executive director position, legislative experience, money management, goals, projects, leadership skills, and filling vacant positions.

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Meeting of the Executive Director Selection Committee
Thursday, July 6, 2023
7:30 A.M. to 5:00 P.M.

Large Conference Room
State Office Tower
235 Beretania Street, Room 204
Honolulu, HI 96813

Committee Members in attendance:

Glenn Hong
Jason Okuhama
Jayson Watts

Deputy Attorney General Delanie Prescott-Tate was also in attendance.

Each applicant was asked the same questions during the interview and encouraged to elaborate on their answers to get a complete picture of the applicants skills and qualifications. Each interview lasted between forty-five minutes to one hour. Each applicant completed a criminal history clearance form for non-civil service and exempt State employment.

Following the last interview, the Committee individually ranked the seven applicants, in the following ten areas:

- 1) Ability to manage day-to-day operations effectively.
- 2) Ability to monitor and measure project progress.
- 3) Ability to see multiple solutions to problems.
- 4) Demonstrated ability to work with legislature/state agencies.
- 5) Demonstrate financial acumen.
- 6) Dress for success; able to follow instructions.
- 7) Oral/written communication skills.
- 8) Relevant experience, including work experience and education.
- 9) Results oriented; ability to create change to improve organization.
- 10) Understanding and knowledge of Hawaii community issues.

The total score possible was one hundred points.

FINDINGS: The Committee finds the top three applicants scored as follows:

<u>Committee Member</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Total</u>
Fred Lau:	96	98	85	279
Wendy Gady:	95	92	76	263
Dexter Kishida:	87	72	85	244

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On Monday, July 10, 2023, the criminal background check for the top three applicants was conducted and each applicant passed.

On Monday, July 10, 2023, the top three applicants were asked to provide three personal references.

By Tuesday, July 11, 2023, the top three applicants provided three personal references to the Committee.

By Friday, July 14, 2023 the Committee had contacted all personal references and the applicants were deemed qualified.

On Monday, July 17, 2023, applicant Dexter Kishida withdrew his application from consideration, citing acceptance of another job offer.

The Committee finds that the top two qualified candidates are:

- 1) Fred Lau
- 2) Wendy Gady

The Committee recommends that:

The full-board conduct in-person interviews of the top two applicants, Fred Lau and Wendy Gady, in executive session;

The in-person interviews before the full-board be scheduled for Thursday, August 3, 2023, if the applicants are available;

If the applicants are unavailable on August 3, 2023, the in-person interviews before the full-board be conducted in executive session at a mutually agreeable date and time;

In executive session, on August 3, 2023, or other mutually agreeable date, following the in-person interviews, the full-board decide on the executive director salary;

In executive session, on August 3, 2023, or other mutually agreeable date, following the in-person interviews and executive director salary decision, the full-board select the person to be offered the executive director position and salary amount.

The person selected by the full-board be notified of the job offer in writing.

Should the chosen applicant accept the job offer, the identity of the new executive director be disclosed publicly in a manner determined by the Board, such as via press release or at the next regular Board meeting on August 17, 2023.

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Based on the foregoing, the Committee recommends that the full-board adopt the Committee's findings and recommendations as set forth above at the public meeting to be held on Thursday, August 3, 2023 at 9 A.M., immediately prior to the in-person interviews of the top two applicants.

Should the two applicants be unavailable for in-person interviews on August 3, 2023, the Committee requests that the public meeting to accept or reject the Committee's findings and recommendations be scheduled immediately prior to a mutually agreeable date when the two applicants are available for in-person interviews before the full-board.

Respectfully submitted:

The Executive Director Search Committee

Glenn Hong
Jason Okuhama
Jayson Watts

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