

House District 8,9,10,11,12,13

Senate District 5, 6, 7

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: J. Walter Cameron Center, Inc.

Db/a:

Street Address: 95 Mahalani St., Wailuku, HI 96763

Mailing Address: 95 Mahalani St., Wailuku, HI 96763

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CÉSAR GAXIOLA OR PAUL JANES-BROWN

Title Executive Director or Vision Acualizer

Phone # 808-244-5546 or 808-572-8000 (PJB)

Fax # 808-242-1857

e-mail cesar@wcameroncenter.org or pjanesebrown@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

J. WALTER CAMERON CENTER PHASE #3 RENOVATIONS/HEALTH AND SAFETY IMPROVEMENTS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: **\$ 4,000,000**

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST: **DNA**

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE **\$-0-**
 FEDERAL **\$753,000**
 COUNTY **\$603,000**
 PRIVATE/OTHER **\$2,025,000**

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

CÉSAR GAXIOLA, EXECUTIVE DIRECTOR
NAME & TITLE

1/15/2013
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background; **The J. Walter Cameron Center (JWCC), a 501(c)(3) for impact organization, opened its doors on April 23, 1973 with fifteen resident agencies. The Center was developed with the mission of "providing appropriate program and administrative space to nonprofit organizations that supply health, education and human services to Maui residents."** Currently, the center houses 15 public and private for impact organizations including;

**A Keiki's Dream
ARC of Maui
Best Buddies International**

**Hui No Ke Ola Pono
Imua Family Services
Kahi Kamali'i-MEO**

**Mediation Services of Maui, Inc.
Pacific Cancer Foundation**

**American Cancer Society
American Lung Association
Consumer Credit Counseling
Services
Heritage Hall, Inc.
Ka Lima O Maui
Maui Community Mental Health
Center
Mental Health Association**

The JWCC facility consists of over 48,000 square feet of accessible space, which also includes large public meeting rooms that are available at below market costs, for rental to a variety of community organizations and public agencies. Nearly one in five persons on Maui attends meetings, workshops, training sessions and other community events at the JWCC facilities each year. It is also the second largest blood donor site in the state.

The JWCC has successfully supported the mission and the operation of the facility and will celebrate its 40th anniversary this year. A 501(c)(3) non-profit organization administered by a volunteer community-based Board of Directors, which provides oversight,

direction and supervision to a full-time Executive Director.

A Vision and a Commitment to Service

The vision that led to the creation of the JWCC can trace its beginnings to two remarkable men. The Center bears the name of one, J. Walter Cameron, then the publisher of the Maui News, and the other was Douglas Sodetani, a successful businessman who saw the need for a facility where, as Mr. Cameron put it, "...the roof doesn't leak, and when the wind blows, it doesn't blow right through the wooden walls."

Cameron donated the first \$10,000 for a feasibility study to see if the idea could work and when the answer was yes, the two men worked with federal and state elected officials and the County of Maui to raise the \$2.2 million needed to build the Center, which is located on donated county land.

In addition to the donations from the public, instrumental in the effort was the late, U.S. Senator Dan Inouye, the late, U.S. Representative Patsy Mink, former Governor George Ariyoshi and former Mayor Elmer Cravalho.

2. The goals and objectives related to the request; **The goal is to renovate and repair the building.**
The objectives are:
 - a. Continue to provide below market rentals for Maui's for impact organizations;
 - b. Improve energy efficiency and water conservation;
 - c. Mitigate hazards caused by disrepair; and provide a safe campus for the community to enjoy.
 - d. Improve customer comfort to increase earned income;
 - e. Arrest collateral damage caused by leaks in plumbing

3. The public purpose and need to be served; **The JWCC serves 15 agencies with affordable office and programmatic space. These agencies touch 20% of Maui's population. Also the Cameron Center provides affordable meeting, workshop and seminar space to another 20%. That means 2 in every five persons on Maui are touched by their services and meeting rooms. In 2011, the Cameron Center hosted a total of 1,400 meetings, seminars, or 5.5 meetings per day given 252 business days in a year. If these renovations and repairs are not completed it will have a detrimental impact on these agencies and on all 60,000 persons who annually are touched by the services offered by the Center's tenants or are enlightened through the seminars and workshops held in the meeting areas.**

The JWCC operates one of two therapy pools in the county. Kaiser, HMSA, etc...work with one of the Center's tenants, Hui No Ke Ola Pono to refer their patients to the JWCC for therapy. The therapy includes running the water at 92 degrees at all times. Hui has two licensed trainers to run the pool five days per week.

In addition, the JWCC has a significant economic impact. Its budget of \$12,900,000 is among the larger on the island and it provides employment space for 320 workers.

4. Describe the target population to be served; and Of the more than 30,000 Maui County residents served annually in programs by its tenant agencies, 33% are equal to or below 30% of the median family income, 25% are at or below 50% of the median family income and 25% are at or below 80% of the median family income. This means 83% of persons using the JWCC's tenants' services are considered low and moderate income persons.

These persons come primarily from Maui Island, but not exclusively.

5. Describe the geographic coverage. With the exception of Head Start, all of the agencies at the center serve the entire county.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

- 1. Describe the scope of work, tasks and responsibilities; this project is the final phase of a five year program to address health and safety issues due to the age of the facility (40 years) and technological improvements in energy efficiency and building air conditioning and ventilation. When this project is completed, the Center will be able to continue to provide its tenant agencies with below market rents, and hundreds of Maui community groups affordable space for meetings, seminars, staff development workshops, etc. Thus, allowing their services to continue to be delivered to the community without significant budget increases to these agencies.**

This final phase involves eight critical projects:

A. Upgrading and bringing the kitchen of Hui No Ke Ola Pono's Simply Healthy Kitchen up to standards to include: hood, plumbing, electrical and fire safety updates, improvements and replacement of air handler units and upgrade of air ducts and air vents, windows, doors, flooring, walls and hardware.

- B. Plumbing repairs (five restrooms, seven sinks, seven toilets and two urinals), two kitchenettes, electrical and safety updates, replacement of six AC air handler units and window replacements for Imua Family Services.**
- C. Current distribution system is pneumatic and has many leaks throughout its lines of service. The replacement will need to accommodate new technologies to install an electronic system that improves energy-efficiency and promotes conservation of resources.**
- D. Plumbing required at four restrooms (six toilets, two urinals and six sinks), electrical and safety updates for all the office rooms, AC updates for two floors (air vents, air handler units, balancing the AC system, etc...), windows (both floors), doors and relocation of communications switch box and hardware.**
- E. Paving the upper parking lot and road to building #3**
- F. Replace Electrical main panel, 4 sub-boxes, and six smaller communication boxes.**
- G. ADA and safety updates – Widen and automation of 10 doors to meet ADA standards.**
- H. Parking lights, irrigation systems, landscaping and gardening.**

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and **this is a capital improvement project (CIP), not directly service related and none of the requested funds will be going for services. Quality assurance, as far as the design, rehabilitation and construction project, will be determined by the various agencies responsible for signing off on the completion of the various elements of the project**
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.
Regular reports (to be determined by the state agency managing the grant) will be provided to that agency by the contractors and/or the Center to assess the progress of the project.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$1 million	\$1 million	\$1 million	\$1 million	\$4 million

