

From: [Kondo, Wendy L](#)
To: [Kaaa, Iwalani HR](#)
Subject: FW: [EXTERNAL] Boards and Commissions Application [#13559]
Date: Tuesday, April 1, 2025 7:34:07 AM
Attachments: [image001.png](#)

Wendy L. Kondo | Boards & Commissions
[Office of the Governor | Ke Ke'ena O Ke Kia'aina](#)
State of Hawai'i
Direct Line: (808) [REDACTED]
Email: [REDACTED]
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From: Boards and Commissions Application <noreply@ehawaii.gov>
Sent: Monday, March 31, 2025 1:39 PM
To: Gov.Boards.Commissions <Boards.Commissions@hawaii.gov>; Deptula, Cameron S [REDACTED]; Kondo, Wendy L [REDACTED]
Subject: [EXTERNAL] Boards and Commissions Application [#13559]

Legal Name	Maile Ann Luuwai
Maiden or other names, including dates of use:	Luuwai
Please check preferred title:	Ms.
U.S. Citizen	Yes
Residential Address	[REDACTED] Hilo, HI 96720 United States
Mailing Address (if other than your residence)	[REDACTED] Hilo, HI 96720 United States
Island of Residence	Hawai'i island
Residency in Hawai'i (Years)	58
Have You Lived in Hawaii For the Past 12 Months?	No
Name of Spouse	[REDACTED]
Daytime Phone:	(808) [REDACTED]
Primary Email Address	[REDACTED]

Current Profession/Occupation	Grants Administrator
Name	[REDACTED]
Email	[REDACTED]
Phone	(808) [REDACTED]
Name	[REDACTED]
Email	[REDACTED]
Phone	(808) [REDACTED]
Name	[REDACTED]
Email	[REDACTED]
Phone	(808) [REDACTED]
Are you a member of a union?	No
Have you been convicted of a felony or misdemeanor?	Yes
Have you ever been convicted of any act, attempt or conspiracy to overthrow the state or the federal government by force or violence?	No
If you answered "yes" to either question, indicate the date(s) and explain below: Date(s):	10/19/1993 Contempt of Court-Misdemeanor 06/24/1993-DUI-Misdemeanor
Please attach Letter of Interest:	[REDACTED]
Please attach Resume:	[REDACTED]
First choice board name	Commission on Water Resource Management
	- If my choices are no longer available, I would still like to be contacted for another open position. (Please check the box if so.)
For Applications Completed With Assistance	
The following individual read the foregoing Application Form, and the Acknowledgment and the Authorization, to me, and assisted me in completing this application.	Maile Luuwai

Acknowledgement of the State Ethics Commission Annual Disclosure of Financial Interests Under the State Ethics Law, Hawaii Revised Statutes Ch. 84, members of state boards and commissions who are appointed to terms of more than one year and whose functions are not "solely advisory" must file a financial disclosure statement with the State Ethics Commission. Statements, other than those of members of boards that head a state department as well as 15 boards and commissions affected by [Act 230, Session Laws of Hawaii 2014 \(Board of Regents of the University of Hawaii, Board of Directors of the Agribusiness Development Corporation, Board of Agriculture, State Ethics Commission, Hawaii](#)

Community Development Authority, Hawaiian Homes Commission, Board of Directors of the Hawaii Housing Finance and Development Corporation, Board of Land and Natural Resources, Land Use Commission, Legacy Land Conservation Commission, Natural Area Reserves System Commission, Board of Directors of the Natural Energy Laboratory of Hawaii Authority, Board of Directors of the Hawaii Public Housing Authority, Public Utilities Commission and Commission on Water Resource Management), will be maintained confidential and neither published nor disclosed by the Ethics Commission without the member's permission, during the member's term, and for six years thereafter whereupon they will all be destroyed. Questions as to whether the members of a particular board must file a disclosure statement, or whether statements filed by the members of a particular board are subject to disclosure should be posed directly to the State Ethics Commission.

- I have read and understand the above statement

Authorization To Release/Disclose

Information To Whom It May Concern:
In conjunction with the background check being conducted by the Office of the Governor for my possible appointment to a state board or commission, I hereby authorize the representative of the Office of the Governor, State of Hawaii, bearing this release, or copy thereof, to obtain information about me that you may have pertaining to my employment, military service, or education, including but not limited to academic, achievement, attendance, personal history, disciplinary actions, awards, and request of the bearer. This authorization to release is executed with my full knowledge and understanding that the information will be used in connection with my application for possible appointment to a state board or commission. **Name**

Maile Luuwai

Signature (Type Your Name in Below)

Maile Luuwai

Date

Mar 31, 2025



MAILE LU'UWAI

* 808. [REDACTED]

EXECUTIVE SUMMARY

- Executive with 20+ years of experience specializing in compliance, project management and contract administration.
 - Proven track record of leading teams and working collaboratively to drive successful projects.
 - Proficient in development/implementation of policy/process improvements and technology solutions to advance efficiency, drive compliance, and produce transformative results.
 - Expertise in compliance with state and federal administrative rules and regulations.
-

