



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: THE 12 STEP OHANA CLUB OF KONA INC.

Issue Date: 01/10/2025

Status: Compliant

Hawaii Tax#: 11210521-60

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7884

UI#: No record

DCCA FILE#: 325897

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

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	A status determination has not yet been made
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

DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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 pursuant to Section 42F-103, Hawai'i 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 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 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.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F103, Hawai'i 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 is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F103, Hawai'i 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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

The 12 Step Ohana Club of Kona

Typed Name of Individual or Organization

(Signature)

(Date)

James H Hutzelman

President

(Typed Name)

(Title)

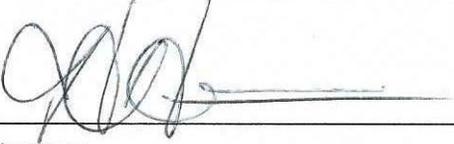
Statement of Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The 12 Step Ohana Club of Kona (12SOCK) shall use the grant for a public purpose pursuant to Section 42F-102. 12SOCK will fund the restoration and certification of the kitchen in its facility. The fully certified kitchen will support not only the 12SOCK in its operation of a safe and sober place for persons in recovery from addiction and compulsive behavior throughout the greater Kona area; it will be able to serve as a much-needed resource for a variety of organizations that promote the good of our community.

For the 12SOCK, the certified and fully operational kitchen will facilitate food preparation for meetings, events and informal social interaction between persons in recovery that are the core uses of its facility. Given the socio-economic strata of the majority of uses of the 12SOCK facility, the kitchen will help 12SOCK to provide low-cost sustenance as well as contribute to the quality and attractiveness and, by extension, the number of sober events that are hosted in the facility.

For a number of other local social support organizations, the kitchen will be made available in non-event times for low-cost use as a commissary, making it a vital community resource. Additionally, the kitchen will be available for rent at market rate by commercial entities, making it a source of revenue to 12SOCK that contributes to the organization's financial sustainability and capacity to expand its services and reach.



Signature

January 17, 2025
Date

James H Hutzelman
Printed Name

President
Title

II. 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. Please include the following:

- 1. A brief description of the applicant's background;**
- 2. The goals and objectives related to the request;**
- 3. The public purpose and need to be served;**
- 4. Describe the target population to be served; and**
- 5. Describe the geographic coverage.**

1. Brief description of the applicant's background:

The 12 Step Ohana Club was established in 2023 as a 501(c)3 Corporation dedicated to establishing a safe and welcoming environment for all recovering addicts, alcoholics, and their families . We have other recovery meetings for Ala non (codependents) , a Woman's Support Group, Cocaine Anonymous, and a couple of church services. The environment fostered is a place of aloha and support in drug and alcohol free meeting place. We have grown from 8-10 meetings a week in the 2023 to over 25 per week at the end of 2024. Our Mission Statement is :We are a place of Aloha and connection and recovery where all in our recovery ohana are safe and welcome.

Vision: A vibrant, inviting destination known to Kona's recovery community and our guests.

The Club is the only known drug and alcohol free facility that is not religious and open to all people regardless of age ,sexual orientation, race, religion , or lack of religion. It is the only facility of it's kind in West Hawaii from Kohala to Kau, including Waimea and Honokaa.

2. Goals and Objectives related to the request:

The Ohana Club in May of 2024 started a four-phase plan. See Attached. We are now in the 2nd Phase of our financial plan. The Grant monies received would greatly expedite our financial plans. The Grant monies would be used to enhance the Club as not just a meeting facility, but also a gathering place for drug and alcohol-free entertainment. At some point the Club would be able to hire workers from the community to facilitate this vision. Our vision is to be self-sufficient and continue to give back to the Kailua-Kona community in a loving and caring environment.

3. Public purpose and need to be served:

The overall public purpose of the Club is to provide a safe haven, (pu'u honua) - place of refuge in the middle of Kailua-Kona for all recovering addicts, alcoholics, and families to gather and share their experience, strength and hope. We would also like to provide educational workshops for fentanyl overdoses and other health care problems.

