

HAWAI'I STATE FOUNDATION ON CULTURE AND THE ARTS
Administrative Standing Committee
HiSAM Multipurpose Room, First Floor
250 South Hotel Street, Honolulu, HI 96813
Wednesday, January 7, 2015 at 10:00 a.m.

MINUTES

MEMBERS PRESENT: Barbara Saromines-Ganne, Chairperson
Karen Tiller Polivka, Oahu Commissioner
Rai Saint Chu, Oahu Commissioner

MEMBERS EXCUSED: Joel Guy, Kauai Commissioner
Sherman Warner, Hawaii Commissioner

HSFCA STAFF

PRESENT: Wanda Anae-Onishi, Collection Manager
Elizabeth Baxter, Exhibit Specialist
Derek Erwin, Exhibit Specialist
Susan Naanos, Accountant
Karen Ewald, APP Manager
Susan Hogan, Museum Educator
Estelle Enoki, Administrative Services Assistant
N. Trisha Lagaso-Goldberg, Commissions Project Manager
Charles Medeiros, Arts Program Specialist
Henny Saraswati, Secretary
Scott Young, Visitor Services Manager
Ozzie Kotani, Registrar
Mamiko Carroll, Office Assistant
Kelly Thune, Curator
James Kuroda, Senior Exhibit Specialist
Vivien Lee, Arts Program Specialist

STAFF ABSENT: James Gonser, Information Specialist
Richad Louie, Exhibit Specialist
Denise Miyahana, Arts Program Specialist
Kam Wen Siu, Account Clerk

OTHERS PRESENT: Dan Purcell, Public

1. Call to Order

The meeting was called to order at 10:10 a.m. by Chairperson Barbara Saromines-Ganne.

2. Discussion of Executive Director evaluation form to be completed by staff; distribution of form to staff

Ms. Saromines Ganne opened the meeting by noting that the purpose of the staff evaluation of the Executive Director is to rate the Executive Director's

performance; to provide insight into the boards's perception of the Executive Director's strengths, limitations, and overall performance; and to foster the growth and development of both the Executive Director and the State Foundation to make it better. She informed staff that a condition of employment was the Executive Director would be evaluated after a nine months of employment.

Ms. Saromins Ganne stated that the commissioners gave the evaluation survey to Mr. Johnson and expected his response by January 19, 2015.

Ms. Saromines Ganne stated that the commissioners would like to offer the opportunity to use the evaluation and assess the Executive Director's performance and contributions for the last 9 months.

Ms. Saromines Ganne requested that staff provide input that can help the committee evaluate his better performance.

Commissioner Tiller Polivka stated that the staff's evaluation of the Executive Director will help him become a stronger leader. She stated that the Executive Director's preformance affects the performance of the State Foundation.

Mr. Scott Young asked that if staff can respond unanimously. Ms. Tiller Polivka commented that the responses will be confidential.

Commissioner Chu said that staff is welcome to meet and talk with one of the commissioners and that this will also helpful to commissioners.

Chairperson Saromines Ganne read the evaluation questions:

- a) What are the three major strengths of the Executive Director?
- b) How do these strengths directly impact your department?
- c) What are some limitations in the Executive Director's performance?
- d) How do these limitations impact your department?
- e) What are the most significant achievements of the Executive Director over the past nine months?
- f) What external factors have influenced the Executive Director's performance?
- g) In the past nine months, what difficult issues has the organization faced, and how did the Executive Director bring them to resolution?
- h) Have any legal or ethical issues arisen with regard to the operation of the organization? If so, were these brought to successful resolution by the Executive Director?
- i) Over the past nine months, has staff morale improved/declined significantly?
- j) What are the areas in which the commissioners could provide better support to the Executive Director?
- k) Please list three goals you believe the Executive Director should accomplish within the next year?
- l) Please list important goals you believe should be embraced by the Executive Director in developing a five-year action plan.
- m) Please provide any other comments you believe will be constructive in moving the work of the foundation forward.

Ms. Saromines Ganne further informed that previously the Executive Director's evaluation was conducted after six months after employment and the commission realized that was not enough time to evaluate properly. She indicated that it takes time for Executive Directors to fit the job.

Dan Purcell, a member of the public, commented that he has a number of concerns about the evaluation process. He recommended the Board consult with the Human Resources Department regarding email submission. He noted that many people have access to read emails. Mr. Purcell thought the committee needs to consult with an attorney. He asked to get a copy of the evaluation questions. Ms. Saromines Ganne commented that the Commission had not finished the survey and she thought it was not mandatory. Mr. Purcell received one copy of the evaluation questions.

Ms. Lagaso Goldberg commented that staff would like to get a copy of what Ms. Tiller Polivka commented that the Commission wanted to make sure those evaluation questions are confidential and not distributed to other parties.

Ms. Tiller Polivka stated that the administrative committee will meet the Executive Director in person to discuss the results. She said the committee would evaluate Executive Director and the next evaluation will be in another year.

Ms. Saromines Ganne noted that the committee will send the questions electronically and requested they be finished by January 16. She added that the staff can sign their name or be anonymous.

Ms. Hogan asked what is the structure for the evaluation? Ms. Tiller Polivka commented that how much the strength and weaknesses then bring the goal to the department and moving forward.

Ms. Tiller Polivka clarified this evaluation is not related to the audit.

Ms. Saromines Ganne suggested that we can use a drop box and some other people can get the drop box and give it to secretary, the the commisssioners will pick up all the sealed envelope from Henny.

Ms. Anae-Onishi suggested to put the questionnaire in a sealed envelope and give it to the secretary.

Ms. Naanos asked whether the committee will open the sealed envelopes together.

Chairperson Saromines Ganne also announced that Representative Tom Brower was not confirmed as the Chair for Tourism & Culture and the Arts. She also mentioned that the opening day of the legislative session will be on January 21, 2015.

Ms. Saromines Ganne said she invited Senator Taniguchi to come to the board meeting. She said she emailed the Governor to meet with the committee but has not received a response.

Ms. Anae Onishi asked if the committee would let staff know the topics of discussion. Ms. Saromines Ganne responded that the committee would let staff know and she described it would be about grants money and job positions.

3. Adjournment

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Henny Saraswati
Secretary

hs/wao