

February 10, 2026
Item IV.B

MEMO TO: KIRC Commissioners

FROM: Michael K. Nāho‘opi‘i, Executive Director

SUBJECT: Authorize the Executive Director to fill the Anticipated Vacant Administrative Officer and Appoint Deputy Director

RECOMMENDED MOTION:

- (1) Authorize the Executive Director to fill the Administrative Officer position and assign Commissioner (insert name) to the interview and selection process.
- (2) Authorize the Executive Director to appoint Mr. Matt Hatakayama as the Deputy Director for a period not to exceed four months.

BACKGROUND & SUMMARY:

The function of the Administrative Officer (AO) is a key position within the KIRC staff. The AO manages the administrative support functions of the office including but not limited to all fiscal and budgetary oversight, internal controls, as well as asset and personnel management. The broad scope of administrative responsibilities required for this position makes the recruiting, selection, and filling of this position very complicated and will require an extended transition period.

With the anticipated departure of the current Administrative Officer, at the end of June 2026, training and preparing a replacement to fully take over the duties of the position will take at least four months. It is my intention to appoint the current Administrative Officer to the Deputy Director position for a period not to exceed four months to vacate the Administrative Officer position to allow for the training and transition of a suitable replacement prior to his departure. This process will minimize any disruption to KIRC operations and administrative functions.

OTHER CONSIDERATIONS:

The approved KIRC Executive Policy Manual, Appendix A specifies that:

“The Commission will determine whether to fill vacancies of the Executive Director, Deputy Director, Administrative Officer, Restoration Manager, Cultural Project Coordinator, Commission Aide, and Deputy Attorney General. The Executive Director will determine whether to fill the vacancies of Program Managers and staff.

For the positions of Executive Director, Deputy Director, Senior Staff, Cultural Project Coordinator, Commission Aide, and the Deputy Attorney General, an interview panel will consist of one Commissioner, the Executive Director, and one other staff member; the interview panel should also consist of an odd number of people (three or five). Other panelists may be added, or panelists may be substituted, at the discretion of the Commission or the Executive Director.”

The anticipated selection panel will consist of the Executive Director, current Administrative Officer and one commissioner.

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Attached is the current position description for the Administrative Officer.

LEGAL AUTHORITY:

HRS 6K-9. 5 Kaho`olawe Rehabilitation Trust Fund

(b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees....