



2024 Hawaii Hosting Overview

In 1982, The Vietnam Veterans Memorial Fund (VVMF) dedicated The Vietnam Veterans Memorial in Washington D.C. Since its dedication, it has become one of the most visited memorials on the National Mall with over 3 million visits last year, yet millions are still unable to see The Wall in Washington D.C.

Shortly after The Wall's dedication, the first traveling version began touring the country. In 1996, VVMF dedicated our version, *The Wall That Heals* (TWTH). Of the four "walls" traveling throughout the United States, *The Wall That Heals* is the largest replica, the only one wholly owned and operated by a non-profit organization, and the only one accompanied by the mobile Education Center.

While these other exhibits are necessary to meet the public's desire, as the founders of The Wall, VVMF sought to differentiate its exhibit by replicating The Wall experience as much as possible. To this day, this is accomplished through ongoing and close cooperation between the hosting organizations, their communities, and VVMF. This preeminent exhibit coupled with close involvement of VVMF staff and significant preparations by hosts helps ensure a positive experience for every community selected to host *The Wall That Heals*.

A Weeklong Experience

Hosting *The Wall That Heals* not only transforms a community but also challenges the most experienced of event hosts. For the duration of the event, the hosts will be required to meet the needs of hundreds of volunteers and thousands of visitors for 24-hours each day no matter the weather, crowds, or other needs.

Operationally the hosts will be charged with enlisting the cooperation of many groups and organizations including motorcyclists, law enforcement, veteran, and other community service clubs, and schools. VVMF has seen the most successful events have been those that included a broader committee beyond merely the site chair/co-chair. These individuals oversee the main components of the event. These primary responsibilities are categorized as Volunteer Coordinator, Education Outreach, Site Coordinator, and Escort Captain.

Volunteer Coordinator – this person is responsible for recruiting, informing and managing the hundreds of volunteers necessary for the event. From the preparation prior to arrival, to the dozens of volunteers necessary to set up and take down the exhibit, to the hundreds required to serve and engage with the visitors around the

clock during the display, the Volunteer Coordinator has the greatest undertaking. He/she works to fill a schedule of volunteers with members of the local community. Once the exhibit is set up, the Volunteer Coordinator works closely with the VVMF Site Manager to provide an orientation preparing the volunteers for their role throughout the week. The coordinator is responsible to make certain that each of the shifts has adequate volunteers to meet the needs and number of public visitors.

Site Coordinator – this individual is primarily responsible for tasks related to the site and its operation. He/she works directly with VVMF on the placement of the exhibit, the mobile Education Center, and other supplementary additions such as local displays, volunteer check-in tents, and bathrooms. He/she oversees, coordinates, and assures electrical needs are met, signage and barricades are placed for safe interplay between vehicle and foot traffic, and the site is safe for the crowds, weather, and special events that are expected.

Escort Captain – while usually a member of a local motorcycle ride club such as the Patriot Guard, the escort captain can be a member of the law enforcement community as well. He/she works to develop a ride route that will maximize the enjoyment of the participants while giving the public the opportunity to gather and “welcome home” The Wall and its escort ride participants. The Escort Captain is responsible for coordinating with local and regional law enforcement to obtain the necessary approval and permits. He/she then works closely with the VVMF Site Manager during the procession into the community.

Education Outreach – one of the greatest benefits of having TWTH in your local community is the opportunity for education at a level impossible even at The Memorial in Washington D.C. VVMF staff who accompany the exhibit to each community are trained to engage with students of all ages and levels. That combined with access to The Memorial and mobile Education Center provides an opportunity to meet the curriculum needs and desires of educators that are often missed in the classroom. Beyond that, it provides an opportunity for social clubs, civic organizations, and other “students” to better learn about the Vietnam War, the Wall, and its legacy. The Education Outreach coordinator is responsible for informing, recruiting, and managing participation for these visits. He/she should have good connections within the local education community and understand the most effective way to assure their participation.

In addition to these positions, it is not uncommon for individuals to be assigned the tasks or roles of dealing with law enforcement or first responders, the media, VIP guests and speakers, the In Memory honorees, and ceremonies/events.

Site Overview

The most important decision the host must make is the location of the exhibit during its time in the community. Our primary goal is to replicate The Wall experience from Washington D.C. To that end, the location must provide for a somber and reflective atmosphere that will be able to accommodate thousands of visitors while limiting outside noise, lights, and other influences that might negatively change the visitor experience.

The entire display consists of the mobile Education Center and 3/4-scale replica wall. There is some ability for us to arrange these in various layouts. VVMF will work carefully with the hosts prior to arrival to determine the best layout based on overhead aerials and local knowledge. Despite these efforts, ultimately all layout decisions are made by the Site Manager when he/she meets with the committee during the walk through.