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014. **This project has been ongoing since 2009. It has received more than \$ 3 million in County, Federal and Private funding. We are asking for the State to provide all the funding for this final phase of the project.**
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. **DNA. The applicant is a not for profit corporation.**

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Since 2008 the Center has managed multiple renovation projects. These involved multiple contractors, permits and approvals. The projects included

- a. **Installation of an air conditioning chiller**
- b. **Installation of a photo voltaic solar system including 480 high efficiency solar modules covering nearly 12,140 sq. ft. on a sustainable Energy Star Rated cool roof. The 110.400 kW DC PV system will provide one-fourth of the building's annual electricity needs by utilizing renewable energy.**
- c. **Remodeling of ten restrooms. Relocation and extension of existing walls for ADA compliance; replacement of twelve toilets for new water saving toilets and two sinks for ADA compliance and energy efficiency; removal and upgraded all inside plumbing;**
- d. **Refurbished 9,500 sq ft of interior ceilings;**
- e. **Accomplished fire safety/electrical system improvements for energy efficiency**
- f. **Remodeling of three kitchens including: hood, stove, microwaves, and refrigerators; Installation of cabinets, dishwasher, trash disposal and a sink for ADA compliance and energy efficiency; removal and upgraded interior plumbing and electrical**
- g. **Replacement of fur air handler units to new electronic systems, air vents, and air ducts and re-design access panels for easy access to long term maintenance and update of air systems.**
- h. **Replacement of 38 windows to double pane and tinted glass for energy efficiency and safety.**
- i. **Replacement of all vinyl tile, baseboards and interior painting.**
- j. **Paving of its lower parking lot.**
- k. **Well/landscape refurbishment**
- l. **Therapeutic pool rehab**
- m. **Sewer and plumbing improvements**

See Attachment D is the list of verifiable experience of related projects or contracts.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

This section which, is about services not capital, technically doesn't apply. However, the Center felt it important the readers knew more than its history. The JWC is a complex of 6 buildings totaling 48,000 accessible square feet united by a common roof housing 15 human services agencies. The Center also house's in a seventh building, Kahi Kamali'i Infant Toddler Program. This is a partnership between JWC and Maui Economic Opportunity, Inc. This building is capable of enrolling up to 20 children. As part of this program, the Center has been working to bring all of its facilities into ADA compliance. While many spaces have been brought into compliance through this five year renovation and upgrade program, there is still work to do. Hence the reason for this request.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Although this is a CIP and not a service project, there will be staff management and reporting requirements for all contracts. The executive director will be the supervisor of the contracts and the chief of operations will be in charge of day-to-day project coordination.

César Gaxiola has been the executive director of Cameron Center since October 2006 and has utilized his management skills and experience to develop long-term planning strategies establish cooperative partnerships and implement projects to help ensure the long-term viability of the Cameron Center as a vital, comprehensive community service facility. Mr. Gaxiola has played a key role in the development of a long-term Strategic Plan for Cameron Center and worked closely with key staff and Board members to update and improve all of the organizational systems (i.e. – computerization of records, accounting/bookkeeping procedures, day-to-day operational plan). Mr. Gaxiola has also been responsible for coordinating the recent inspection and assessment of the Cameron Center facilities to determine maintenance and improvement priorities, and worked closely the chief of operations to secure proposals and estimates for the Cameron Center Rehabilitation/Improvement Project.

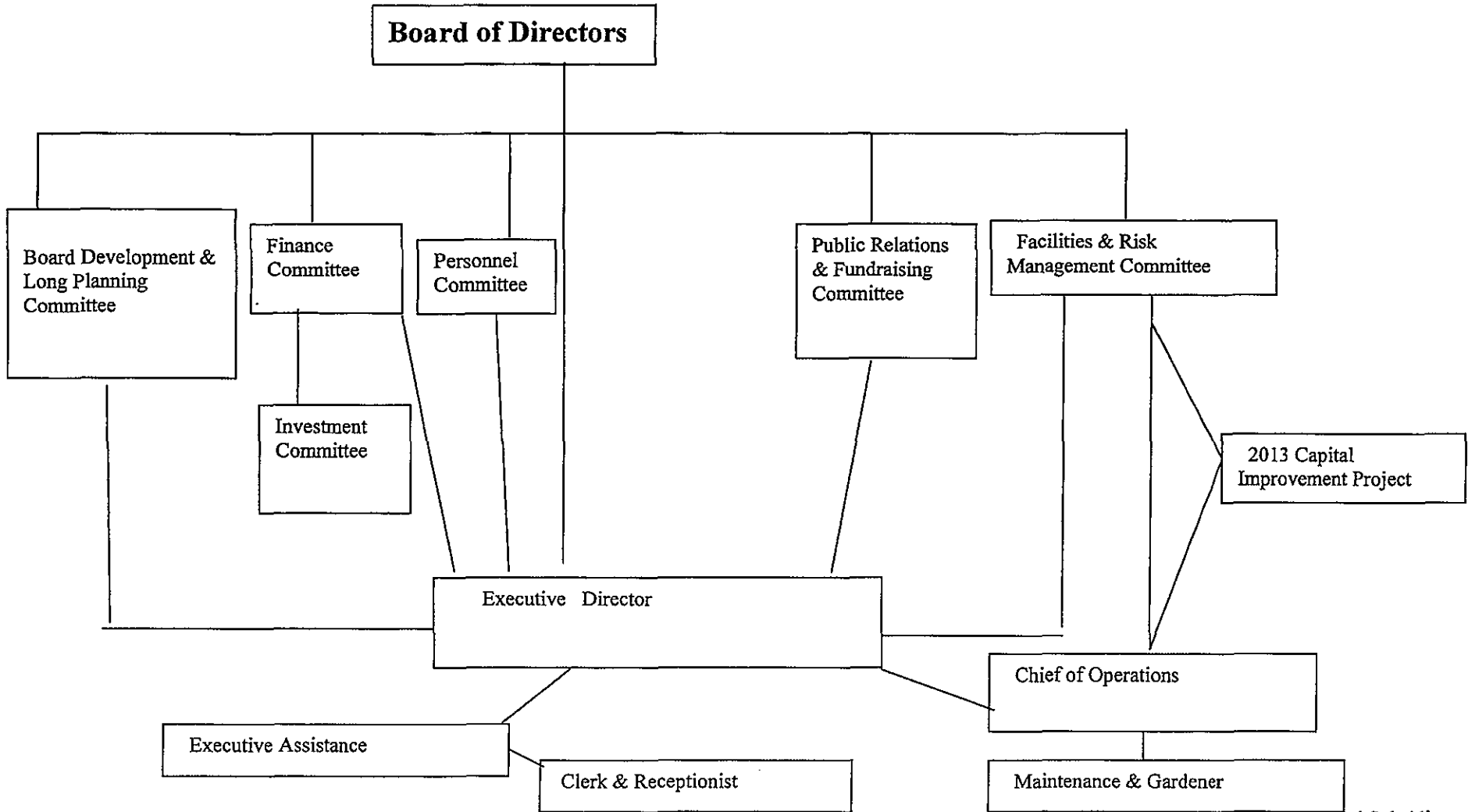
Velma Becraft has been the chief of operations for Cameron Center since April 2005. In addition to managing the daily operations of building maintenance and facility repairs, Ms. Becraft is responsible for overseeing maintenance service contracts, ensuring compliance with all applicable building and/or funding requirements and performing the duties of safety officer. She has been actively involved in assisting the Facilities and Risk Management Committee with the development and implementation of preventive maintenance plans, procedures and policies, and is the lead contact to coordinate work schedules, handle trouble calls and assist outside contractors with large-scale projects, such as the Cameron Center Rehabilitation and Improvement Project. As Chief of Operations, Ms. Becraft will be

responsible for the management and coordination of the capital improvement project.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

**J. Walter Cameron Center Organizational Chart
December 20, 2012**



VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. **The J. Walter Cameron Center, Inc. is neither a defendant nor a plaintiff in any pending litigation and has no outstanding judgments.**

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

J. Walter Cameron Center, Inc.
(Typed Name of Individual or Organization)



César Gaxiola
(Typed Name)

1/15/2013
(Date)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

App J WALTER CAMERON CENTER, INC.

