Ke'ena Kuleana Ho'okipa O Hawai'i
1801 Kalākaua Avenue
Honolulu, HI 96815
kelepona tel (808) 973-2255
kelepa'i fax (808) 973-2253
hawaiitourismauthority.org

ADMINISTRATIVE STANDING COMMITTEE MEETING OF THE HAWAI'I TOURISM AUTHORITY

VIRTUAL MEETING

Wednesday, October 7, 2026 at 10:00 a.m.

The meeting will be live-streamed via Zoom.

https://us06web.zoom.us/j/83325614489

You may be asked to enter your name or email. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous.

Call In: +1 669 444 9171 US
Webinar ID: 833 2561 4489

Members of the public may provide written or oral testimony on agenda items. Oral testimony (in-person or via Zoom) will be limited to five minutes for each testifier per agenda item. Signup for oral testimony via Zoom will be accepted through the Q&A feature on Zoom.

Written testimony received ahead of the preparation of the committee packet will be included in the packet. Email written testimony to Carole Hagihara-Loo at Carole.m.hagihara@hawaii.gov or hand-deliver or send via postal mail to the Hawai'i Tourism Authority, 1801 Kalākaua Avenue, 1st Floor, Honolulu, HI 96815. Written testimony received after the issuance of the committee packet (three business days before the meeting) will be distributed to the committee and available for public inspection at the meeting.

AGENDA

1. **Call to Order**

2. **Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic**

3. **Approval of Minutes of the June 17, 2026, Administrative Standing Committee Meeting**

4. **Update on the HTA President & CEO Search and Discussion of the President & CEO Evaluation**

   Timeline:

   a. Application Acceptance Extended Until October 30th, 2026

   b. CEO Search PIG Review of Applicants; Schedule Interviews in November, including Second Round Interviews, if necessary

   c. Recommendation of Finalist Name(s) to the Full Board in December

   d. Coordination and Scheduling of Finalist Interviews to be Conducted in Public Session at the December Board Meeting

   e. Submission of Finalist Name to the Governor in December

   Evaluation for the President and CEO:

   a. Administrative Standing Committee to Develop the Evaluation for the President & CEO

   b. Review Sample of Previous President & CEO Evaluation

   c. Review Standard State Performance Appraisal Form for Exempt Supervisors

   d. Identify Parameters that Fall Under the Board's Jurisdiction

5. **Adjournment**

***** Executive Session:** The Board may conduct an executive session closed to the public pursuant to Hawai‘i Revised Statutes (HRS) § 92-4. The executive session will be conducted pursuant to HRS § 92-5 (a) (2), § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) for the purpose of consulting with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities; to consider hiring and evaluation of officers or employees, where consideration of matters affecting privacy will be involved; and to discuss information that must be kept confidential to protect Hawai‘i’s competitive advantage as a visitor destination.

If you need an auxiliary aid/service or other accommodation due to a disability, contact Carole Hagihara-Loo at (808) 973-2289 or Carole.m.hagihara@hawaii.gov as soon as possible, preferably no later than 5 days prior to the meeting. **Requests made as early as possible have a greater likelihood of being fulfilled.** Upon request, this notice is available in alternative**/accessible** formats.

In accordance with HRS section 92-3.7, the Hawai‘i Tourism Authority will establish a remote viewing area for members of the public and board members to view and participate in meetings held using interactive conference technology (ICT). The ICT audiovisual connection will be located on the 1st Floor in the Lobby area fronting the Hawai‘i Tourism Authority at the Hawai‘i Convention Center at 1801 Kalākaua Avenue, Honolulu, Hawai‘i, 96815.