The site must be no less than the size of a football field in length and width (100 by 50 yards) of grass or other soft even surface that will accommodate significant foot traffic yet allow for staking of The Wall. While not prohibited, limiting trees, park equipment, and other items from this immediate vicinity is preferred. Whenever possible, the layout should be designed so the visiting public does not enter from behind The Wall.

Contractually, the host and any other organizations are prohibited from selling any items or seeking donations within the display site and its entrances. In addition, the placement of flags, signs, tents, and other elements shall not be finalized prior to morning walk-through with the host committee and Site Manager. It is incumbent upon the host and the Site Manager to work closely together to replicate The Wall experience while allowing for the local touches and involvement.

While access to the exhibit can be limited by gates and other walkways, the display site must remain open for 24-hours each day during the duration of the display.

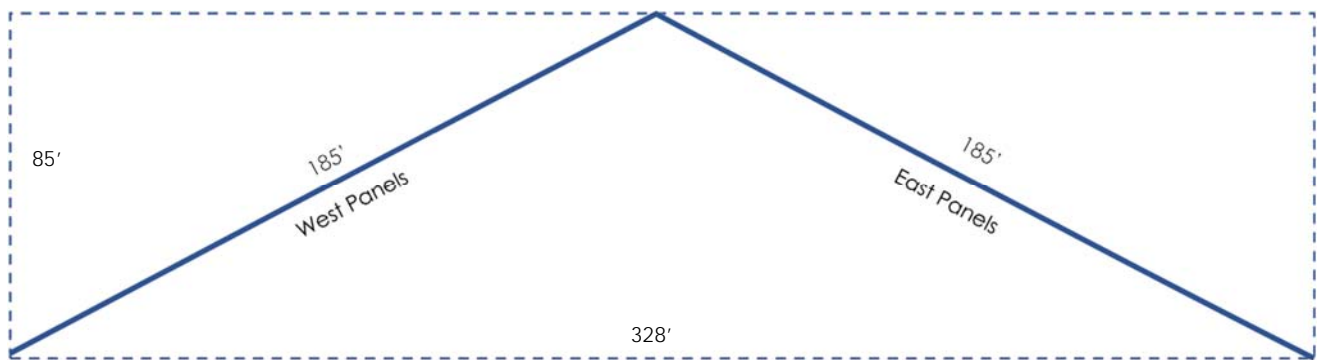
The Wall That Heals

It is our goal to replicate the layout and atmosphere of The Wall whenever possible while accommodating the local host's facility. While the framework of TWTH will allow for a grade change of up to 18" across its length, this slope must be gradual and whenever possible uniform. Except for maintenance of the grass and/or groundcover on the display site, no prior preparation is necessary for the display site. Hosts shall not preplace walkways or other paths for TWTH.

From the apex, each half of TWTH stretches out 185 feet. While there is some ability to set TWTH up at varying angles, to replicate The Wall experience we attempt to set it up at a 125 degree angle. To accommodate the engineering, safety, and stability, it shall not be set up less than 100 degrees or more than 160degrees.

Angle	Overall Length (End to End)	Depth
100°	283'	119'
110°	303'	106'
120°	320'	93'
125°	328'	85'
130°	335'	78'
140°	348'	63'
150°	357'	48'
160°	364'	32'

Based on ideal angles and these measurements, the minimum space for just TheWall would be the following area.



Yet in order to replicate The Wall ideal hosts will maximize the space in front of The Wall giving perspective and an opportunity for visitors to experience the entirety. In the following photo, The Wall is set up at an ideal angle with no lights and, it has depth and space for visitors to engage with the exhibit. The photo is taken from the mobile Education Center.





At the center point or apex of The Wall, the panels are slightly more than 7 ½ feet in height. Like The Wall, the panels slope from their apex height to 3-inches at the ends. The framework for these panels set on baseplates that are hammered into the ground using stakes approximately 18-inches in length.

Prior to the set-up date, the host is required to guarantee the location and marking of all buried pipes, lines, and other utilities. These will be reviewed during the walk-through. While we can move or not place a stake or two across the length, this must be limited.

Down the entire length, approximately 3-7 feet behind the panels, rear braces are used to support the exhibit in winds up to 50 miles per hour. These braces are also supported by the same 18-inch stakes. In addition, in fourteen locations behind the panels, larger 30-inch spikes are used for windy conditions. Placement of these spikes can accommodate buried lines.

Within 125 feet of the apex of TWH, the host must provide two 20-amp 110-volt non-GFI circuits for supplying the lights affixed to the framework. While this power can be provided through an adequately sized generator, it is ideally connected to permanent power outlets. This power source must be adjacent to or behind the panels to prevent trip hazards. When a generator is used, the host should carefully work to place the generator in such a place so the noise, no matter how quiet, doesn't detract from The Wall. In addition, the generator must have a fuel tank that will power the display for 12 hours without refueling. While usually only needed in low-light conditions, the lights remain on during the display of TWH unless a generator is used. In most instances, this power source can be used for ceremonies held at TWH as well.