BUDGET CATEGORIES	Total State Funds Requested (a)	FEDERAL (b)	COUNTY OF MAUI (c)	PRIVATE (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	4,000,000	753,000	603,000	2,025,000
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	4,000,000	Paul Janes-Brown 808-572-8000		
(b)	753,000	Name (Please type or print) Phone		
(c)	603,000	[Redacted Signature] 1/15/2013		
(d)	2,025,000	Signature of Authorized Official Date		
TOTAL BUDGET	7,381,000	César Gaxiola, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: J. Walter Cameron Center, Inc.

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: J. WALTER CAMERON CENTER,

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2011-2012	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	50000	50000	50000			
LAND ACQUISITION						
DESIGN	100000	100000	170000			
CONSTRUCTION	1300000	1170426	3780000			
EQUIPMENT						
TOTAL:	1450000	1320426	4,000,000			
JUSTIFICATION/COMMENT Please see narrative. These are the usual customary costs to do a project of this size and scope. Included as attachment are contractor estimates for the work. We have submitted a detailed budget for the project as attachment						

I. WALTER CAMERON CENTER, INC.
THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

TABLE OF ATTACHMENTS

- Attachment A - IRS DETERMINATION LETTER
STATE TAX CERTIFICATION**
- Attachment B - DETAILED PROJECT BREAKDOWN WITH TOTAL COSTS**
- Attachment C - COST ESTIMATES FROM CONTRACTORS**
- Attachment D- VERIFIABLE LIST OF COMPLETED PROJECTS TO DATE**
- Attachment E - STAFF RESUMES & JOB DESCRIPTIONS**
- Attachment F- LIST OF BOARD OF DIRECTORS AND OFFICERS**

**Attachment A -
IRS DETERMINATION LETTER
STATE TAX CERTIFICATION**

US Treasury Department

District Director
Internal Revenue ServiceDate:
August 22, 1969In reply refer to:
L-178, Code 414

HH-EO-69-60

J. Walter Cameron Center
P.O. Box 45
Wailuku, Hawaii 96793

Purpose: Charitable
Address Inquiries and File Returns with District
Director of Internal Revenue: Honolulu, Hawaii
Form 990-A Required: Yes No
Accounting Period Ending: December 31

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

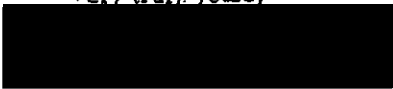
You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,


Evan S. Lloyd
District Director



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: J. WALTER CAMERON CENTER

DBA/Trade Name: J. Walter Cameron Center

Issue Date: 12/12/2012

Status: Compliant

Hawaii Tax#: 4039894001
FEIN/SSN#: XX-XXX0273
UI#: No record
DCCA FILE#: 15639

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Continue

Status Legend:

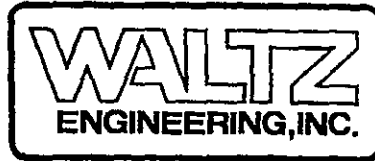
Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval

Not Compliant The entity is not in compliance with the requirement and should contact the issuing agency for more information

**Attachment B – DETAILED PROJECT
BREAKDOWN WITH TOTAL COSTS**

DESCRIPTION OF WORK	VALUE
Air Conditioning	545,000
Acoustical Tile	95,000
Building Insulation	20,000
Cabinets	34,000
Ceiling	159,000
Ceramic Tile	65,000
Carpet/Vynil Composition Tile	122,000
Drainage covers	6,000
Dividers-Meeting Rooms	45,000
Demolition/Carpentry	85,000
Doors	65,000
Electrical	405,000
Exterior Insulation & Finish System	151,000
General Requirements	79,000
Gypsum Board	64,000
Hardware	225,000
Irrigation Systems & Pumps	35,000
Metal Framing	55,000
Painting	268,000
Parking Light	90,000
Plumbing	296,000
Paving	140,000
Spalling	25,000
Signs	10,000
Windows	916,000
TOTAL	4,000,000

**Attachment C - COST ESTIMATES
FROM CONTRACTORS**



500 ALA KAWA STREET #119 HONOLULU, HI 96817
PHONE: (808) 842-7955 FAX: (808) 842-3985
E-Mail = mrigdon@waltzengineering.com

A Woman Owned & Operated Small Business

Transmitted by Email

TO: Cesar Gaxiola EMAIL: cesar@jwcameroncenter.org
COMPANY: J. Walter Cameron Center PH: (808) 244-5546
FROM: Matt Rigdon PROPOSAL # 12-4097
DATE: January 20, 2012 NO. OF PAGES: 2

PROJECT: Operable Partition Replacement

IF YOU DO NOT RECEIVE ALL PAGES INDICATED PLEASE CALL (808) 842-7955 Ext 221
We propose the following work:

Demo

Remove three (3) existing partitions and tracks.
Dispose all removed material and have it hauled away.

Repair

Repair and replace damaged areas of existing soffit to be above new track system.

Furnish & Install

Three (3) Hufcor Model 632 Operable Partitions
STC rating of 49, per ASTM E-90

The 49 STC is described as "Shouting Barely Audible"

Paired Panel Configuration

Dimension of openings:

- 18'-11" x 8'-0"
- 5-panel system (each wall includes 2-paired panels and one single hung lever closure panel)

Trimmed Panel Faces

Fixed top seals and bottom retractable floor seals

All panels to be finished with Hufcor Factory Vinyl "Highland" Fabric on tackable substrate

Type 40 Clear Anodized Aluminum Track

- Track to be suspended by suspension brackets and anchored to concrete beam above.

Total Price Furnished and Installed: \$ 37,557.00

Price includes standard shipping and taxes.

Notes:

- 1. 50% Deposit Due on acceptance of proposal and net on completion of installation.**
- 2. Payment Terms: Net 15 days.**
- 3. We exclude filling, staining, painting.**
- 4. Price valid for 30 days.**
- 5. If jobsite is delayed for receiving equipment, any offsite storage at Owner's expense.**
- 6. Waltz Engineering, Inc is signatory to the Hawaii Carpenters Union.**
- 7. Contractors License BC-14014.**
- 8. Waltz Engineering is a woman-owned & operated small business.**

We look forward to working with you on this project.