EXPERIENCE

CITY & COUNTY OF HONOLULU

03/2022-Present

BFS Grants Administrator

- Recruited to develop/implement compliance processes, policies and procedures and deliver a customized information management system for the City's 386M State and Local Fiscal Recovery Fund (SLFRF).
- Led platform design to automate proposal/application/reporting/fiscal processes and ensure strong internal controls, transparency and compliance with U.S. Treasury grant requirements.
- Manage SLFRF progress reporting and prepares reports for the Mayor's executive team and the Department of Budget and Fiscal Services (BFS).
- Developed administrative rules, implemented platform design and manage the grants administration for the City's Transit Construction Mitigation Fund.
- Responsible for procurement and contract management for BFS Grants Unit projects.

OFFICE OF HAWAIIAN AFFAIRS

07/2018-03/2022

Grants Manager

- Hired to lead and overhaul the Grants Division by implementing grant/contract management best practices and ensure HRS compliance.
- Developed and implemented integrated policy/technology solutions to achieve 100% compliance with state auditor recommendations and transition 95% of the grant's process to a digital platform.
- Awarded 28.8M in 2020-21 community grants -the largest biennium distribution of OHA grants.
- Revised 100% of division positions to advance efficient workflows and added a supervisory team to provide hands-on contract support and internal audit oversight.
- Developed and implemented policies/procedures and an internal audit process to streamline administration and identify/address grant contract fraud, waste and abuse.

KAMAILE CONSULTING, LLC

07/2014-03/2019

Attorney

- Represented clients with ADA employment legal claims. Negotiated settlements with one of Hawai'i's largest private employers with a 100% settlement rate.

CHAMINADE UNIVERSITY

11/2012- 07/2014

Executive Director for Compliance

Served on the President's Leadership Council and managed the Office of Compliance, Office of Personnel Services, and Office of Environmental Safety.

- Conducted HR investigations of university policy and federal/state violations and issued disciplinary actions.
- Revised administrative policies and internal controls to enhance compliance and mitigate university liability.
- Designed and conducted campus wide compliance and human resources training.
- Led campus security including monthly active shooter protocols and emergency system testing, upgraded video surveillance, installed panic buttons and implemented staff/student phone emergency notifications.

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

04/2006-10/2012

▪ 'IMILOA ASTRONOMY CENTER**Federal Project Administrator**

- Planned and executed NASA funded projects and responsible for federal reporting in compliance with UH/RCUH policies/procedures, OMB, and federal sponsor requirements.
- Responsible for procurement, fiscal management, and contract administration for NASA funded projects.

▪ HAWAII SMALL BUSINESS DEVELOPMENT CENTER**Interim Executive Director / Finance Director / HUD Project Director**

- Supervised lead staff and managed finance, procurement, and human resources for five statewide island offices in compliance with UH/RCUH policies and procedures, OMB, and federal sponsor regulations.
- Served as the UH fiscal officer managing a budget comprised of SBA, UH Foundation and state general funds and led a successful SBA federal audit.
- Standardized 100% of fiscal systems and instituted audits and action plans to resolve discrepancies.
- Served as the 2007-2008 legislative liaison securing a 20% budget increase.
- Facilitated the development of Native Hawaiian Ho'okena microenterprises, a comprehensive community strategic plan and secured community-based management of Ho'okena park and camping grounds.

EDUCATION**Juris Doctor, UCLA School of Law****Master of Business Administration, UH Mānoa, Shidler School of Business****Bachelor of Arts, San Diego State University****Sacred Hearts Academy**

COMMUNITY**President, Keaukaha Pana'ewa Farmers Association, 2017-present**

- Secured over six million in state and federal grants to support community programs and planning /construction of the Pana'ewa Resiliency Hub.
- Facilitates community strategic plan development and implementation.
- Leads community advocacy and communication campaigns

Director, Hawaiian Homestead Community Development Corp., 2023-present

- Provides board guidance for HCDC leadership to develop/implement community programs and services

March 31, 2025

Maile Lu'uwai

[REDACTED]
Hilo, Hawai'i 96720

The Honorable Josh Green, MD
Governor, State of Hawai'i
Executive Chambers
State Capitol
415 South Beretania St.
Honolulu, Hawai'i 96813

RE: Commission on Water Resource Management Nomination

Dear Governor Green,

I am interested in serving on the Commission on Water Resource Management and formally submit my application for consideration.

I understand the tremendous kuleana of the commission and believe that my qualifications would be an asset to the commission's important work. I have extensive experience in contracts as well as the development/implementation of policies and procedures and the interpretation of and compliance with state and federal laws, rules and regulations.

I am confident that my background and experience will enable me to provide valuable input and perspective to the commission's discussions and critical decision-making processes.

Thank you for considering my application, and I welcome the opportunity to discuss my qualifications further.

Sincerely,



Maile Lu'uwai