4. Target Population to be served:

The target population to be served is all recovering alcoholic and addicts within Kailua-Kona area. This includes newcomers, many of which were recently incarcerated. Many of them are in Drug Court, thus having a safe and welcoming place where these people can learn and live a new way of life is monumental. If they can be encouraged and shown by example from older members in the various 12 Step programs; their chances are better to stay out of jail. Examples and positive peer encouragement are readily available at the Club. By having clean and sober functions at the Club, also shows this population that life and fun are possible without the use of alcohol and drugs. The /club is trying to break the cycle of doing drugs, drinking alcohol , then making bad decisions . Leading them back to incarceration.

5. Geographic Area:

We serve the immediate Kailua-Kona area, including the West side of Hawaii. We encourage visitors and guests from all of the island of Hawaii. Within walking distance of the club is Alahou housing for the Going Home Project (recently released parolees), Bridgehouse Clean and sober facility group home, and a dual diagnosis housing home.

III. 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;
 2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
 3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
 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.

1. Scope of Work, Tasks and Responsibilities

Project Description: The project consists of the planning, refurbishing and restoration to full operation the kitchen facility of the 12 Step Ohana Club of Kona.

Tasks and Responsibilities: The individual tasks for completion of the project are:

Task	Responsibility
Identify kitchen level of service desired (Completed)	Facilities Director
Determine general restoration, repairs, additions and equipment needed (Completed)	Facilities Director
Determine budget estimates for grant application purposes (Completed)	Facilities Director Treasurer
Complete and submit Grant in Aid application (Completed)	President Grants Coordinator
Obtain contractor/supplier detailed estimates for equipment and services	Facilities Director, Treasurer
Generate detailed, final project timeline	Facilities Director, Treasurer, President Contractors/ Suppliers
Complete final agreements for equipment and services	Facilities Director, Treasurer, President
Commence construction and installations	Facilities Director, Contractors/Suppliers

Complete construction and installations	Facilities Director, Contractors/Suppliers
Obtain County of Hawai'i Department of Health kitchen certification	Facilities Director
Commence kitchen operation	Special Events Director, Treasurer
Conduct promotion of kitchen	Special Events Director
Utilize the fully certified kitchen for Club events and as a source of rental income from guest events and a rental commissary for caterers and food truck operators	Special Events Director, Treasurer

2. Timeline for Accomplishing Outcomes

Outcomes: The primary outcomes of this project are to have readily available and affordable food and concessions for 12SOCK members and users; and a resource that supports other entities in the community in their individual missions and generates revenue that helps 12SOCK to be financially sustainable. The supporting outcomes of the primary outcomes are the planning, construction and certification tasks for the kitchen. The timeline for achieving these outcomes follows:

Outcome	Projected Date
Obtain contractor/supplier detailed estimates for equipment and services	July 31, 2025
Generate detailed, final project timeline	August 14, 2025
Complete final agreements for equipment and services	August 21, 2025
Commence construction and installations	August 21, 2025
Complete construction and installations	October 15, 2025
Obtain County of Hawai'i Department of Health kitchen certification	October 22, 2025
Promote kitchen availability to outside entities in the community	October 23, 2025
Begin using kitchen for Club events and as a source of rental income	October 23, 2025

3. Quality Assurance and Evaluation

Plan: Quality Assurance and Evaluation will occur in both the construction of the operational kitchen and its operation as a resource for 12SOCK and the community. The Board's Facilities Director, John Gallagher, will oversee the construction from planning through completion, ensuring the operational testing and signoff on all completed work. John will be assisted by the Board's Treasurer, Jeff Klein, who is experienced in kitchen

management including restoration and certification. Board President Jim Hutzelman, Jeff Klein and the Board's Special Events Director, Lanakila Alvarez, will promote and oversee the use of the kitchen in support of 12SOCK and its community partners, to include ensuring safe and clean operation and maintenance, setting usage policies and fees, arranging and coordinating outside entity use with 12SOCK use. Jim, Jeff and Lanakila will keep the Facilities Director apprised of any repairs and improvements needed to optimize the operation of the kitchen.

Monitoring, Evaluating and Improving Results: The 12SOCK team described above will monitor the kitchen construction through on-site presence during key construction steps including installations, inspections and testing of work; and will maintain continuous contact with contractors and service providers to ensure cooperation and understanding between parties. The team will then monitor the metrics listed in the Measures of Effectiveness below and hold regular sessions to evaluate, generate reports and determine ways to improve upon any results that exhibit potential for improvement.

4. Measures of Effectiveness: Following certification and opening of the kitchen for use, the team will track and report to the State of Hawai'i the following metrics of effectiveness of the kitchen as an asset for 12SOCK and the community:

- Number of 12SOCK events and meetings supported. Target number: 100 meetings and events per quarter.
- Number of 12SOCK members and visitors served. Target number: 1,000 per quarter.
- Number of uses by social support organizations. Target number: 12 uses per quarter.
- Number of uses by commercial entities that rent the kitchen. Target number: 8 per quarter
- Incremental revenue generated from kitchen operations as a contributor to a diversified income stream that supports the financial sustainability of 12SOCK. Target: 20% increase in average revenue per quarter.

IV. Financial

Budget

1. Budget Forms Detailing the Request:

- a. Budget request by source of funds – Attachment A
- b. Personnel salaries and wages – Not Applicable
- c. Equipment and motor vehicles – Not Applicable
- d. Capital project details – Attachment B
- e. Government contracts, grants, and grants in aid - Attachment C

2. Anticipated Quarterly Funding Requests for the Fiscal Year 2026:

Anticipated

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$40,000	\$10,000			

3. Other Sources of Funding to be Sought for Fiscal Year 2026

Entity	Type of Funding	Amount
Haas Foundation	Unrestricted grant	\$10,000
Olsen Farms Trust Foundation	Unrestricted grant	\$2,500

4. State and Federal Tax Credits Granted within Prior Three Years

None

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: 12 Step Ohana Club of Kona

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
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17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	27,000			0
D. MOTOR VEHICLE PURCHASES				0
E. CAPITAL	23,000			10,000
TOTAL (A+B+C+D+E)	50,000			10,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Jeffrey Klein	808-767-1506	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1/13/2025	
(d) Total Private/Other Funds Requested	10,000	Signature of Authorized Official	Date	
TOTAL BUDGET	60,000	James Hutzelman, President, Board of Directors		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: The 12 Step Ohana Club of Kona

FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION					23000	
EQUIPMENT					27000	
TOTAL:					50,000	

JUSTIFICATION/COMMENT	This project requires a partial overhaul of the water supply and drainage systems, complete overhaul of the range fire suppression and vent system, preservation and resurfacing of the entire floor, painting of the walls, purchase of major equipment including a commercial range with oven capacity, replacement of existing refrigerator freezers and an overhaul of the lighting systems.
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Attachment B

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: The 12 Step Ohana Club of Kona

Contracts Total:

8,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Grant	10/25/24 - 6/30/25	Council District 8	Hawai'i County	4,000
2	Grant	12/17/24 - 6/30/25	Council District 7	Hawai'i County	4,000
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V. Experience and Capability

1. Necessary Skills and Experience

The 12 Step Ohana Club uses a working Board of Directors who will utilize their varied skills and expertise in the construction, operation and maintenance of a certified commercial kitchen.

Experience and Capability

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

The 12 Step Ohana Club of Kona Board members:

Jim Hutzelman – Board President

Non Profit Experience:

President , Queen Liliuokalani Village Community Association 2016-Present

Director, Heartland House of San Diego (Secretary) recovery home for men , 2015-present

Director, Feral Cat Coalition of San Diego-(Secretary) 2015-Present

Commercial and Military Experience:

1992-2020: Manager of Business Development and Recreation Services, Port of San Diego
Oversaw event permits and logistics; and negotiated agreements and managed multi-agency efforts in support of major events in the Port's 16 public parks and multiple event facilities

1990-1992: Production Supervisor, Cintas Corporation

Cintas provides uniforms and other industrial support throughout the United States. Managed a high capacity laundry plant in Vista California. 1980-2002

Surface Warfare Officer ,U.S. Navy

Active Duty 1980-1990

Reserves- 1992-2002, Leaving at the rank of Commander

Jim is a capable and dedicated member of t12 Step Ohana Club . He brings years of supervisory and decisive decision making to lead the Club in our beginning times. He is one of the rare individuals that can see the big picture, and yet still pay attention to the minor details of the project.

