



Meeting Minutes of the
Oahu Metropolitan Planning Organization
POLICY BOARD
November 28, 2023, 1:00 PM
Virtual Meeting hosted on Zoom

Members Present:

Councilmember Radiant Cordero, Chair	Representative Lisa Kitagawa
Councilmember Val Okimoto	DOT Deputy Director Tammy Lee
Councilmember Tyler Dos Santos Tam	DTS Director Roger Morton
Senator Chris Lee	HART Director Joey Manahan
Senator Sharon Moriwaki	DOH Heidi Hansen-Smith

Members Absent: Vice-Chair Darius Kila, Director Dawn Takeuchi-Apuna, FHWA Richelle Takara, OPSD Mary Alice Evans

Known Guests Present:

Justin Menina	Rey Domingo
Katie Rooney	Robert Sato
Kiana Otsuka	Sharon Brooks
Paul La Farga	

OahuMPO Staff Present: Mark Garrity, Samantha Lara, Lily Zheng, Dallas Ige, Chelsea Dau, Nicole Smith, Joel Vincent, Danelle Miyahara

I. INTRODUCTIONS / ROLL CALL

Chair Cordero called the meeting to order at 1:00 p.m. Chair mentioned the meeting is being recorded and reminded members to mute their mics when not speaking and to keep their cameras on as a quorum of 6 members must be visible for the duration of the meeting as required by Sunshine Law.

Roll call was taken of Policy Board members present and quorum was established. Chair Cordero and staff monitored cameras to ensure at least six members had their cameras on at all times during the meeting.

II. APPROVAL OF THE OCTOBER 31, 2023 POLICY BOARD MEETING MINUTES

The Policy Board members reviewed the meeting minutes of the October 31, 2023 meeting which were sent to them in advance of the meeting.

A motion was made by Director Morton of Department of Transportation Services (DTS) and seconded by Senator Chris Lee to approve the October 31, 2023 meeting minutes as presented. There were no discussions, objections, or abstentions and the minutes were accepted.

III. REPORTS

A. EXECUTIVE DIRECTOR'S REPORT

Executive Director (ED) Mark Garrity provided a summary of recent activities at OahuMPO, including progress on a proposed update to the Financial Supplemental Agreement. It also includes a copy of the OahuMPO Fiscal Year (FY) 2023 Fourth Quarter Financial Report.

A copy of Executive Director Garrity's report is available on the OahuMPO webpage:
https://oahumpo.org/?wpfb_dl=3171

B. TECHNICAL ADVISORY COMMITTEE (TAC)

There was no report from the TAC.

C. CITIZEN ADVISORY COMMITTEE (CAC)

There was no report from the CAC.

IV. OLD BUSINESS

There was no old business.

V. NEW BUSINESS

A. 2024 Transportation Project Management Program – Proposal

In 2023, the OahuMPO organized a Project Management (PM) Training Program, designed to enhance the knowledge, skills, and capacity of City and State government agency staff involved in federally funded multimodal transportation projects. The program was considered a success by the participants and Policy Board members have expressed a desire for the program to be run again in 2024. ED Garrity outlined a proposal for consideration, including schedule and cost.

Chair Cordero asked ED Garrity if the funding for the training would cover all island counties. ED Garrity replied that the funding would cover all expenses for all counties and would be fully covered.

Senator Moriwaki raised a question regarding the MauiMPO and if they would be able to contribute to the training? ED Garrity stated that the MauiMPO is much smaller than the OahuMPO and has less access to certain types of federal funding. Mr. Paul La Farga from the Federal Highway Administration said he will ask the Division Administrator, Ms. Richelle Takara, if the MauiMPO is eligible for this type of federal training funds.

Representative Kitagawa asked about the proposed cost for 2024. In 2023, the cost for training/workshop was approximately \$260K, and OahuMPO is asking for a budget of \$300K; an increase of \$40K. ED Garrity replied that the budget for 2023 was set at \$280K, and the actual cost came in lower than expected, around \$260K. Federal Highway Administration (FHWA) suggested asking for more funding, in case of cost overruns, OahuMPO would not have to ask for more funding from the Board. ED Garrity also mentioned the estimated cost can be lowered if the Board prefers.

Senator Lee suggested possibly targeting the training towards new Policy Board members who have not had previous experience in transportation or planning since they are being asked to make decisions ultimately affecting their respective districts.

Ms. Heidi Hansen-Smith from the Department the of Health mentioned that neighbor islands and statewide would be grateful to participate in this training project again.

Director Morton mentioned that many workshop attendees from his DTS staff reported that they were surprised at the extent of collaboration, sometimes between four to six agencies regarding planning and joint funding with federal funds and working in a team-like way to foster a city-state alliance. Director Morton encouraged city, state, and neighbor island collaboration for training.

Chair Cordero asked ED Garrity if it would be possible for the Board members to continue this discussion regarding the PM Training at a later date. ED Garrity asked if the Board can endorse the PM training at the next meeting in December, or at the latest in January 2024. The 2023 PM training started in January 2023, and if the 2024 training is open to the neighboring islands, that would involve more planning and communication between the different agencies.

B. Performance Evaluation of OahuMPO Executive Director

The Policy Board, led by Chair Cordero, went into Executive Session to consider the hire, evaluation, dismissal or discipline of an officer or employee, where consideration of matters affecting privacy will be involved, pursuant to Section 92-5(a)(2), Hawaii Revised Statutes (HRS), to discuss the performance evaluation of the OahuMPO Executive Director, Mark Garrity.

At 2:17 pm, the Policy Board members reconvened and had an open discussion regarding evaluations they wanted to share with ED Garrity and the Policy Board. Board members expressed their satisfaction with ED Garrity's exemplary initiatives and superior performance that met or exceeded expectations regarding all 14 questions from the performance evaluation survey.

Chair Cordero proposed to increase ED Garrity's salary to \$156,000, effective January 1, 2024. This proposal was based on the performance evaluation and superior performance since his hiring in October 2021.

A motion was made by Senator Moriwaki and seconded by Representative Kitagawa to increase ED Garrity's salary to \$156,000, effective January 1, 2024. There were no discussions, objections, or abstentions and the motion was accepted.

VI. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS

There were no comments.

VII. ANNOUNCEMENTS

Chair Cordero wished everyone Merry Christmas and Happy Holidays!

VIII. ADJOURNMENT

The meeting was adjourned at 2:23 PM.

The PowerPoint for this meeting may be viewed at:

https://oahumpo.org/?wpfb_dl=3172