



Ms. Lilia K. Kapunia, Executive Director

EMPLOYMENT HISTORY

January 2014 to Present

Papakōlea Community Development Corporation

GOV. MSG. NO. 694

Incorporated in 2001, PCDC is a Native Hawaiian non-profit organization that was established in 1999, to serve as a steward of the Papakōlea Community Park and Center. PCDC endeavors to operate a Center that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for Hawaiian homestead residents of Papakōlea, Kalawahine and Kewalo.

Position: Executive Director

Assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries-out plans and policies authorized by the board. Promotes active and broad participation by volunteers in all areas of the organization's work. Maintains official records and documents, and ensure compliance with federal, state and local regulations.

The ED also ensures that the board is kept fully informed on the condition of the organization and all-important factors influencing it. Publicizes the activities of the organization, its programs and goals. Establishes sound working relationships and cooperative arrangements with community groups and organizations. Represents the organization to agencies, organizations, and the general public. Responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers. Is responsible for developing and maintaining sound financial practices. Works with Board in preparing a budget and ensures that the organization operates within budget guidelines. Responsible for corporate development activities.

May 2003 to October 2006; May 2008 to October 2013

Council for Native Hawaiian Advancement

2149 Lauwiliwili Street, Suite 200

Kapolei, Hawaii 96707

CNHA is a national member-based Native Hawaiian non-profit. Its mission is to enhance the cultural, economic, political, and community development of Native Hawaiians. CNHA achieves its mission through the administration of the Native Hawaiian Policy Center, Lending and Investment Services, the Hawaiian Way Fund, and the Annual Native Hawaiian Convention.

Position: Vice President, Community Development

Managed up to six staff that were responsible for the development of curriculum, delivery of lending products, development of community facilities, delivery of grant training and technical assistance services, management of grant programs, coordination of all special events, supporting organizations in developing business plans and grant applications for projects focused on social, education and enterprise initiatives serving Native communities. Managed grant programs for

Hawai'i Tourism Authority and served as the Manager of the Administration for Native Americans Pacific Region Training and Technical Assistance Center. Responsibilities also included coordination of the Annual Native Hawaiian Convention held annually in addition to serving as the director of public relations, corporate development, social media platform management, creative director, and graphic designer.

October 2006 to May 2008

Hawaiian Homestead Technology

33 South King Street, Suite 520

Honolulu, Hawaii 96813

HHT is a full service document digitization company, that is wholly-owned by CNHA, a Native Hawaiian non profit organization. Its mission is to create job opportunities in economically underserved Native Hawaiian homestead communities. HHT is a founding member of Intertribal Information Technology Company, which was comprised of 12 companies owned and operated by Native communities. Through its staff of 26, HHT has been delivering document conversion services to the Department of Defense, at three sites located on two islands within the state of Hawaii.

Position: Operations Manager

Responsible for monitoring and developing productivity goals of the 24 employees, having knowledge and enforcement of all company policies and procedures, managing all activities relating to human resources, and inspecting facilities/equipment to ensure that they are operating and maintained. The Operations Manager was also responsible for all of the companies' administrative functions including the review of accounts payable and receivables, assistance with corporate development opportunities, and coordination of public relations activities.

October 2002 to April 2003

Becker Communications, Inc

119 Merchant Street, Suite 500

Honolulu, Hawaii 96813

BCI is a full service public relations firm serving Hawaii for 19 years, with a diverse client portfolio of over 30 businesses and government agencies. BCI believes in a philosophy that combines public relations, marketing and advertising when developing individual client plans which has led to their numerous accolades.

Position: Administrative Manager

Managed an 8-staff office responsible for contract management, financial management, budgeting, advertising, special event coordination, PowerPoint presentation development, website development/maintenance, research analysis and special projects.

May 1995 to October 2002

Office of Hawaiian Affairs

711 Kapiolani Boulevard, Suite 1200

Honolulu, Hawaii 96813

OHA is a state agency created in 1978 through a constitutional amendment by the voters of Hawaii to manage the trust assets of native Hawaiian & Hawaiian beneficiaries. Trust resources total over \$350 million with an annual operating budget of \$15 million and 120 employees to implement community-based initiatives on behalf of its beneficiaries.

Position: Chief of Staff, Office of the Chairman of the Board of Trustees

Managed a 4-staff office dedicated to the Office of the Chairman, responsible for scheduling, policy and issue briefings, reviewing the annual operating budget proposals, and assisting with the review/approval of grant proposals and special initiatives. Position requires financial and business analysis, qualitative and comprehensive policy presentations, high level organizational and managerial skills.

January 1992 to June 1998

Duke Kapuniai Services

P.O. Box 6753

Kamuela, Hawaii 96743

Duke Kapuniai Services is a family business providing professional horse training services, primarily in cow horse events and rodeo sports, throughout the state of Hawaii.

Position: Trainer

In partnership with the Principal Owner, we founded and managed the business, including all capitalization, accounting, client services and product delivery. Provided consultant services as a judge and coach, specializing in youth in preparation for local and national events.

EDUCATION

- Pursued B.S. in Animal Science at Kansas State University and University of Hawaii at Manoa
- High School Diploma, Hawai'i Preparatory Academy

CONSULTATIONS & PRESENTATIONS

2013 Alaska – Hawaii Roundtable

2011 & 2012 Hawai'i Tourism Authority Living Hawaiian Culture Program Workshops

2012 Monthly Policy Call Meetings

2008, 2009, 2010, & 2011 Grants Forums

2008, 2009 & 2010 Native Hawaiian Education Program Workshops

2008, 2009 & 2010 Alaska Native / Native Hawaiian Institutions Assisting Communities Grant Program Workshops

2008 & 2012 Beneficiary Consultation with the Department of the Interior

2008 Native Hawaiian Policy Steering Committee Meetings

2007 Business Leaders Roundtable – Annual Report

2006 Policy Roundtable, 5th Annual Native Hawaiian Convention

2005 & 2007 National Oceanic & Atmospheric Administration Workshops

2004 & 2008 Native American Housing and Self-Determination Act (NHHBG

NAHASDA) Workshops

2004 HomeOwnership Assistance Program Sessions
2004 Government 101 Sessions
2003 Lawsuits and Legislation Sessions
2003- 2006 Administration for Native Americans (ANA) Workshops

COMMUNITY SERVICE

2012 – Present Papakōlea Community Development Corporation, Board of Directors
2011 – Present Hawaiian Homestead Technology, Inc., Board of Directors
2007 – Present Pacific Crane & Equipment, Board of Directors
2007 – Present Hawaii Island Cutting Horse Association, Member
2007 – Present Hawaii Quarter Horse Association, Member
2007 – Present Performance Horse Series, Member
2007 – Present Hawaii Women’s Rodeo Association Member
2004 – Present Native Hawaiian Economic Alliance, Board of Directors
2011 – 2013 Native American Contractors Association Board of Directors Alternate
2008 – 2013 Hawaiian Community Assets, Board of Directors
2003 – 2004 YWCA, Board of Directors
2003 – 2004 Native Hawaiian Economic Alliance, Advisory Committee
2002 – 2004 Hui Nalu Canoe Club, Member
1994 - 1996 Hawaii Women’s Rodeo Association, Board of Directors

References available on request