Jeff Klein- Board Treasurer

Jeff is an experienced business owner in the healthcare system and has also operated a successful restaurant in the San Diego, California area. He is committed to helping the Kona community in his various capacities.

Crownview Co-Occurring Institute, Oceanside California

CEO and Co-founder

CCI is a partial hospitalization program/Intensive outpatient program that specializes in treating primary psychiatric conditions and co-occurring disorders. Licensed by the Department of Health Care Services and accredited by the Joint Commission, CCI has treated over 2400 patients in the last 10 years of operation. Jeff currently manages all operations of the facility while Dr. Mark Melden oversees client care.

Crownview Psychiatric Institute

CEO and Co-founder

Jeff Klein founded CPI in 2018 with Dr. Mark Melden. CPI is a 18 bed psychiatric treatment center licensed by the Department of Social Services, Department of Health Care Services and accredited by the Joint Commission. Jeff is responsible for the business management of the entire organization.

Experience Structured Living, Oceanside California

CEO and Co-founder

Experience Structured Living is a 40 -ed transitional living facility founded by Jeff Klein and Kenny Gladstone in 2015.

Thrive Medical Specialists

Executive Director and Co-founder

Thrive Medical Specialists was founded by Jeff Klein and Dr. Mark Melden in 2018 and serves as a clinical for ancillary services for all Crownview entities for services such as Stellate Ganglion Block, Ketamine treatment, Vitamin infusions etc.

Solutions in Recovery, Oceanside California

Founder and CEO

Solutions in recovery was founded by Jeff Klein in 2014 and is a 30-bed sober living environment that services all of the Crownview entities.

Silverback Breakfast, Vista California

Co-founder and Managing Member

Silverback breakfast and cafe was founded in 2002 by Jeff Klein and Jesus Tapia. One of the fastest growing breakfast restaurants in North County, San Diego.

John Gallagher- Board Member & Facilities Director

Roofing contractor for over 25 years

Co-owner- Dependable Roofing, LLC

John is a licensed roofing contractor with decades of experience in planning, managing and executing projects of a variety of scopes. He is an active and vibrant member of the 12-step community in the Kailua Kona area. John has not only sponsored but employed recent parolees in the Drug Court system. Helping countless men get a second chance at a meaningful and productive life. Through his roofing operations John has developed a network of professional relationships with the top construction contractors in the Kona area. John's own project management experience and his connections in the construction industry will prove invaluable in the commercial kitchen build out.

Sefa Ulu- Board Member & Secretary

Owner- We Care Yard Service ,5 years

Big Island Country Club- Irrigation Supervisor, 3 years previous

Plumbers Union - for Akaka'i Mechanical-4 years

Sefa is a hardworking young man of Hawaiian and Samoan ancestry who was born and raised in Kailua-Kona. Sefa manages a highly successful and reputable landscape service and also employs men in recovery needing to restart their lives in a positive manner. Sefa serves as the 12SOCK liaison with the Drug Court, facilitating a key relationship through his engaging manner. Sefa is a truly positive role model for men trying to break the cycle of drinking/and drug addiction, and an upstanding businessman in our community.

Ruth Poff- Board Member

Licensed Esthetician since 2003, currently working at Kohanaiki Club, in Kona with esthetician experience at Four Seasons Resort and Sheraton Maui Resort and Spa. Ruth has wide-ranging business management experience from her time as the owner of a clothing and merchandise store, Discount Plus, in Lahaina, Maui from 2003-2010. Ruth holds an AA degree in Liberal Studies from Chico State University. She is a kind and caring member of 12SOCK who has helped many women achieve and maintain sobriety.