Because of the cords, supports and other items behind the panels, the public is prohibited from accessing the area immediately behind The Wall. VVMF shall provide signage to discourage visitors, but placement of the layout will greatly help in this effort. To that end, all other additions to the display shall not occur behind the panels. This includes signage, flags, banners, and other exhibits. The architect of The Wall imagined a "rift in the earth" and to the greatest extent, we attempt to replicate this incision in displaying TWH in communities.

Similarly, no permanent additions occur at The Wall and are similarly prohibited at TWH. The VVMF Site Manager will be responsible for approval on placement of wreaths, benches, POW/MIA tables, field crosses, and other "additions." While it is a nicety to provide some seating for reflection and rest, this seating must balance the access and needs of other visitors as well and impact on visitor experience.

The Mobile Education Center

When the exhibit arrives in your community, it will be carried within a 51-foot commercial trailer hauled by a full-size tractor-truck (semi). The first aspect of the entire visit is this parade or escort into your community. When successful, this parade of motorcyclists, first-responders, and others energizes the community. It provides an opportunity for a homecoming many veterans never received – a moment for the community to rally roadside and welcome its heroes home.

The trailer is 13 1/2 feet tall and 51 feet long. This length greatly impacts the ability to transit over many streets and neighborhoods. Moreover, when connected to a semi, it weighs over 70,000 pounds (on its own the trailer weighs approximately 50,000 pounds). Consideration for these measurements is imperative when developing escort routes and final placement of the mobile Education Center at the display site.



The trailer is comprised of several exhibits and displays. On the front portion of the driver's side, there is a timeline of The War and The Wall. Following that are three displays. The first is a digital display titled Hometown Heroes that contains a 6' television monitor. This monitor provides a rotation of the names and photographs of those casualties on The Wall with a Home of Record from the nearby communities. The second is another 6' digital display showing those from the state who have been honored in VVMF's *In Memory* program. The third contains representative examples of some of the 400,000 items left behind at The Wall in Washington D.C.

Similarly, on the front portion of the passenger's side of the mobile Education Center, there is a display highlighting the components of the Vietnam Veterans Memorial which includes the Three Servicemen statue, flagpole, *In Memory* plaque, and Women's Memorial. Like the other side, it is followed by two large display cabinets showing those items left behind at The Wall and their evolution since its dedication in 1982. Finally, there is one more monitor that shows introductory videos about The Wall,

The Wall That Heals, the *In Memory* program, and those items left behind at The Wall. Adjoining the sides of the trailer are two canopies that extend 15 feet from each side. Under one side of the canopy, the Gold Star bike is displayed for visitors.

In addition to these canopies, VVMF will provide a 10'x10' canopy and tables for use as a Visitor Center or Welcome Tent. At least one volunteer will remain in this tent throughout the display to help visitors engage with the exhibit, find names on The Wall, and answer other questions that may arise.



The canopies and Visitor Center tent are not to be used for volunteer support or visitor support by the host. VVMF provides the directories for use as well as all the printed materials necessary to support the exhibit including forms used to make "rubblings" of names on The Wall. The host is required to provide 100 full-sized #2 pencils for dissemination on the display site. Other materials and or handouts cannot be disseminated without concurrent approval of both the host and VVMF Site Manager.

Upon arrival of the escort group, the motorcycles and other vehicles will be parked in one area and the trailer will temporarily "land" to perform a brief welcome ceremony. This ceremony will give an opportunity for your community or committee to thank the escorts and allow for some media availability. Following a brief ceremony, the trailer is "opened up" allowing escorts and visitors the opportunity for a sneak peek of the exhibit.

Following this sneak peek, the trailer is moved into its final location for set-up. The ideal location for the mobile Education Center is within the pathway from the parking area yet not immediately adjacent to The Wall. When totally opened during set-up, the trailer needs a flat surface no less than 100 feet in length and 50 feet in width. If this placement is on a paved or concrete surface, the host needs to provide fourteen 50-gallon drums for wind protections that hold down the canopy extending from the

trailer. When on soft surfaces, this is accomplished by 30-inch stakes hammered into the ground.

To power the displays, computers, and other facilities within the mobile Education Center, the host must provide a 50-amp 220-volt service within **175** feet. This can either be provided from an existing circuit or an appropriately sized generator. When a generator is used, the host should carefully work to place the generator in such a place so the noise, no matter how quiet, doesn't detract from The Wall or visitors at the mobile Education Center. In addition, the generator must have a fuel tank that will power the display for 24 hours without refueling. If a generator is used, the host is responsible to provide for additional fuel while the display week.