Thanks,

**Matt Rigdon
Waltz Engineering, Inc.**



*Renovation for the J. Walter Cameron Center
A - Parking Lot Renovation
95 Mahalani Street, Wailuku, Hawaii
2/6/12*

<u>Architectural Services</u>	<u>Total Contract</u>	<u>Current Billing</u>	<u>Previous Total Billing</u>	<u>Total Billing to Date</u>	<u>Paid to Date</u>	<u>Balance Due</u>
Retainer - \$500						
Schematic Design - 20%	\$1,100	\$0.00	\$1,100.00	\$1,100.00		
Design Development - 0%	\$0	\$0.00	\$0.00	\$0.00		
Construction Documents - 65%	\$3,575	\$0.00	\$3,575.00	\$3,575.00		
Bidding/Permitting - 5%	\$275	\$0.00	\$275.00	\$275.00		
Construction Administration - 10%	\$550	\$275.00	\$275.00	\$550.00		
Additional Service - T&M		\$1,400.00	\$0.00	\$1,400.00		
<hr/>						
ARCHITECTURAL SERVICES - 100%	\$5,500	\$1,675.00	\$5,225.00	\$6,900.00		
REIMBURSABLE EXPENSE		\$0.00	\$0.00	\$0.00		
STATE TAX AT 4.166%		\$69.78	\$217.66	\$287.44		
<hr/>						
GRAND TOTAL		\$1,744.78	\$5,442.66	\$7,187.44	\$5,442.66	\$1,744.78

Current Reimbursable Expense Summary:

Payment Summary:

AIA Contract	\$0.00
Blueprinting	\$0.00
Postage	\$0.00
Long Distance Phone Charges	\$0.00
Total	<u>\$0.00</u>

Retainer *	\$500.00	5th Payment	\$72.91
2nd Payment	\$3,007.27	6th Payment	
3rd Payment	\$930.98	7th Payment	
4th Payment	\$931.50	8th Payment	
Total		Total	<u>\$5,442.66</u>

* Retainer applied.

Please make check payable to: Nishikawa Architects, Inc., 2145 Wells Street, Suite 301, Wailuku, HI 96793

Payments not received by due date are subject to a 1% late Fee.

Due After 2/29/12 \$1,762.23

Thank you for the opportunity to be of service to you!



*Renovation for the J. Walter Cameron Center
B - American Cancer Society Renovation
95 Mahalani Street, Wailuku, Hawaii
2/6/12*

<u>Architectural Services</u>	<u>Total Contract</u>	<u>Current Billing</u>	<u>Previous Total Billing</u>	<u>Total Billing to Date</u>	<u>Paid to Date</u>	<u>Balance Due</u>
Retainer - \$1450						
Schematic Design - 20%	\$2,900	\$0.00	\$2,900.00	\$2,900.00		
Design Development - 0%	\$0	\$0.00	\$0.00	\$0.00		
Construction Documents - 65%	\$9,425	\$0.00	\$9,425.00	\$9,425.00		
Bidding/Permitting - 5%	\$725	\$0.00	\$725.00	\$725.00		
Construction Administration - 10%	\$1,450	\$800.00	\$650.00	\$1,450.00		
Additional Service - T&M		\$1,750.00	\$0.00	\$1,750.00		
ARCHITECTURAL SERVICES - 100%	\$14,500	\$2,550.00	\$13,700.00	\$16,250.00		
REIMBURSABLE EXPENSE		\$0.00	\$608.59	\$608.59		
STATE TAX AT 4.166%		\$106.23	\$596.10	\$702.33		
GRAND TOTAL		\$2,656.23	\$14,904.69	\$17,560.92	\$14,904.69	\$2,656.23

Current Reimbursable Expense Summary:

Payment Summary:

AIA Contract	\$0.00	Retainer *	\$1,450.00	5th Payment	\$6.70
Blueprinting	\$0.00	2nd Payment	\$7,990.00	6th Payment	\$0.00
Postage	\$0.00	3rd Payment	\$2,616.91	7th Payment	\$0.00
Long Distance Phone Charges	\$0.00	4th Payment	\$2,841.08	8th Payment	\$0.00
Total	\$0.00			Total	\$14,904.69

* Retainer applied.

Please make check payable to: Nishikawa Architects, Inc., 2145 Wells Street, Suite 301, Wailuku, HI 96793

Payments not received by due date are subject to a 1% late Fee.

Due After 2/29/12 \$2,682.79

Thank you for the opportunity to be of service to you!



*Renovation for the J. Walter Cameron Center
C - Restroom, Kitchen, Roof Renovation
95 Mahalani Street, Wailuku, Hawaii
2/6/12*

<u>Architectural Services</u>	<u>Total Contract</u>	<u>Current Billing</u>	<u>Previous Total Billing</u>	<u>Total Billing to Date</u>	<u>Paid to Date</u>	<u>Balance Due</u>
Retainer - \$1230						
Schematic Design - 20%	\$2,460	\$0.00	\$2,460.00	\$2,460.00		
Design Development - 0%	\$0	\$0.00	\$0.00	\$0.00		
Construction Documents - 65%	\$7,995	\$0.00	\$7,995.00	\$7,995.00		
Bidding/Permitting - 5%	\$615	\$0.00	\$615.00	\$615.00		
Construction Administration - 10%	\$1,230	\$615.00	\$615.00	\$1,230.00		
Additional Service - T&M		\$1,400.00	\$0.00	\$1,400.00		
ARCHITECTURAL SERVICES - 100%	\$12,300	\$2,015.00	\$11,685.00	\$13,700.00		
REIMBURSABLE EXPENSE		\$0.00	\$120.00	\$120.00		
STATE TAX AT 4.166%		\$83.94	\$491.80	\$575.74		
GRAND TOTAL		\$2,098.94	\$12,296.80	\$14,395.74	\$12,296.80	\$2,098.94

Current Reimbursable Expense Summary:

Payment Summary:

AIA Contracts	\$0.00	Retainer *	\$1,230.00	5th Payment	\$51.24
Blueprinting	\$0.00	2nd Payment	\$6,727.04	6th Payment	\$0.00
Postage	\$0.00	3rd Payment	\$2,081.24	7th Payment	\$0.00
Long Distance Phone Charges	\$0.00	4th Payment	\$2,207.28	8th Payment	\$0.00
Total	\$0.00			Total	\$12,296.80

* Retainer applied.

Please make check payable to: Nishikawa Architects, Inc., 2145 Wells Street, Suite 301, Wailuku, HI 96793

Payments not received by due date are subject to a 1% late Fee.

Due After 2/29/12 \$2,119.93

Thank you for the opportunity to be of service to you!

JECO AIR CONDITIONING, INC.

P.O. BOX 1272
WAILUKU, HI 96793
(808) 244-0161 FAX (808) 244-0216
LICENSE #C-11672

PROPOSAL SUBMITTED TO CAMERON CENTER ATTN: VELMA BECRAFT
PHONE
DATE 10/26/12
STREET
JOB NAME
CITY, STATE and ZIP CODE
JOB LOCATION
ARCHITECT
DATE OF PLANS
JOB PHONE

We hereby submit specifications and estimates for:

FURNISH LABOR AND MATERIAL TO DISCONNECT PIPING AND ELECTRICAL TO REMOVE 4 CHILLED WATER FAN COIL UNITS AND DISPOSE OF THEM. UNITS 7 - 9 - 10 - 11.
FURNISH AND INSTALL 4 NEW CHILLED WATER FAN COIL UNITS. RECONNECT PIPING AND PUT IN OPERATION.

