

**Summary Notes – Meeting #2 of the Facilitator Selection Committee of the
Kaka`ako Makai Advisory Working Group (AWG) held on May 23, 2007
at 5:30 pm**

Participants: Amy Anderson; Randy Ching; William Feltz; Nancy Hedlund; Ron Iwami; Kevin Killeen; Steve Knox; Tom Laidlaw; Jonathan Parrish; Dexter Okada; Kip Wilborn; Mark Wong; Loretta Yajima; and Jan Yokota.

Others: Deepak Neupane, HCDA and facilitator - Janis Reischmann (Townscape, Inc)

I. Review notes from meeting one: Following introductions and thanks to the meeting host – Mark Wong and to Nancy Hedlund for her work in preparing materials for the committee to review -- the committee reviewed the notes from the first meeting held on April 23, 2007.

Nancy Hedlund, with input from Deepak, reviewed the four different ways in which the facilitator can be contracted through HCDA:

1. Competitive Request for Proposals (takes up to 3 – 4 months to complete this process)
2. Selecting from the Professional Services list of HCDA which will be finalized for '07-08 on June 30, 2007 (takes approximately 2 months to complete this process)
3. Contracting with UH or another state agency (takes approximately 1 – 2 months to complete this process)
4. Use a small purchase contract less than \$25,000 (takes approximately 2 months and cannot be renewed)

The committee agreed that they would like to use option 3 above if they can find a qualified facilitator through UH or another state agency because this will be the quickest method for securing a qualified facilitator. Nancy briefly described the UH Spark Matsunaga Peace Institute and its group of qualified facilitators. She suggested the committee begin searching through the Matsunaga Institute. The group agreed that this was a good idea.

If they cannot find a facilitator through this method they will try to use option 2. Nancy reminded the group to encourage qualified firms to submit their applications to be approved as Professional Service Providers to HCDA before June 30.

II. Facilitator Selection Committee Responsibilities: The committee reviewed, revised and then agreed on a draft scope of committee responsibilities. The scope is as follows:

Assist the Advisory Working Group in selecting a qualified facilitator by developing draft recommendations for consideration on the following:

1. Timeline including major activities for the AWG over the next 6 – 12 months
2. Scope of work for the facilitator.
3. Selection criteria for choosing a qualified facilitator.
4. A selection process for choosing a qualified facilitator that conforms to State of Hawaii procurement regulations, possibly including:

III. AWG Draft Timeline/Workplan: The committee reviewed a draft timeline for the AWG developed by Nancy Hedlund. Two phases were proposed. A summary of the two phases is attached.

After discussion the group agreed it will focus at this time specifically on Phase II by presenting the following draft timeline to the AWG for its consideration at the next meeting on June 25th.

Phase II Workplan – purpose of Phase II is to:

1. Continue the process of forming the AWG
2. Ensure the AWG shares an understanding of the background and history of Kaka`ako Makai
3. Develop the “deliverables for Phase II” which include recommendations for HCDA on a shared vision for Kaka`ako Makai; guiding principles to guide planning and decisionmaking; and next steps, including what should be accomplished in Phase III

Draft Details for Phase II Workplan – First 6-8 Months

May – Committee continues work on bylaws

May 23 - Facilitator committee meets. [Facilitator: Townscape]

Agenda:

1. Review: preliminary timeline, specifications for facilitator, facilitator job description, facilitator bios
2. Review selection process; nominate candidates for interviews in early June

June – First 2 weeks - Facilitator committee interviews facilitator candidates and makes recommendation at June 25 meeting if possible

June 25 – **AWG Meets for Deliberation** [Facilitator: Townscape]

Agenda:

1. Presentations on progress of committees working on bylaws and facilitators
2. Consider proposed bylaws. Adopt if possible.
3. Consider proposed workplan for phase II. Adopt if possible.
4. Consider recommendation for facilitator selection method. Adopt if possible.
5. Review candidates for facilitator and consider committee recommendations
6. Define topics/areas for future educational meetings – purpose: to become collectively informed about relevant matters such as Hawaiian Sense of Place, public issues centering on Kaka’ako, Hawai’i waterfront and land use principles, HCDA, etc.

July - 2nd, 3rd, 9th, or 10th - AWG Meeting - Decide re Facilitator

[Townscape available to facilitate]

AWG meets to have 10-15 minutes each with facilitator candidates if this is needed.