Additional Considerations

Ceremonies – Visitors expect a certain number of ceremonies, and yet these ceremonies can negatively impact visitor experiences when they arrive. Generally, a good rule of thumb is that ceremonies less than one hour in length can occur near the apex thereby closing access to The Wall. Ceremonies longer than this length must occur outside the general vicinity of The Wall, yet they can remain on the site. Educational field trips and tours cannot be scheduled for the duration of the ceremony nor one hour prior to or following the event.

Flags – While many photos exist of placement of flags near or around The Wall, careful consideration must be made by the host and VVMF Site Manager. No flags will be placed immediately behind the panels. Placement of other flags on the site to signify locals or other designation should be made in cooperation with VVMF.

Parking – It is recommended that sufficient parking for a minimum of 40 cars be located within approximately 100 yards of the mobile Education Center. In addition, it may be necessary to have parking for 100-200 vehicles for ceremonies. If sufficient parking isn't nearby, the host can work on a shuttle system for throughout the week or just ceremonies.

Handicapped Access – It is incumbent upon the host to make necessary accommodations for handicapped visitors. In addition to bathroom facilities, this includes considerations in placement of the mobile Education Center as well as The Wall. While most handicapped visitors come equipped with wheelchairs and walkers necessary for access, this is not always the case. In most situations, an additional rugged wheelchair will allow for access across the bumpiest of terrain. When provided by the hosts, golf carts shall not be used within the sanctified triangular arc of *The Wall That Heals*. It is the host's responsibility to have equipment necessary to meet handicapped access needs.

Items Left Behind – The host should make arrangements for keeping and display of any items left behind during the display of *The Wall That Heals* in their community. As items are left during the week, VVMF will work with the host to adequately protect and keep

them in place for other visitors. Immediately following the closure of TWTW on the final day, the host will be asked to document and remove items left behind before the panels can be removed.

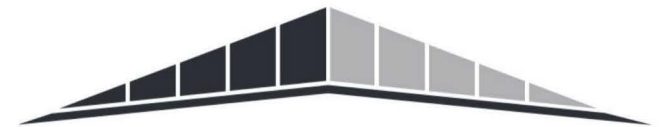
Landscaping – In keeping with the original intent of The Memorial's designer, hosts are encouraged to go with the concept that less is more. On its own, *The Wall That Heals* is incredible and awe-inspiring. That stark impact can only be sullied with additions of other items, plants, and benches. Nothing is to be placed prior to completion of the set-up of the exhibit and only with approval of the VVMF Site Manager.

Restrooms – The host shall provide 24-hour access to an appropriate number of bathroom facilities for visitors and volunteers. In most circumstances, this is a minimum of three standard and one handicapped portable toilet facility. The host will coordinate with the VVMF Site Manager during preparatory calls and the walk-through as to placement of these on site.

Rules – It is the responsibility of the host, volunteers, and VVMF to enforce rules that foster the proper decorum for the display. These rules include prohibitions against smoking, dogs, biking, and skating near The Wall. Whenever possible, the host should survey beyond the immediate vicinity to determine if the closure of pools, playgrounds, sporting fields would enhance the decorum. Special consideration for display sites should also aspire to the ability to darken the vicinity in and near the display area.

Signage – VVMF shall provide signage that will help welcome and inform visitors. Some of this signage will also clearly designate the rules. The host should endeavor to look towards the display site as a visitor might.

While most visitors might use GPS to get to the location, the host should utilize signage that directs traffic, parking, and guides visitors who may come from far beyond your community. Signage placed within the vicinity of the display must be reviewed with VVMF during the walk-through.



THE WALL THAT HEALS

VIETNAM VETERANS MEMORIAL REPLICA & MOBILE EDUCATION CENTER



A PROGRAM OF THE VIETNAM VETERANS MEMORIAL FUND
FOUNDERS OF THE WALL

Zoom Info Session
Logistics & Site Layout



AGENDA

Welcome & Introductions

Components of TWTH

Assumptions & Expectations

Imperative vs. Ideal

Ceremonies & Other Considerations

Timeline

Q & A

Close

DO'S & DON'TS FOR ZOOM INFO SESSIONS

1

HERD MENTALITY

Join together when possible to discuss the session.

2

BE MUTE

Mute your microphone until called upon. Hold questions until the end.

3

BE ON TIME

We intend to start and finish promptly.

