

Findings and Recommendation of the Director of Council Services Selection Advisory Committee

Background

On July 12, 2023, the Honolulu City Council adopted Resolution 23-163, which established a selection advisory committee to assist the Council in the appointment of the Director of Council Services (the "Selection Advisory Committee") composed of three members, and appointed the members thereof. Named as members of the Selection Advisory Committee were Council Chair Tommy Waters, Council Vice Chair Esther Kia'āina, and Councilmember Calvin Say.

Pursuant to the provisions of Resolution 23-163, the Selection Advisory Committee hereby submits its findings and recommendation.

Summary of Selection Process

1. The position opening soliciting applicants for the Director of Council Services was posted on the Honolulu City Council website and the websites of the following organizations: LinkedIn and Indeed. The deadline for the submission of applications was September 18, 2023.
2. Applicants submitted letters of interest and resumes by the designated deadline of September 18, 2023. All applicant submissions were forwarded to the members of the Selection Advisory Committee for review.
3. On October 6, 2023, the Selection Advisory Committee posted an agenda for a meeting to be held on October 12, 2023, at 1:00 p.m., to consider the applications received for the Director of Council Services position.
4. On October 12, 2023, at 1:00 p.m., the Selection Advisory Committee convened the meeting in open session, then convened in executive session to consider the applicants for the Director of Council Services position. The Committee reconvened in open session and recessed until Thursday, October 19, 2023, at 2:00 p.m., to interview two applicants.
5. On Thursday October 19, 2023, at 2:05 p.m., the Selection Advisory Committee reconvened the meeting in open session, then convened in executive session to separately interview applicants for the Director of Council Services position. The Committee reconvened in open session and recessed until Friday, October 20, 2023, at 2:06 p.m., to interview four applicants.
6. On Friday, October 20, 2023, at 12:19 p.m., the Selection Advisory Committee reconvened the meeting in open session, then convened in executive session to separately interview applicants for the Director of Council Services position. The Committee decided to bring back the top two candidates for a second round of

interviews. The Committee reconvened in open session and recessed until Friday, October 27, 2023, at 1:00 p.m., for a second round of interviews with the two finalist candidates.

7. On Friday, October 27, 2023, at 1:00 p.m., the Selection Advisory Committee reconvened the meeting in open session, then convened in executive session to separately interview the two candidates selected to return for a second round of interviews. The Committee discussed the qualifications, background, experience, and personal strengths of the two finalist candidates, and by consensus narrowed the field to one recommended applicant. The references noted by the recommended applicant were contacted.

Recommendation

Based on the qualifications for the Director of Council Services established by the Honolulu City Charter and following a thorough evaluation of the educational background and work experience of the applicants, the Selection Advisory Committee hereby recommends Winteh Park for the position of Director of Council Services.

Attached is Mr. Park's letter of introduction and current resume.

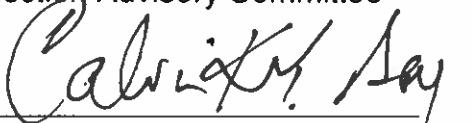
Respectfully submitted:



Council Chair Tommy Waters
Member, Director of Council Services
Selection Advisory Committee



Council Vice Chair Esther Kia'aina
Member, Director of Council Services
Selection Advisory Committee



Councilmember Calvin Say
Member, Director of Council Services
Selection Advisory Committee

Winteahn K. T. Park



September 1, 2023

Office of the Council Chair
530-South King Street, Room 202
Honolulu, Hawaii 98613

Aloha Council Chair Waters, Council Vice-Chair Kia'aina and Councilmember Say,

I am writing to you as members of the Selection Advisory Committee formed pursuant to Resolution 23-162 adopted on July 12, 2023, and in response to the posting seeking applicants for the Director for the Office of Council Services (Director). By this letter, I respectfully request your consideration of my application for the posted position. I am transmitting my resume with personal and professional references with this letter.