Lanakila Alvarez- Board Member and Special Events Director

Employment- Hilton Grand Vacations Event Coordinator, 2022-Present

Fairmont Hotel Guest Services Supervisor- 2021-2022

Lowes Home Improvement - Assistant Store Manager 2019-2021

Home Depot- Assistant Store Manager 2007-2019

Lanakila Alvarez is highly skilled with a background in hospitality management, special events and business operations. She has planned and executed multiple successful special events to promote fellowship in recovery and generate funds in the first two years of 12SOCK's operation, developing vital experience in the use of the 12SOCK facility as a venue. Lanakila holds an associate's degree in business management from Heald College, where she was Class Valedictorian in 2013. Lanakila is a diligent individual with a wealth of experience in team-building

Leadership Roles within Commercial Kitchen renovations :

John Gallagher as Facilities Director will be the lead board member for this project. John has a wealth of construction experience and has extensive familiarity with the 12SOCK building. John can hire and direct the sub-contractors for this project in a timely and efficient manner. He is extremely capable of managing a project of this size and complexity.

Verifiable Experience

The 12 Step Ohana Club has been in existence for just one year and nine months. We have kept the doors open and steadily increased the number of recovery meetings held In the Club each week, thus helping countless recovering addicts and alcoholics maintain their sobriety and positively supporting newcomers in their quest for a new way of life without the use of drugs and alcohol.

Meetings at 12SOCK include Alcoholic Anonymous, Narcotics Anonymous, CODA (Co-dependents Anonymous), Alanon-for family members for alcoholics, Cocaine Anonymous, w women's support group, and rentals for services by Youth Ministry and the Kona International Christian Church.

A certified commercial kitchen will improve our ability to support the greater West Hawaii area. Given our performance over 21 months as a place of sobriety, safety and fellowship for persons with substance use disorder and other compulsive addictions, the 12 Step Ohana Club of Kona has proven to be a vital asset to the Kona community that can substantially enhance our positive impact with this key addition to our facility.

2. Facilities

The 12SOCK facility contains an approximately 600 square foot kitchen space with the necessary utilities in place, making it fully suitable for the renovation to a certified commercial kitchen with the capability to support on-site special events as well as outside entities needing commissary facilities. The kitchen is located immediately adjacent to the parking lot and access lane for vehicles, making load-in and load-out easy and convenient.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

12SOCK has a qualified set of individuals to manage both the construction and management of the certified kitchen. Our Facilities Director, John Gallagher is highly qualified in project oversight and will identify one of two fully licensed contractors to provide as-needed on-site management at no cost to 12SOCK to ensure successful completion. 12SOCK's Special Events Director, Lanakila Alvarez will manage and train our board members and volunteers in the management of the commercial kitchen. Jeff Klein, Treasurer, and Jim Hutzelman, President, both have extensive experience in the management of event facilities and will develop the necessary operational guidance and permit information and pricing for outside entities to rent the kitchen. Jeff has directly overseen commercial kitchen renovations at a restaurant that he co-owns and can lend substantial project expertise to this project as well.

2. Organization Roles

President: Jim Hutzelman, is overall responsible for the operation of 12SOCK including the planning, construction and operation of the proposed commercial kitchen. He will ensure that the other working board members listed below perform effectively in their respective roles. He will oversee the development and promulgation of policies and procedures related to the operation and rental of the kitchen.

Facilities

Director: John Gallagher will ensure that all construction tasks from planning through certification are completed in a timely and correct manner. John will employ, as needed, the services of other licensed control of the kitchen construction. When the kitchen is operational, John will conduct inspections of the facility to identify necessary maintenance and repairs.

Treasurer: Jeff Klein will lend his commercial kitchen expertise as needed to support the Facilities Director; and ensure through oversight the adherence to the project budget. He will develop protocols and procedures for the efficient use of kitchen resources to minimize waste and ensure proper operation of kitchen equipment and systems. He will also assist in the promotion and the setting of rates for the use of the kitchen.

Special

Events

Director: Lanakila Alvarez will directly oversee the use of the operational kitchen in support of special events and day-to-day 12SOCK activities, ensuring that protocols and procedures are followed by users. Lanakila will also take the lead in the promotion of the kitchen as a resource for outside entities including local social support organizations.

3. Compensation
Not applicable.