4

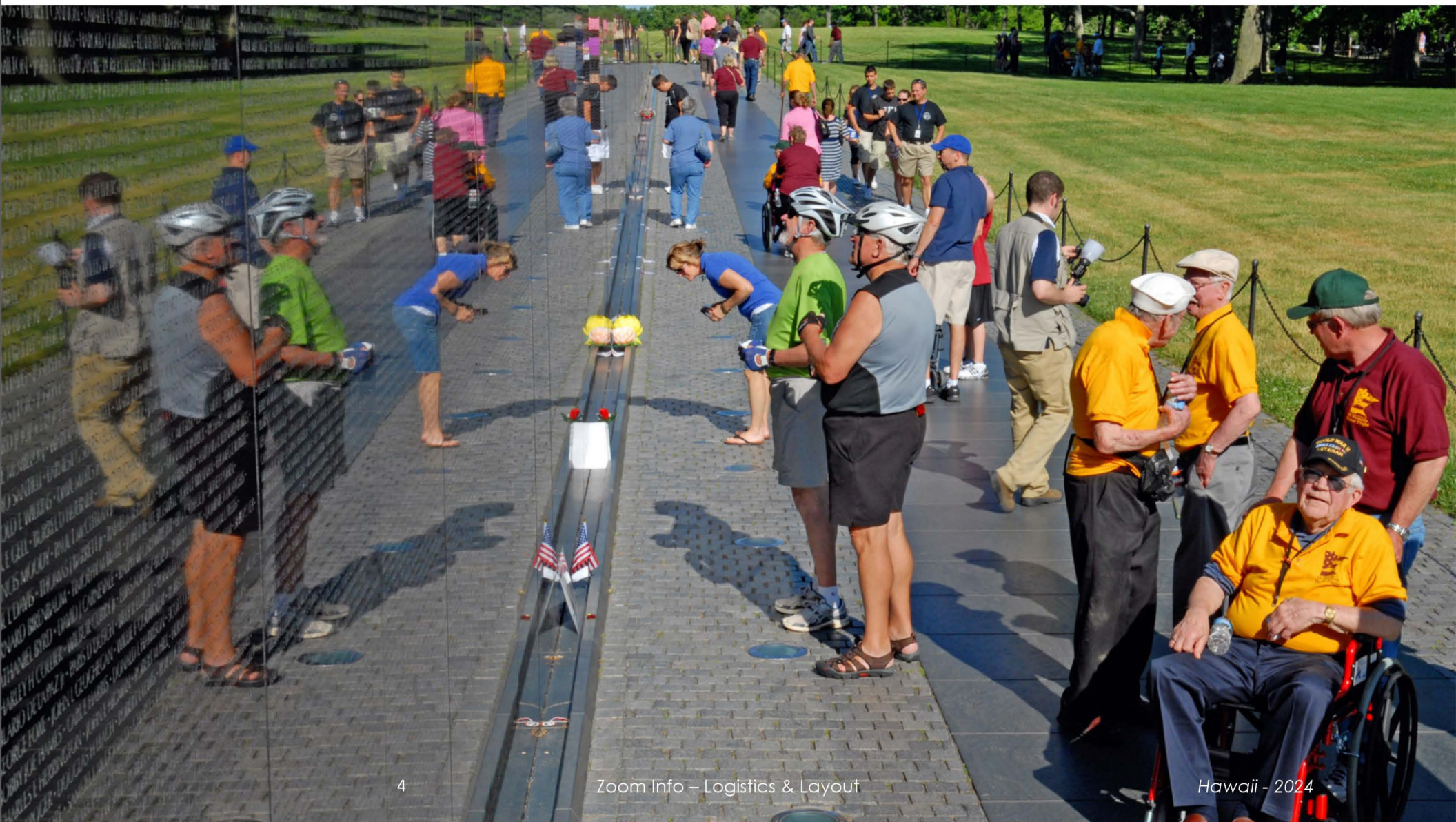
GROUP THINK

Ask questions that might impact many, not just your site.

5

FOLLOWUP

VVMF will provide a recording and the presentation in the following days





DOES IT HAPPEN AT THE WALL?



COMPONENTS OF THE EXHIBIT

The Wall That Heals



Ideal

- Set up 125° angle – 328' from end to end. 85' deep.
- Area surrounding The Wall has controlled access (e.g. fencing). Surface is smooth, flat, and easy for walkers/wheelchairs
- About 300' away from mobile Education Center
- No objects (trees, buildings, etc.) in "sacred arc"
- No lights or objects behind