I have worked in the legislative field since 2008 in various positions, which I believe have provided me the experience and background to fulfill the duties of the Director as set forth in the posting seeking applicants. In addition, I believe my experience and background allow me to possess certain intangible assets that would be useful in performing the duties of the Director.

Initially, I will note that I meet the experience and qualifications listed as ideal for candidates. I have been a licensed attorney in Hawaii since 1990 and am a member in good standing of the Hawaii State Bar Association. My experience since 1990, has been in both private legal practice as well as the legislative field. I have worked as an attorney at both the state and federal congressional level. Finally, since 2018, in addition to serving as the Senate Majority Attorney, I have simultaneously served as the Director of the Senate Majority Office (SMA), which is the primary drafting and research office for the majority party members of the Hawaii State Senate (Senate). In addition to the twenty-three (current) majority Senate members, SMA also provides legal and other support services to Senate leadership, Senate subject matter committees and Senate administrative offices.

I served as the SMA Director and the Senate Majority Attorney through July 1, 2023. At that time, SMA was reorganized to allow me to serve solely as the Senate Majority Attorney and to promote my Assistant Director to the SMA Director position. The duties listed for the Director are consistent with the duties that I have been responsible for at the Senate during the past four

legislative sessions. As SMA director, I was responsible for the administration of the office that ranges from having approximately fifteen permanent staff during the interim to over twenty staff during legislative sessions. I consider my primary duty to be to accurately and timely respond to all requests for assistance that are submitted to SMA. These requests range from drafting legislative documents to preparing research memoranda. As the Senate Majority Attorney, in addition to providing traditional legal services, I am responsible for the final approval of all materials prepared by the SMA office and performing legal checks on bills for constitutionality prior to final reading by the body. My responsibilities also include working with executive agencies such as the Office of the Attorney General, the State Ethics Commission, the Office of Information Practices and the Judiciary. I also work with third-party vendors and contractors regarding contracted services to the Senate. My duties as Senate Majority Attorney include being on-call to advise individual senators on a variety of matters and advising committee chairs and staff on procedural and substantive matters.

While this request for consideration seeks to provide a general summary of my experience and qualifications, I welcome the opportunity to meet with any or all of you personally to respond to any questions you may have. I appreciate your time and consideration of this application for the Director position.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Winteh K. T. Park', with a long horizontal flourish extending to the right.

Winteh K. T. Park

Wintehn K. T. Park



EMPLOYMENT HISTORY

Kobayashi, Sugita & Goda (1990-1998) Attorney.

- Drafting Construction Contracts, Development of Claims for Damages and Delays, and Arbitrations. Represented owners, developers and design professionals.
 - Notable projects include the demolition of the First Hawaiian Bank buildings; Construction of the First Hawaiian Center; various First Hawaiian Bank branch renovations; Country Club Village, One Archer Lane, Big Island Country Club and other projects.
- Trust Litigation. Represented First Hawaiian Trust in various cases in State Circuit Court and the State Supreme Court involving challenges from beneficiaries.
- Other Litigation. Represented clients in matters at all levels of State Courts and in the United States District Court for Hawaii.

Kondo, Murakami & Park (1998-2003) Partner.

- Litigation. Representation of insured defendants and plaintiffs in civil cases, including jury trials and numerous mediations and arbitrations.
- Contract Review and Drafting. Served as legal counsel for a large medical group to review and draft all its contracts.
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State of Hawaii, Office of Information Practices (2005-2006) Staff Attorney.

- Received, reviewed and resolved cases submitted to the Office regarding the Uniform Information Practices Act and the State Sunshine Law. Experience included working with the Office of the Attorney General on judicial challenges to the Offices decisions.
- Provided training to various State agencies.
- Cleared a ten-year backlog of pending cases.

WKTP Services, LLC (2006-2014) Provided business and legal consulting services to clients.

International Steel Concepts Corporation (2006-2007) General Counsel.