PRICE.....\$36,957.00

WORK TO BE ACCOMPLISHED DURING OUR REGULAR WORKING HOURS, M - F, 7 AM - 3:30 PM.

SATURDAY WORK @ TIME AND A HALF, SUNDAY WORK @ DOUBLE TIME.

EXCLUDES: CHANGING CONTROLS TO DIGITAL, CHANGING ANY NON PERFORMING PIPING CONTROLS, VALVES, ETC. DRYWALL REMOVAL AND REINSTALLING. PAINTING. ACCESS DOORS. PLATFORM FOR SERVICE PERSONNEL TO STAND ON. FACE AND BYPASS DAMPERS. OVERTIME. ELECTRICAL.

* A SIGNED FAX CONSTITUTES A LEGAL CONTRACT. MAHALO!

* ALL MATERIALS REMAIN THE PROPERTY OF JECO AIR CONDITIONING, INC. UNTIL FINAL PAYMENT IS RECEIVED.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

THIRTY SIX THOUSAND NINE HUNDRED FIFTY SEVEN AND NO/100- dollars (\$ 36,957.00).

Payment to be made as follows:

UPON COMPLETION OF OUR WORK.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

JERRY COOK

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance: 10/29/2012

Signature

Proposal

Page No. _____

of _____

Pages _____

JECO AIR CONDITIONING, INC.

P.O. BOX 1272
 WAILUKU, HI 96793
 (808) 244-0161 FAX (808) 244-0216
 LICENSE #C-11672

PROPOSAL SUBMITTED TO CAMERON CENTER ATTN: VELMA BECRAFT		PHONE	DATE 10/26/12
STREET		JOB NAME	
CITY, STATE and ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

FURNISH AND INSTALL 4 STAINLESS STEEL CONDENSATE PANS, CONNECT TO EXISTING DRAIN LINES.

PRICE.....\$4,978.00

FURNISH AND INSTALL 4 - UV LIGHTS, 4 REMOTE THERMOSTAT SENSORS, 4 THERMOSTAT WITH COVERS AND 4 115 VOLT RECEPTORS FOR UV LIGHTS. RELOCATE THERMOSTATS. (WIRING BY OTHERS.)

PRICE.....\$3,818.00 ✓

REPLACE CANVAS CONNECTORS AND DUCT TRANSITIONS.

PRICE.....\$2,413.00

REMOVE GRILLES AND INSTALL NEW ONES.

PRICE.....\$4,869.00

CLEAN DUCTWORK AND CLEAN GRILLES.

PRICE.....\$3,700.00 ✓

SPRAY INSIDE INSULATION WITH FUNGICIDE COATING TO SEAL INSULATION.

PRICE.....\$2,140.00

TOTAL.....\$21,918.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

-----AS QUOTED ABOVE----- dollars (\$ AS QUOTED.).

Payment to be made as follows:

UPON COMPLETION OF OUR WORK. A SIGNED FAX CONSTITUTES A LEGAL CONTRACT. ALL MATERIALS

REMAIN THE PROPERTY OF JECO AIR CONDITIONING, INC. UNTIL FINAL PAYMENT IS RECEIVED.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurances. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

JERRY COOK

(Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



Nishikawa Architects, Inc.

J Walter Cameron Center

Therapy Pool Estimate

10/24/12

Description	Quantity Unit	Unit Cost	Subtotal
Changing Room Construction	240 sf	\$ 400.00 \$	96,000.00
Pool Deck Tile Material & Installation	650 sf	\$ 30.00 \$	19,500.00
Drainage Repairs	1 LS	\$ 10,000.00 \$	10,000.00
Supervision / Profit & Overhead	1 LS	\$ 25,100.00 \$	25,100.00
Architectural / Engineering Fee	1 LS	\$ 22,590.00 \$	22,590.00
		TOTAL	\$ 173,190.00

*Proposed Preliminary Budget Estimate subject to change upon materials and subcontractor quotes.
Preliminary budget estimate is to be used as a guide for grant requests only.*



Nishikawa Architects, Inc.

J Walter Camren Center

Window Retrofit Estimate

10/24/12

Window	Quantity	Unit	Size	Unit	Unit Cost	Labor	Subtotal
M-101, 102, 103	3	ea	80	sf	\$ 30.00	\$ 70.00	\$ 24,000.00
M-104, 105	2	ea	24	sf	\$ 30.00	\$ 70.00	\$ 4,800.00
M-106, 107	2	ea	24	sf	\$ 30.00	\$ 70.00	\$ 4,800.00
M-108	1	ea	112	sf	\$ 30.00	\$ 70.00	\$ 11,200.00
M-109	1	ea	96	sf	\$ 30.00	\$ 70.00	\$ 9,600.00
M-110	1	ea	128	sf	\$ 30.00	\$ 70.00	\$ 12,800.00
M-111	1	ea	96	sf	\$ 30.00	\$ 70.00	\$ 9,600.00
M-112	1	ea	44	sf	\$ 30.00	\$ 70.00	\$ 4,400.00
M-113, 114, 115	3	ea	128	sf	\$ 30.00	\$ 70.00	\$ 38,400.00
M-116	1	ea	24	sf	\$ 30.00	\$ 70.00	\$ 2,400.00
M-117	1	ea	128	sf	\$ 30.00	\$ 70.00	\$ 12,800.00
M-118	1	ea	9	sf	\$ 30.00	\$ 70.00	\$ 900.00
M-119	1	ea	48	sf	\$ 30.00	\$ 70.00	\$ 4,800.00
M-120	1	ea	96	sf	\$ 30.00	\$ 70.00	\$ 9,600.00
M-121	1	ea	128	sf	\$ 30.00	\$ 70.00	\$ 12,800.00
M-122	1	ea	24	sf	\$ 30.00	\$ 70.00	\$ 2,400.00
M-124, 125	2	ea	48	sf	\$ 30.00	\$ 70.00	\$ 9,600.00
M-126	1	ea	49	sf	\$ 30.00	\$ 70.00	\$ 4,900.00
M-127	1	ea	70	sf	\$ 30.00	\$ 70.00	\$ 7,000.00
M-128	1	ea	35	sf	\$ 30.00	\$ 70.00	\$ 3,500.00
M-129	1	ea	49	sf	\$ 30.00	\$ 70.00	\$ 4,900.00
M-130	1	ea	24	sf	\$ 30.00	\$ 70.00	\$ 2,400.00
M-123	1	ea	16	sf	\$ 30.00	\$ 70.00	\$ 1,600.00
R-101	1	ea	80	sf	\$ 30.00	\$ 70.00	\$ 8,000.00
V-1	1	ea	180	sf	\$ 30.00	\$ 70.00	\$ 18,000.00
V-101	1	ea	40	sf	\$ 30.00	\$ 70.00	\$ 4,000.00
V-102	1	ea	40	sf	\$ 30.00	\$ 70.00	\$ 4,000.00
V-103, 104, 004	3	ea	160	sf	\$ 30.00	\$ 70.00	\$ 48,000.00
V-105	1	ea	200	sf	\$ 30.00	\$ 70.00	\$ 20,000.00
V-106, 006	2	ea	232	sf	\$ 30.00	\$ 70.00	\$ 46,400.00
V-107, 007	2	ea	160	sf	\$ 30.00	\$ 70.00	\$ 32,000.00
V-108	1	ea	80	sf	\$ 30.00	\$ 70.00	\$ 8,000.00
V-109	1	ea	24	sf	\$ 30.00	\$ 70.00	\$ 2,400.00
V-110	1	ea	40	sf	\$ 30.00	\$ 70.00	\$ 4,000.00

*Proposed Preliminary Budget Estimate subject to change upon materials and subcontractor quotes.
Preliminary budget estimate is to be used as a guide for grant requests only.*



Nishikawa Architects, Inc.