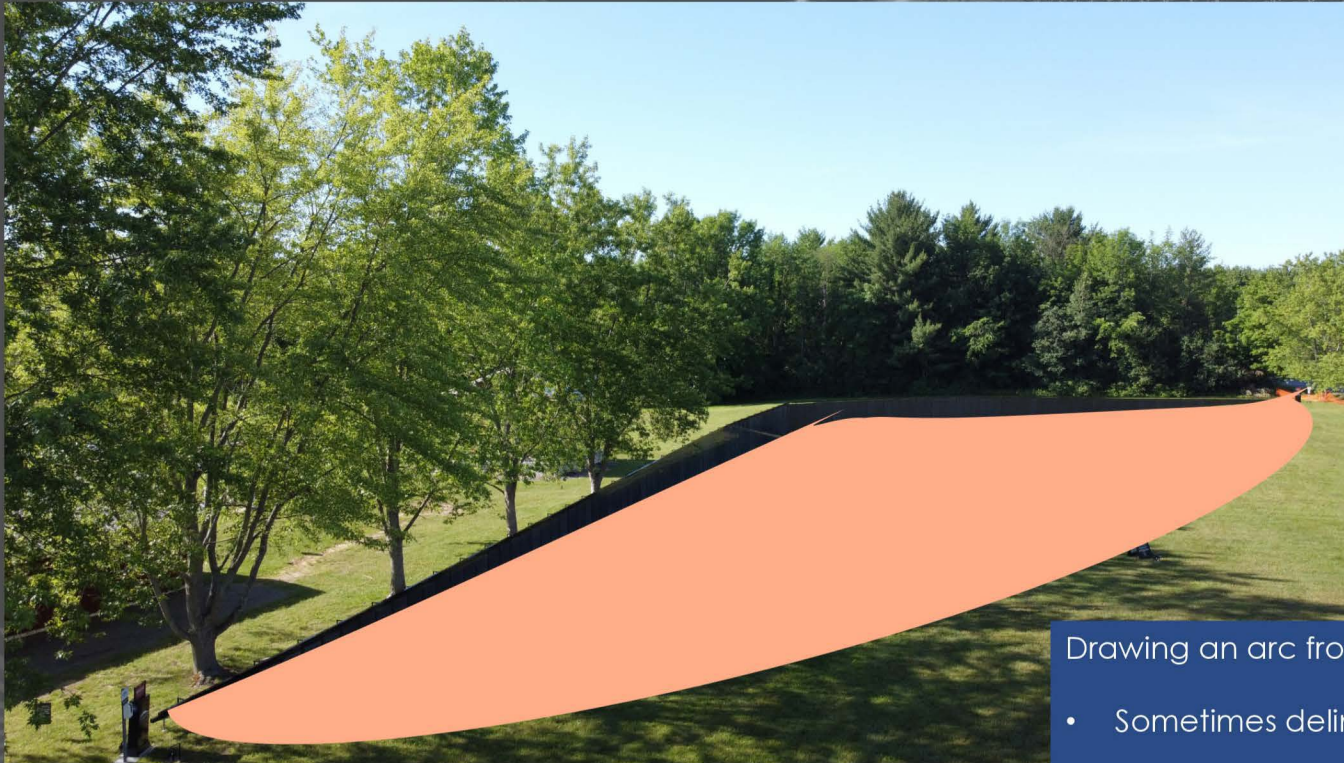
- An exact $\frac{3}{4}$ scale version of The Wall for a total of 375'
 - Each leg (East/West) is 185' in length
 - Can be set up between 110° and 160° angle.
- Two 110V (20AMP) non-GFI power service within 125' of back of apex. VVMF will provide cords.
- Must be soft surface that will allow for staking 12-36" in depth down entire length of The Wall.
- No public access to area behind The Wall.
- Slope must not exceed 18" from end to end



The "Sacred Arc"



The “Sacred Arc”



Drawing an arc from end-to-end.

- Sometimes delineated by benches.
- Nothing else inside this area.
 - Ceremonies & events must be no more than 60 minutes long
 - Stronger enforcement of rules
 - No use of golf carts or other access without Site Manager approval

The Mobile Education Center



- TWTH and entire exhibit travels in a 51' trailer which becomes Education Center
 - Weighs 71,000 pounds with truck. 13.5' tall and 8' wide
- Needs area 50' wide by 100' long for set up
- Must have 220 Volt (50AMP) service within 150' of location to power displays. VVMF will provide cord and plugs.
- If set up on soft surface, must be able to stake fourteen 3' stakes into grass/dirt.
- If set up on hard surface, host must provide fourteen 50-gallon drums filled with water

Ideal

- Set up between parking area and The Wall
- About 300' away from The Wall and main parking



Visitor Information Tent

A 10'x10' tent (provided by VVMF) used as “welcome center” for visitors. Contains directories to look up names, pamphlets for information, and your best and brightest volunteers to make sure everyone has all the answers.