- Provided legal services for the formation of a locally owned construction company that marketed and manufactured custom steel framed houses at a China manufacturing plant, shipped the steel panels to Hawaii, and worked with local contractors to construct the houses.
- Negotiated the lease of a turnkey manufacturing facility in China.
- Drafted contracts with customers for the construction of custom houses.
- Negotiated with various local vendors regarding the services and materials for the construction of the custom houses.

Hawaii State Senate (2007-2008) Senate Majority Research Office, Staff Attorney.

- Staffed the Senate committees on Water & Land and Hawaiian Affairs. Worked closely with the Committee chairs to draft bills, resolutions, and reports.

Hawaii State Senate (2008-2010) Special Counsel.

- Worked directly with the Senate President, Senate Majority Attorney and Chief Clerk of the Senate to provide general legal services to the Hawaii State Senate.
- Performed special projects at the direction of the Senate President.
- Provided general support to the Senate President, leadership, committees, members and support offices.

U.S. Congresswoman Colleen Hanabusa (2010-2014) Legal Counsel.

- Provided oversight of constituent services at the Honolulu office.
- Coordinated work with the other Hawaii congressional offices.
- Worked directly with federal agencies and their congressional liaisons.
- Personally responsible for constituent services in the areas of immigration, taxation, environmental protection, social security, fair housing, employment and matters requiring legal analysis.

Envy Hawaii, LLC dba Volvo of Honolulu (2015-2017) Legal and business advisor to the President/Managing Partner.

- Consulted and advised the President/Managing Partner regarding leases, contracts, financing, employment and other matters.

Hawaii State Senate (2014-2019) Senate Majority Attorney.

- Provided general legal services to the Hawaii State Senate.
- Coordinated with other State agencies including the Office of the Governor, Office of the Attorney General, Office of Information Practices, Ethics Commission, State Auditor, and Department of Commerce and Consumer Affairs, Office of Administrative Hearings.
- Responsible for providing legal checks on all bills prior to their being eligible for final reading.
- Supervised, reviewed, and approved all legal memorandum and opinions prepared by the Senate Majority Research Office.
- Attended floor sessions and rendered advice and opinions on rules of order.
- Assisted and attended hearings of important and/or controversial measures in support of the committees and chairs.
- Provided advice and assistance to members regarding issues with agencies and constituents.
- Responsible for providing information and verifications for the preparation of the annual financial audit of the Senate.
- Provided general legal services and other support services to the majority members of the Senate.

Hawaii State Senate (2019-2023) Senate Majority Attorney / Interim Director Senate Majority Research Office.

- Retained all duties of the Senate Majority Attorney.
- Assumed the position of Director of the Senate Majority Research Office (SMA).
 - SMA is the primary drafting and research agency for the Hawaii State Senate.
 - For the 2023 legislative session, there were over 1,600 bills introduced.
 - For the 2023 legislative session, SMA processed 3,017 formal requests for services.
 - From 2019-2023, each legislative session had unique procedures and practices due to the COVID pandemic and the evolving ability to ensure the public's access to the legislative process.
- Assumed the role of Director of SMA on an interim basis in response to the previous director and entire management team resigning en masse shortly prior to the 2019 legislative session.

- Responsible for the management and administration of a staff of between fifteen to twenty persons with an annual budget for staff salaries of over 1.5 million dollars.
 - Currently SMA has a permanent staff of 15 and hires up to 5 session researchers each year.
- Responsible for reviewing, revising, and approving all material issued by SMA.
- Responsible for ensuring that all legislative deadlines are met.

Hawaii State Senate (July 2023 - Present) Senate Majority Attorney.

- See above

EDUCATION

The Kamehameha Schools, Kapalama. (1983)

Pitzer College, The Claremont Colleges (1987) B.A. in economics.

William S. Richardson School of Law, University of Hawaii at Manoa (1990),

- Law Review.
- American Jurisprudence Awards for top grade in Corporations and Federal Courts.

PROFESSIONAL LICENSE

Hawaii State Bar, licensed since 1990. (HSBA #5353).