J Walter Camren Center

Window Retrofit Estimate

10/24/12

V-111	1 ea	120 sf	\$ 30.00	\$ 70.00	\$ 12,000.00
V-112	1 ea	15 sf	\$ 30.00	\$ 70.00	\$ 1,500.00
V-113	1 ea	190 sf	\$ 30.00	\$ 70.00	\$ 19,000.00
V-114, 115	2 ea	100 sf	\$ 30.00	\$ 70.00	\$ 20,000.00
V-116	1 ea	24 sf	\$ 30.00	\$ 70.00	\$ 2,400.00
V-201	1 ea	9 sf	\$ 30.00	\$ 70.00	\$ 900.00
C-101, 102, 103	3 ea	104 sf	\$ 30.00	\$ 70.00	\$ 31,200.00
C-104	1 ea	128 sf	\$ 30.00	\$ 70.00	\$ 12,800.00
C-105, 106, 107, 108	4 ea	104 sf	\$ 30.00	\$ 70.00	\$ 41,600.00
C-109	1 ea	21 sf	\$ 30.00	\$ 70.00	\$ 2,100.00
N-101, 102	2 ea	24 sf	\$ 30.00	\$ 70.00	\$ 4,800.00
N-103	1 ea	64 sf	\$ 30.00	\$ 70.00	\$ 6,400.00
N-104	1 ea	48 sf	\$ 30.00	\$ 70.00	\$ 4,800.00
N-105	1 ea	104 sf	\$ 30.00	\$ 70.00	\$ 10,400.00
N-106	1 ea	64 sf	\$ 30.00	\$ 70.00	\$ 6,400.00
N-107, 108	2 ea	9 sf	\$ 30.00	\$ 70.00	\$ 1,800.00
201, 201, 203, 204	4 ea	286 sf	\$ 30.00	\$ 70.00	\$ 114,400.00
205, 206	2 ea	42 sf	\$ 30.00	\$ 70.00	\$ 8,400.00
207, 208	2 ea	48 sf	\$ 30.00	\$ 70.00	\$ 9,600.00

SUB-TOTAL \$ 704,500.00

Supervision / Profit & Overhead \$ 140,900.00

Architectural / Engineering Fee \$ 70,450.00

TOTAL \$ 915,850.00

*Proposed Preliminary Budget Estimate subject to change upon materials and subcontractor quotes.
Preliminary budget estimate is to be used as a guide for grant requests only.*

**Attachment D- VERIFIABLE LIST OF
COMPLETED PROJECTS TO DATE**

JWCC Listing of Contracts & Projects

DATE	SIGNATORIES	WORK	AMOUNT
2009	JWCC-Energy Industries	Purchase and installation of 125 ton Smardturbo cord AC Chiller	250,000
2009	JWCC-GREENPATH	Installation of 100 KW (486 panels) and 15.3 KW (66 panels) Photovoltaic systems.	1.2 Million
2010	JWCC-ARISUMI BROTHERS	BUILDING #6 (4 Restrooms, kitchen, ceiling, plumbing, electrical, drywall & tile improvements).	252,976
2011	JWCC-ARITA POULSON	BUILDING #4 (Kitchen & grease trap, 2 restrooms, tile, ceiling, 2 air handler units and 37 double pane glass windows.	358,300
2012	JWCC-ARISUMI BROTHERS	Paving of lower parking lot, hydro-coating roof for buildings #1, 3, & 6. Work on 4 restrooms, 1 kitchen and replacing 14 double pane glass windows.	709,149.51

**Attachment E -
STAFF RESUMES &
JOB DESCRIPTIONS**

Resume: César E. Gaxiola Address: 189 Kamahao Circle Wailuku, Hawaii 96793
Home (808) 244-1309 Cellular (808) 633-6838 E-mail: cesar@jwcameroncenter.org

Objective: To secure the Executive Director position with Maui Economic Opportunity, Inc., and carry out its mission, as well to continue learning and gaining valuable experience and by bringing an added level of professionalism through the contribution of my skills, positive attitude and intuition.

PROFESSIONAL SKILLS AND ABILITIES

Management and Supervisory:

- Oversees operations and property management.
- Planned, coordinated and organized community festivals.
- Recruited and implemented 12 Federal, State and County grants.
- Performed all aspects of operating a small business as a sole proprietor.
- Coordinated and supervised the implementation of assigned departments.
- Agency wide gathering and submission of quarterly reports to board members and funders.
- Cooperated in the planning, development and opening of new social and economical programs.
- Responsible for interviewing, hiring & training new employees for different programs and projects.
- Coordinated the funding and installation of a Power Purchase Agreement 100 KW PV System.
- Supervised 50 general employees and coordinated the men's dormitory for over 130 field workers.
- Served as liaison with the Pineapple Corporations (Dole, Maui Pineapple Co & Del Monte).

Office and Technical:

- Operate IBM computers and knowledgeable of programs such as: Microsoft Word, GroupWise, PowerPoint, Excel and the Internet.
- Certified with a Commercial Drivers License Class B.

Community Affiliations:

- | | |
|--|--------------------|
| • Maui Nonprofit Directors Association-Vice President | DEC 2012-Present |
| • Maui County Persons with Disability Commission-Chair | APRIL 2012-Present |
| • Na Hale O Maui Board-President | MAR 2009-Present |
| • Maui High School Community Council-President | AUG 2009-OCT 2012 |
| • Member of MECO's Integrated Resource Planning Group | OCT 2004-OCT 2008 |
| • Member of the Maui Long Term Care Partnership | OCT 2004-OCT 2007 |
| • Member of the Maui Homeless Alliance | JUNE 2004-OCT 2006 |
| • Member of the Kahului Rotary Club | JUNE 2002-DEC 2008 |
| • District 5000 Rotary Grants Coordinator for Maui | JULY 2005-DEC 2008 |
| • Board of Directors member for Hina Mauka | JUNE 2000-JAN 2005 |
| • President of the Maui Chapter League of United Latin American Citizens | APR 2001-JUNE 2005 |
| • Member of the National Council of La Raza (NCLR) | AUG 1999-DEC 2005 |
| • Board member for Legal Aid Society of Hawaii | JAN 1996-JUNE 1997 |
| • Representative for the Mexican Consulate | OCT 1996-OCT 1999 |

Awards:

- | | |
|---|-----------|
| • Received MEO's First Annual César Chavez Award | MAR 2005 |
| • Received the Maui Chamber of Commerce Aloha Award | JUNE 2001 |

Education:

- UH-MC Nonprofit Management Certificate Class OCT 2010-MAY 2011
- UH-MC Ka Ipu Kukui Fellows Class JULY 2007
- Maui Community College Courses 2000-2002
- Maui Community School for Adults GED Diploma JAN 1996-JUN 1996
- School of Computer Science, La Paz, Baja California, Mexico JAN 1987-NOV 1987

Work History:

Executive Director	J. Walter Cameron Center	OCT 2006-Present
Operations Director	Maui Economic Opportunity, Inc.	MAR 2006-OCT 2006
Community Programs Director	Maui Economic Opportunity, Inc.	JUNE 2004-MAR 2006
Program Manager	Maui Economic Opportunity, Inc.	JUNE 2002-May 2004
Project Coordinator	Maui Economic Opportunity, Inc.	APR 1999-MAY 2002
Case Manager	Maui Economic Opportunity, Inc.	DEC 1995-MAR 1999
Spanish Translator	Maui Economic Opportunity, Inc.	SEPT1995-DEC 1995
Delivery Truck Driver	VIP Foodservice	JUN 1994-DEC 1995
Dorm Coordinator	Maui Land & Pineapple Company	JAN 1992-JUN 1994
Supervisor & Truck Driver	Maui Land & Pineapple Company	DEC 1990-DEC 1991
Supervisor & Pineapple Picker	Wailuku Agribusiness Company	MAY 1990-OCT 1990

REFERENCES UPON REQUEST



Velma U. Beery
1913 Kitchik Highway
Waihe'e-Wailuku, Maui, Hawaii 96793

EMPLOYMENT

J. Walter Cameron Center
Chief of Operations

(04/2005-Present)
95 Mahalani Street
Wailuku, Hawai'i 96793

- Manage daily operations of building maintenance & repairs of facilities.
- Establish and oversee maintenance service contracts and compliance: e.g. air conditioning, electric, plumbing, pest control, janitorial, landscaping, burglary/fire alarm, locksmith, etc.
- Perform all duties essential to the Safety Officer.
- Supervise daily activities of the maintenance staff.
- Assist the Facilities & Risk Management Committee with developing and implementing preventive maintenance plan, procedures and policies.
- Conducts routine maintenance inspections of the Center's facilities.
- Coordinates work schedules, trouble calls and assists contractors with large-scale projects.

Hui No Ke Ola Pono
Women's Health Program Coordinator

(02/2000-01/2005)
95 Mahalani Street
Wailuku, Hawai'i 96793

- Maintained, coordinated and performed all aspects of healthcare operations for a clientele base of 500+ women and newly diagnosed cancer patients in Maui County, in accordance to State of Hawaii Department of Health and Atlanta, Georgia's Centers of Disease Control medical algorithms, policies and procedures.
- Scheduled pap and mammogram screenings, follow-up appointments, surgical consultations, and cancer treatments to qualified insured and uninsured clients. Tracked all screening, cytology and pathology reports to ensure integrity and need for expedient healthcare treatment through case management.
- Provided presentations of breast and cervical cancer education, support and resource to community-based organizations, various cultural organizations, and religious groups.
- Performed general office duties: e.g. accounts payables/receivables, maintained medical charts, conducted employee evaluations, coordinated payroll time sheets and work schedules. Provided monthly reports, narrative reports and other reports as required by health promotional activities and grant outcomes/asures to Executive Director and Board of Directors for review.

TCI of Hawai'i, Inc.
MIS/Addressable Tech, Sales & Audit Coordinator

(02/1991-8/1998)
350 Ho'ohana Street
Kahului, Hawai'i 96732

- Managed and maintained hard and software programs for 28 computer/3 driver database equipment on a 3 cycle billing system in Maui County, Hawai'i Kai-O'ahu, and Ka'u-Hawai'i. Implemented systems' statewide billing conversions and services upgrades.
- Performed human resource duties, maintained payroll sales commissions, incentives, monthly service & product training to salesmen, auditors and quality assurance techs. Provided daily customer service support with emphasis to irate customers to ensure resolution for long-term revenue.
- Performed monthly concentrated high security pay-per-view channel programming data entry via satellite conversion and digital download.
- Provided sales productivity reports, geo-code reports and newly released subdivision project reports to Executive Directors, Sales Director and Auditor.

ABRE Xpress, Inc.
Chief of Operations

(07/1989-02/1991)
Old Airport / Cargo
Hilo, Hawai'i 96720



Velma U. Beeroff
1913 Kāhala Highway
Waie'a-Waikuku, Maui, Hawai'i 96793

- Managed all aspects of cargo loading and unloading of aircraft to include calibrating and weight/balance of DC-8 cargo aircraft ensure safety of aircraft departure and landing.
- Routed and tracked all shipments; to include processing damaged and or missing freight claims.
- Coordinated weekly inspection of local produce shipments with the State of Hawaii, Department of Agriculture.
- Inspected all parcel shipments received to ensure Hazmat compliance. Received and distributed parcels and containers by using light/heavy equipment forklifts and on-ramp cargo K-loader.
- Supervised and trained 15 employees in office and warehouse functions of cargo operations.
- Performed all accounts payables/receivables and human resource functions to include employee benefits and evaluations.
- Commissioned new sales contracts and secured existing contracts with local produce farmers, larger flower farms and selected community agencies.

EDUCATION/TRAINING

- University of Hawaii at Hilo (Ex: 09/1988-05/1989)
Hilo, Hawai'i 96720
- Certificate of Completion of 2 month German language course. (Ex: 01/1984-03/1984)
- US Army, Transportation Operator School (Ex: 10/1983-12/1983)
Fort Dix, New Jersey
Certified Operator: finished 2nd in Brigade of tractor/trailer operations, maneuvering and combat lights/blackout tactical movement; earning a General's commendation to serve at Berlin Brigade-West Berlin, East Germany.
- US Army, Basic Training (Ex: 08/1983-10/1983)
Fort Dix, New Jersey
Awarded Expert Marksman: finished 1st in Platoon, Company and Brigade with highest marks: earning sharpshooter's medal, certificate and 2 week introductory to advanced sharpshooter's training at Fort Bragg, North Carolina.

SKILLS

- Type 95-130 wpm, 10-key by touch
- Knowledge of Word Perfect, Microsoft Works 2007 (excel, word, access, outlook, etc.), PowerPoint & PDF programs.

J. WALTER CAMERON CENTER EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Center may be named for one man" but that man represented a concept that included caring for everyone in the entire community, from children to adults, whether they are ill, disabled, seeking relief or recovery. It was in the late '50s when J. Walter Cameron" a successful businessman with a big heart dream of building a large facility that would house many different public and private agencies. It was a unique concept, not only to Hawaii, but to the Mainland as well. Under one roof old-fashioned community care would be provided as it was done traditionally in the plantation camps during the late 40s and early '50s.

The mission of the J. Walter Cameron Center: to assist people with special needs by providing a home for Maui's social service agencies.

- Providing the vision and enterprise to assess evolving needs of the community in these areas.
- Incorporating progressive methods for responding to current and future demands.

THE CAMPUS: Today the J. Walter Cameron Center occupies 8.2 acres of land in Wailuku" Maui at 95 Mahalani Street. Buildings occupy 48,000 square feet of floor area and include 15 public and private social service organizations calling Cameron Center home. Over 200 clients are cared for daily at the facility with more than 250 community groups, ethnic clubs, government agencies, nonprofit organizations and private businesses using the Center's meeting rooms during the year.

POSITION SUMMARY & MAYOR RESPONSIBILITIES

-The Executive Director is directly responsible to the Board of Directors for carrying out and implementing policies established by the Board.

Specific responsibilities are:

-Manages the Cameron Center on a day-to-day basis in accordance with policies established by the Board of Directors.

-Plans, develop, coordinate and direct the overall activities of the Cameron Center including the fiscal management of all its resources.

-Performs liaison activities among the resident agencies. Interacts with other nonprofit organizations in the fields of health education and human services to assist in improving services, building's longer programs or combining efforts to meet community needs and reduce duplication of services.

-Responsible for routine physical maintenance by staff and fulfillment of maintenance contracts by outside firms; for positive communications with the community at large; for leadership and assistance in new program development as directed by the Board and for implementing the Board's directives relative to the development and expansion of the physical facilities.

-In cooperation with the Long Range Planning and Facilities and Maintenance Committees, identifies and prioritizes capital improvements and major repairs; recognizes emerging community needs to determine the appropriateness of creating new facilities that address those needs; and develops a maintenance plan to protect new facilities.

**J. WALTER CAMERON CENTER
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

-Responsible for identifying funding sources for expansion and, with Board approval, for pursuing funds necessary to carry out the Board's intent. Also responsible for meeting the reporting requirements of finding sources in a timely manner.

-Responsible for signing all notes, contracts, resolutions, and agreements approved by the Board of Directors.

-Acts as the chief spokesperson for the agency and directs a continuing public relations program for Center activities to promote the social and health needs of its clients and to help motivate community support.

-Responsible for public relations, including personal appearances before community groups and supplying public information to the media through news releases generated in-house or by the contract firm.

-Provides a tangible link to the community to assure feedback regard health and social needs and provides advocacy for JWCC clients.

Performs the following activities in consultation with appropriate Board committees:

- Hires, conduct orientation and supervise necessary staff.
- Conducts regular maintenance inspections of the physical complex.
- Develops and implements a plan for preventive maintenance. Contracts for maintenance service where needed from outside firms, supervises staff in routine maintenance and gardening and assures compliance with contacts

RELATIONSHIPS: Reports to: J. Walter Cameron Center Board of Directors and Manages Chief of Operations, Executive Assistant, Secretary and Receptionist and additional staff may need to be hired from time to time.

QUALTFICATIONS:

- A valid Hawaii driver's license is required.
- Knowledgeable of nonprofit industry professional who keeps up with new trends/techniques.
- Knowledgeable of grant and fundraising sources along with ability to coordinate application to such sources.
- Coordinates the preparation of budgets and fiscal reports and to analyzing such budgets and fiscal reports.

Style and Interpersonal Capabilities:

- Builds consensus among a divergent set of lessees and agencies, both internal and external. - Strong internal manager and consensus builder. Ability to work with individuals at all levels of an organization with respect, appreciation, and willingness to listen and learn.
- Effective internal and external communicator and a person that will act as a key spokes person in a highly visible aspect of JWCC' activities.

Job Description

Job Title: Chief of Operations
Reports To: Executive Director

Department: Facilities & Maintenance
Fair Labor Standard Act Status: Non-Exempt

Date: Nov 2010

Accepted by: _____

Supervisor: _____

SUMMARY: Manages the Cameron Center facilities on a day-to-day basis in accordance with policies established by the Board of Directors. Ensures proper maintenance and care is provided to all facilities (seven buildings, four parking lots and three court yards). Plans utilization of storage space and facilities are consistent with requirements of the JWCC Policies. Directs, coordinates and supervises special projects as assigned by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works with Resident Agencies Directors to facilitate and promote the JWCC's security system at all levels. Continually inspects sites and facilities to evaluate suitability for occupancy and to ensure safety at all times. Provides support with Special Events for JWCC'S, such as: Mercedes Benz, Bazaar and Special Fair. Oversees building maintenance ensuring that proper safety, and housekeeping and maintenance standards are met and maintained and all concerns are addressed in a timely manner. Assists the Facilities & Maintenance Committee to identifying and prioritize repairs to the JWCC Facilities'. Solicits proposals from service providers; reviews and recommends the awarding of contracts. Contracts outside vendors to perform special maintenance projects as needed. Orders, monitors and maintains the agency's key systems. Promotes and supports the agency's mission. Attendance regular (40 hours per week).

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform other duties as needed.

SUPERVISORY RESPONSIBILITIES:

Responsible for the overall direction, coordination, and evaluation of directly supervises the Maintenance Person and Gardener. Carries out supervisory responsibilities in accordance with the JWCC's organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated skills and abilities in management capacity relevant to nonprofit facilities operations. Working knowledge of management reporting, financial planning and reporting. Working knowledge of computer operation including desktop applications and data entry. Excellent interpersonal skills, which include, written, verbal and listening. Ability to work varied shifts, which may include nights, weekends and holidays. General knowledge of health and safety regulations. Ability to supervise, instruct and motivate others. Ability to provide training and work direction. Organized, detail and tasks oriented. Maintains a high level of confidentiality. Ability to travel off island on occasion.

J. Walter Cameron Center
...where Maui cares

EDUCATION and/or EXPERIENCE:

Bachelor's degree from an accredited four-year college or university and (3) three years working experience and/or training in a related field, or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to public groups, and the board of directors.

MATHEMATICAL SKILLS:

Ability to read and analyze financial and statistical reports. Ability to calculate figures and amounts such as percentages, and volume.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical information including, but not limited to: grant proposals, contracts, financial reports and policy and procedure manuals. Ability to deal with several abstract and concrete variables. Ability to defuse agitated clients and/or employees in stressful situations. Ability to interact and have compassion for persons with mental or physical disabilities. Ability to manage many projects at a given time. Ability to perform well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to an insured vehicle and a valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is: Frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. Occasionally required to reach with hands and arms. Most frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

FACILITIES & MAINTENANCE INCLUDES THE FOLLOWING:

Air Condition System, Auditorium & Classrooms, Custodial, Grounds, Parking Lots, Pest Control, Roof maintenance, Security & Fire Alarm and Intercom Systems, Sewer line maintenance, Storage and shop rooms, site water well and promotes safety overall.

**Attachment F- LIST OF BOARD OF
DIRECTORS AND OFFICERS**

**J.Walter Cameron Center, Inc.
Board of Directors**

Company

Councilmember

**Munekiyo & Hiraga
KEAN Properties
Attorney at Law
First Hawaiian Bank
Owner Veterinarian
A & B Properties
Kawahara CPA
Energy Consultant
Maui Oil
King Kamehameha Schools
Retired Health Administrative
Consultant**

**Gladys C.
Effie
Karlynn
Cindy
Paul
Leland
Alan
Hideo
Robert
Brian
Alec
Priscilla
Lois
Warren**

**Baisa
Cameron
Fukuda
Greenwell
Horikawa
Kahawai
Kaufman D.V.M., PRES.
Kawahara
Kawahara
Klaschka
McBarnet, Jr.
Mikell
Prey
Suzuki**