- One side faces outward for self-service. Other side is staffed by a volunteer 24-hours each day.
- One side has map of Vietnam. One side has Wall Facts display.
- Should be within normal “walk route” for people entering
- Shall not be used for volunteer check-in or dissemination of other materials/items



Proper Care & Feeding of Volunteers



- Over 125 volunteers necessary to be successful. Average time on site – 3-4 hours
- Volunteer check in tent (10'x10') with table for shift captain
- Snacks, drinks, and other items
- Placed at discretion of Site Manager in out of way place yet overlooking Wall and mobile Education Center for night-time respite/shifts
- Bathrooms necessary for visitors but especially volunteers. Open 24 hours and maintained throughout the week

Parking

The Wall That Heals needs to have ample parking for volunteers and visitors and keep in mind needs for handicapped individuals and potential of busses for tours. If the parking lot is too far away from exhibit, it becomes necessary to run a shuttle service and staff the lot which increases volunteer needs and expenses.

- Average visitor will attend for 30 minutes
- If not apparent on route to exhibit, signage or flags may be necessary to guide visitors
- If fields or unpaved lots used, it is recommended to stripe or have parking attendants.
- Ideally set up to eliminate headlights on The Wall at night.





Assumptions & Expectations

Assumptions & Expectations



Expectations

- No other vendors, solicitation of donations, or sales
- Other displays as approved in advance placed at Site Manager's discretion
- The Wall That Heals is apolitical and non-secular. No partisanship, campaigns or discussion of such within programs and materials.

- 7,000 visitors
 - 2022 range – 1,100 to 16,540
- 100 vehicles in your escort
 - 2022 range – 17 to 515 vehicles
- We're not getting any younger, but we're not totally crippled
 - Handicapped access is important - best sites are 200 yards from parking lot to apex of The Wall.
 - 1-2 multi-passenger golf carts can transport from parking lot to mobile Education Center
 - Only 1-2 people each day need a cart ride to The Wall
- Parking for a minimum of 40 cars is sufficient except for during ceremonies when 100-200 spaces probably suffice





The Imperative & The Ideal

The Imperative Items

- No access behind The Wall. No lights in field used to display The Wall
- Adequate power supply within 125' of the apex and 150' of the mobile Education Center
- Soft surface for The Wall
 - The ability to pound stakes up to 3' deep near The Wall
 - Elevation shall not change more than 18" from end to end
- Volunteer table
- Toilets for volunteers, staff and visitors



The Ideal Considerations

- Smooth level sports field for The Wall – irrigation turned off and marked for set-up
- Fencing surrounding The Wall
- No lighting behind the field
- Power is not provided from generators
- 3-5 benches
- Volunteer tent and heat (if necessary)
- Parking lot is nearby but headlights don't shine on The Wall





Ceremonies & Other Considerations

Ceremonies



Ceremonies can be an integral part of your event and give an opportunity to recognize veterans, the community, and your sponsors. Yet they can also detract from tours and visitors.

- If less than one hour & without a stage, they can occur in the "sacred arc." The Wall is closed during ceremony. If stage is used or longer than one hour, must occur outside of the "sacred arc." The Wall is generally not closed.
- Careful selection of speakers to avoid political or business endorsements or topics.
- If speakers/microphone used, music is not to be played before or after ceremony.

Sanitation, side by sides and stuff



Toilets and trash receptacles will need to be serviced and cleaned throughout the week. Their placement and scheduling of these services can greatly impact the event.

It may also become necessary, depending on conditions to provide "mud deck", boards, or mulch to offset wet conditions.

It has been seen as helpful to have one "side by side" or "gator" with haul capabilities available for set-up (Wednesday) and takedown (Sunday). Frames and panels are carried by hand, but this is used for bases, stakes, and other less fragile items.



Other users of your site

The reality is that your “park” is likely used for other activities when The Wall That Heals is not in town. This could include adult/youth sports, dog walking, or skating. These activities are not often compatible with this event. How can you advertise this beforehand? How can you control access during the event?



Who is responsible to enforce when teenagers, visitors who don't get the local paper, see your Facebook post or ignore your signage violate “temporary closures?”

Flags

Sometimes when a site doesn't have a flag within sight or in the vicinity, some visitors are perturbed. It's not a requirement. Yet if one is used, keep flag code guidance in mind.

Placement of flags and flag array must be approved by VVMF and the Site Manager.

Generally, we discourage handing out flags to student groups or to all visitors. They become litter, can be used to damage The Wall, or impair access to the panel or exhibits.



One site recently used flags from their community "Avenue of Flags" to guide visitors from the parking lot to the field containing the exhibit.





Timeline

A black and white photograph of several people standing in front of a large, dark wall covered in many small, light-colored rectangular plaques. One person in the foreground is pointing at a plaque. The wall appears to be a memorial or a historical record.