Or if decision has been made, meeting is dedicated to getting acquainted (go around and introductions, etc).

<p>July - 23rd or 25th - AWG Meeting - <u>Organization</u></p> <p style="text-align: right;">[Phase II Facilitators]</p> <ol style="list-style-type: none"> 1. Complete revisions to bylaws and adopt if not already completed 2. Complete discussion about how facilitator will work in Phase II. 3. Plan August meetings: Groups/individuals sign up for topics to present at August educational meeting(s)
<p>August AWG Meetings - <u>Kaka'ako History & Opportunities</u></p> <p style="text-align: right;">[Phase I Facilitators]</p> <p>Plan 2 meetings if needed – e.g. Aug 8 and 22</p> <p>Format: Presentations and discussion, for about 20 minutes each. Include presentations on previous plans, history and environmental issues, constraints, effects of current state and city planning activities on Kaka'ako makai.</p>
<p>September - January AWG Meetings - <u>Vision, Principles & Next Steps</u></p> <p style="text-align: right;">[Phase II Facilitators]</p> <p>Develop recommendations on vision, guiding principles and next steps for HCDA consideration.</p>

IV. Draft Scope of Responsibilities for the Facilitator: The committee discussed the responsibilities (or job description) for the facilitator and agreed on the following draft ideas.

- § Assists the AWG on the following:
 - Adopting bylaws and electing officers
 - Reaching agreement on documenting a vision, workplan/timeline, guiding principles and next steps for Kaka`ako Makai
 - Preparing draft recommendations for AWG review
 - Conducting educational sessions on Kaka`ako Makai background and history, land use constraints, opportunities, previous plans and other related information
 - Maintaining interface with HCDA

- § Arrange meeting logistics for all AWG meeting and committee meetings (as needed) including:
 - Securing meeting locations
 - Generating meeting notices
 - Assisting in developing meeting agendas
 - Generating meeting summaries
 - Maintaining email list

V. Facilitator Selection Criteria: The Committee discussed selection criteria and agreed on the following draft list:

- § Experience working successfully with community groups in Hawai`i
- § Knowledge and appreciation of Hawaii's local culture
- § Experience in managing conflict within groups of diverse people
- § Experience facilitating community planning processes including keeping discussions and meetings on track
- § Experience working with diverse groups including state agencies, private sector organizations, including non profits and citizens
- § Able to maintain neutrality as a facilitator
- § Able to facilitate "big thinking"

VI. Facilitator Selection Process: The Committee agreed that it will have preliminary conversations with several possible facilitator candidates from the Spark Matsunaga Institute (or other state agency). Nancy Hedlund volunteered to arrange the interviews. She will invite AWG members to suggest names and reminded everyone to review the website for the Matsunaga Institute.

Mark Wong, Randy Ching and Ron Iwami volunteered to develop interview questions for the candidates.

VII. Next meeting: The next meeting will be held on June 5th or June 13th, depending on availability of facilitator candidates, from 5:30 – 7:30. The meeting will be held in the Commercial Data Systems offices (same location), 50 S. Beretania, Conference Room A.

Recorded by: Janis Reischmann

Attachment A

Presented for discussion – not adopted at this time

Summary of Work to be Accomplished (next 7-8 mos)	Type of Facilitation and Reasons
<p><u>Phase II</u> - Engage Phase II facilitator, define vision and planning principles, adopt bylaws, review Kaka‘ako background and opportunities (from multiple sources), and agree on project and expert-facilitator requirements needed for Phase III.</p>	<p>Engage team of two qualified persons. Suggest using individuals who are affiliated with UH, which enables use of the small-purchase contract.</p> <p><u>Advantages</u></p> <ol style="list-style-type: none"> 1. Requires shorter time until facilitation can begin (RFP takes 3-4 months after HCDA approves) 2. Cost is reasonable 3. Can use local person with local experience 4. Assures credibility of facilitator (background, experience) 5. Supports forward progress by requiring the goal of completing RFP by 12/1/07 6. Allows time for collective learning by the Council before completing RFP (alignment of vision ideas with history and experience)
<p><u>Phase III</u> – Engage professional waterfront planning consultant for facilitation of development of a visionary waterfront plan for Kaka‘ako makai.</p>	<p><u>Advantages</u></p> <p>Assures visionary design and plans that reflect best practices and best opportunities for public use of this shorefront land</p>