



Charter of the Hawai'i Regional Economic Stewardship and Advancement Policy Board

Background and Establishment

The State of Hawai'i, together with County mayors, executed the **Hawai'i Regional Economic Stewardship and Advancement Economic Development District (HIRESA EDD) Partnership Agreement** (Agreement) to establish the HIRESA Program and its Policy Board. The purpose of the Agreement is to establish a coordinated, intergovernmental mechanism to carry out the activities of an Economic Development District pursuant to the U.S. Economic Development Administration's (EDA) program requirements. The Agreement took effect on December 2, 2024, and was later formalized upon the EDA's official designation of the HIRESA EDD on January 16, 2025.

Through the Agreement, the State of Hawai'i Office of Planning and Sustainable Development (OPSD) was designated by the Counties and recognized by the EDA as District Organization for the HIRESA EDD, as defined in Title 13 Code of Federal Regulations § 304, and was established as administrator of the HIRESA Program. OPSD's Special Plans Branch is charged with implementing the program, while the Agreement establishes the HIRESA Policy Board to provide direction for the program.

Purpose

The purpose of the HIRESA Policy Board is to steward statewide coordination and collaboration regarding economic development planning and implementation by and among the public, private, and non-profit sectors.

Roles and Responsibilities

The HIRESA Policy Board provides high-level strategic direction and guidance to advance the Purpose. The direction set by the Board shall be carried out through the HIRESA Program and reflected in the State of Hawai'i Comprehensive Economic Development Strategy (CEDS). Through the HIRESA Program, OPSD staff plan, manage, and execute activities to fulfill the Purpose.

The responsibilities of the Policy Board shall include:

- i. Setting strategic priorities and direction for the CEDS, ensuring that it reflects statewide priorities and is aligned across jurisdictions and sectors;
- ii. Reviewing and endorsing the CEDS updates and performance reports;
- iii. Providing recommendations on policy and regional economic development initiatives;
- iv. Holding at least two (2) public meetings per year to allow members of the public the opportunity to provide feedback;
- v. Forming a Strategy Committee and any corresponding sub-committees to conduct research and discussion regarding the development of the five-year CEDS update.

Composition, Selection, Term

The HIRESA Policy Board shall be broadly representative of the principle economic interests of the State of Hawai'i. Pursuant to the **Hawai'i Regional Economic Stewardship and Advancement Economic Development District Partnership Agreement**, the Board shall initially include, but not be limited to, the following sixteen (16) members:

- i. The Director of the State of Hawai'i Department of Business, Economic Development and Tourism or the Director's designee, who shall serve as Chair;
- ii. The Mayor of each County or the respective Mayor's designee;
- iii. The Executive Director of each county Economic Development Board or the respective Executive Director's designee;
- iv. A representative of each County Workforce Development Board, who shall be designated by the Chair of the respective board; or, in the event that there is not a County Workforce Development Board, a workforce development representative who shall be designated by the respective County's Mayor;
- v. The President of the University of Hawai'i or the President's designee;
- vi. A representative of a labor organization who shall be selected by the Governor; and
- vii. The Director of the State of Hawai'i's Office of Planning and Sustainable Development, or the Director's designee.

Each of the above members shall serve as an ex-officio voting member of the Policy Board, with a term concurrent with their employment in that role.

The Policy Board may amend the membership from time to time by an absolute majority vote of the members.

Meeting Procedures, Quorum, Voting

The HIRESA Policy Board shall conduct its business in the spirit of Hawai'i Revised Statutes Chapter 92 and comply with the requirements set forth in Title 13 Code of Federal Regulations § 304.

The Policy Board shall have quorum at all times in order to meet and vote. Quorum is determined by one more than half the number of members.

Amendment

This Charter may be amended or modified by an absolute majority vote of the members.

The Appendices of this Charter shall be included and made a part, and may be updated and maintained by OPSD without requiring formal approval by the HIRESA Policy Board.

Code of Conduct

Pursuant to Title 13 Code of Federal Regulations § 304.2, all members of the HIRESA Policy Board shall comply with all conflicts-of-interest provisions set forth in Title 13 Code of Federal Regulations § 302.17.

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Appendix A: Relevant Definitions

An **Economic Development District (EDD)** is a self-determined, multi-jurisdictional region, federally designated by the EDA to coordinate economic development planning and project implementation.

EDD Benefits:

- More competitively positions economic development initiatives across the state for EDA grants;
- Provides annual funding for the administration of the HIRESA EDD to support ongoing coordination and assistance;
- Strengthens Regional collaboration to support the development and implementation of the CEDS.

The **District Organization (Office of Planning and Sustainable Development [OPSD])** is federally recognized and legally responsible for compliance with EDA requirements (Appendix B). OPSD holds administrative, fiscal, and reporting authority for the HIRESA Program and is accountable for the development, maintenance, and implementation of the CEDS. OPSD's Special Plans Branch (SPB) is responsible for the day-to-day coordination and administration of the HIRESA Program. This includes convening partners, managing contracts and grants, preparing reports, supporting the CEDS process, and providing staff support to the HIRESA Policy Board and Strategy Committee.

The **Strategy Committee** is formed by the Policy Board to serve as a technical and advisory body (Appendix B). It is composed of subject matter experts and stakeholders who contribute to the development, implementation, and evaluation of the CEDS. The Strategy Committee provides feedback and recommendations on CEDS content and updates. It may include one or more sub-committees comprised of the private sector, public officials, and community leaders, among others.

The State of Hawai'i **Comprehensive Economic Development Strategy (CEDS)** is intended to provide the tools necessary to position Hawai'i for sustainable growth and development, allowing stakeholders to enhance and maintain the quality of life for the people of Hawai'i.

Appendix B: HIRESA Program Governance