Timeline

- All dates based off entry date and subject to change based on location & date
 - 3 months to go
 - Finalize proposed site layout
 - 2 months to go
 - Proposed escort route submitted
 - 1 month to go
 - Vic/Tim will contact lead of facility to review layout and other details
 - 2 weeks to go
 - Site Manager will call to discuss layout and other details
 - Arrival Day
 - Morning walk through with Site Manager, Chair/Co-chair, Logistics Chair, Ride Captain, and others as needed

QUESTIONS



UPCOMING TIMELINE





THANK YOU

Tim Tetz

ttetz@vvmf.org

(202) 751.2119

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u>	
		Div: <u>Management Program</u>	
		Section: _____	Physical Location: <u>Kalana O Maui</u>
1. Pos. No. <u>P-XXXXXX</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____	
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: <u>Department of Hawaiian Home Lands Liaison</u> SR: _____			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): _____			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc (<input type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____			
CLASS: _____		SR: _____	
See Audit Rpt No. _____		Study By: _____ Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____	
EFFECTIVE DATE: _____		APPROVED: _____ DATE: _____	

7. **Supervision Received** (Give name and title of immediate supervisor) :

Name: Josiah Nishita/P-26213

Title: Deputy Managing Director

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: Vacant

Date:

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: 

Date:

AUG 01 2023

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: 

Date:

AUG -1 2023

ATTACHMENT 1

DEPARTMENT OF HOUSING Department of Hawaiian Home Lands Liaison

P-XXXXX, SR-?/EM-?

Duties of the Position

Under the general supervision of the Department Director and Deputy Director, subject position serves as a recognized expert and authoritative reference source with all matters related to the County of Maui ("County") involving the Department of Hawaiian Home Lands (DHHL) in regards to housing development in the County, pursuant to the County Charter Chapter 20 (as amended).

Responsibilities and assignments to the Department of Hawaiian Home Lands Liaison (DHHLL) position require an in-depth knowledge and comprehension of the process and procedures of DHHL, ideally through direct involvement in that process, and with the understanding that DHHL has responsibilities to beneficiaries beyond the provision of housing.

- A. The DHHLL is directly responsible for advocating for the County on all housing matters involving the DHHL to troubleshoot and resolve issues, and for achieving timely delivery of DHHL projects. Promote, lead and coordinate County efforts involving the DHHL homestead developments. **75%** (a) (b) (c)
1. Advocates for the County with the DHHL to assist DHHL to understand the rationale of County code requirements.
 2. Advocates for the DHHL with County departments that are directly involved in the review of proposed homestead developments.
 3. Keeps abreast of the progress of homestead development projects. Identifies and resolves any challenges that may affect their progress and timely delivery.
 4. Analyzes County processes in the review of homestead developments and implements process improvements to reduce the timeline for the delivery of DHHL projects.
 5. Analyzes the DHHL processes for homestead developments and proposes improvements to facilitate delivery of DHHL projects.
 6. Formulates, documents and implements standards, policies, procedures and guidelines governing the County's responsibility and involvement in DHHL projects to ensure efficient, effective and compatible use of resources in support of DHHL.
 7. Provides overall guidance and direction to the Mayor and the Director of Housing to effectively accomplish the goals and objectives of the County regarding DHHL projects and housing development in the County.
 8. Identifies and seeks opportunities to create affordable housing opportunities for residents with the DHHL for the County.
 9. Develops immediate and long-range goals and strategies to improve on the timeliness in the delivery of DHHL projects for the County.

B. The DHHL shall have and maintain a continuous awareness of the DHHL policies, programs and activities, and their implications with beneficiaries of the Hawaii Home Lands Trust, community associations, the general public, other government agencies, and other relevant organizations. Manages internal and external communications involving the County and DHHL regarding homestead projects. **20%** (a) (b) (c)

1. Works with the County Communication Office in responding to media and public requests for information and clarification.
2. Assists and participates in the preparation of news releases, feature articles, etc. regarding DHHL projects that the County are associated with.
3. Attends meeting and briefings, reviews correspondence and information, and closely engages with the DHHL administrators and staff to maintain knowledge of the DHHL's policies and practices, and projects, activities, and other current developments.
4. Serves as the County contact for all matters involving the DHHL projects with the County.
5. Provides technical guidance and support to County Executive Branch departments regarding the DHHL policies and programs relating to housing developments.
6. Prepare or assist with the preparation of informational/public-education materials, and conduct presentations and outreach on DHHL-related projects with the County as requested.

C. Performs other related duties as assigned. **5%** (b)

Key: (a) The performance of this function is the reason that the job exists
(b) The number of other employees available to perform this function is limited.
(c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

BFED Committee

From: Josiah Nishita <Josiah.K.Nishita@co.maui.hi.us>
Sent: Tuesday, October 17, 2023 5:57 PM
To: BFED Committee
Cc: Keanu LauHee
Subject: Requested Info from the meeting today
Attachments: 2024 Hawaii Hosting Overview.docx; Zoom Info Session - Site Logistics & Layout.pdf; DHHL Liaison - PD.pdf

Aloha,

See attached for the requested documents from the Committee presented at today's meeting.

Thanks,
Josiah