

## **PROFESSIONAL EXPERIENCE**

Special Assistant to the Chancellor, University of Hawai'i Maui College (February 2011 to Present)

- Appointed by Chancellor Clyde Sakamoto through the Research Corporation of the University of Hawai'i (RCUH). Position converted to University of Hawai'i Excluded Managerial (EM) position, effective September 2014.
- Retained by Chancellor Lui K. Hokoana upon retirement of Chancellor Clyde Sakamoto in December 2014.
- Assist the Chancellor of the University of Hawai'i Maui College (UHMC) in all aspects of the management and administration of the College, its faculty and staff, and programs and activities. Review budgets and fiscal reports, personnel actions, tenure and promotion documents, grant proposals and reports, facilities operation, and other matters relating to academic, administrative, and student affairs.
- Assist in matters concerning the University of Hawai'i administration, and with relations with U.S. and foreign institutions of higher learning and federal, state, and local government. Assist in work relating to the University of Hawai'i Foundation, the Academic Senate, the Chancellor's Advisory Council, and other campus organizations and committees.
- Assist in negotiating agreements and transactions, and in preparing and implementing plans and strategies, regarding College facilities, academic programs, and other initiatives.
- Served as UHMC Equal Employment Opportunity (EEO)/Affirmative Action (AA)
   Officer.
- Serve as UHMC representative to Maui Job Corps Community Relations and Vocational Advisory Council and Hawai'i Job Corps Workforce Council.
- Serve as investigator in complaints alleging discrimination, whistleblower claims, employee misconduct, and other related matters.
- Serve as Student Conduct Code Appellate Officer.
- Served as UHMC liaison for Career and Technical Education (CTE) civil rights compliance audit conducted by the Office of Civil Rights (OCR).
- Serve as member of UHMC International Education Committee.
- Serve as Secretary for UHMC Executive Committee.

Corporation Counsel, County of Maui (January 2003 to January 2011)

- Appointed by Mayor Alan Arakawa, and confirmed by Council, in 2003.
- Reappointed by Mayor Charmaine Tavares, and confirmed by Council, in 2007.

- Served as chief legal advisor and legal representative of the County of Maui.
   Advised and represented the Mayor, the Council, County departments, boards and commissions, and officers and employees in matters relating to their official duties.
- Represented the County of Maui in court and administrative proceedings.
- Researched, drafted, and reviewed County ordinances, resolutions, administrative rules, contracts and other agreements, notices, and legal correspondence.
- Managed Department litigation section consisting of seven deputies corporation counsel, two legal assistants, and an investigator.
- Managed Department drafting and counseling section consisting of eight deputies corporation counsel.
- Managed Department clerical section consisting of eight legal secretaries, a legal clerk, and private secretary.
- Provided legal advice on matters relating to administrative law, civil rights, civil litigation, civil service law, collections, collective bargaining, constitutional law, contract law, county budgeting, economic development, eminent domain, environmental law, governmental ethics, insurance, intergovernmental relations, labor law, land use and planning, legislation, municipal finance, procurement, real property law, real property taxation, securities litigation, tort law, water law, and workers compensation.

# First Deputy Corporation Counsel, County of Maui (January 2002 to December 2002)

- Appointed First Deputy by Corporation Counsel James B. Takayesu during administration of Mayor James "Kimo" Apana.
- Assisted in management of Department employees and legal services.

# Deputy Corporation Counsel, County of Maui (June 1992 to December 2001)

- Served under Corporation Counsels Guy A. Haywood and J.P. Schmidt during administration of Mayor Linda Lingle, and under James B. Takayesu during administration of Mayor James "Kimo" Apana.
- Fiscal Year 2001 Management Employee of the Year (Departments of the Corporation Counsel and Liquor Control)
- Fiscal Year 1997 Management Employee of the Year (Departments of the Corporation Counsel, Liquor Control, and Prosecuting Attorney)
- Advised Mayor, Managing Director, Budget Director, Director of Finance, and Council Budget and Finance Committee regarding preparation and amendment of county budget ordinances and resolutions. Provided advice on taxes, fees and other revenues, appropriations, and encumbrances.
- Reviewed general obligation bond and private activity bond official statements, opinion letters, certificates, and other related documents. Reviewed rating agency presentations and participated in closings of bond issuances.
- Provided legal advice to County Treasurer, Accounts Division Administrator, Motor Vehicle and Licensing Manager, and Real Property Tax Division Administrator.
- Drafted, negotiated, and reviewed land transaction documents, including deeds, easements, licenses, and rights of entry.

- Drafted, negotiated, and reviewed contracts and contract amendments for the procurement of goods, services, and construction by all County departments and offices. Provided legal advice and representation on procurement protests.
- Advised County Department of Planning, Maui Planning Commission, Molokai Planning Commission, Lanai Planning Commission, Board of Variances and Appeals, Cultural Resources Commission, Urban Design Review Board, Maui Redevelopment Agency, Council Land Use Committee, and Council Planning Committee regarding state land use laws, County general plan, zoning ordinances, coastal zone management laws, subdivision and building ordinances, and other land use and planning matters.
- Advised County Office of Economic Development on economic development and workforce development programs and grants, agricultural park management and leases, tourism and film development activities, and other initiatives.
- Advised County Community Development Block Grant program coordinator. Reviewed grant agreements and federal requirements.
- Advised County Real Property Tax Board of Review. Represented County before Tax Appeal Court in real property tax and public service company tax litigation.
- Advised County Board of Ethics. Drafted ethics opinions and correspondence for Board.

Law Clerk, Department of the Corporation Counsel, County of Maui (June - August 1991)

Associate, Thacher Proffitt & Wood, New York, New York (June 1986 to May 1990)

- Prepared and reviewed tax-related securities disclosure statements.
- Drafted and negotiated agreements relating to the issuance and sale of mortgagebacked securities, asset-backed securities, and derivatives.
- Researched and drafted memoranda of law and opinion letters relating to federal, state, and local income and excise taxes.
- Drafted, and assisted in negotiation of, commercial and financial transactions and partnership agreements.

Accountant, Arthur Andersen & Co., New York, New York (September 1985 to May 1986)

• Researched federal and New York State and City income tax matters. Reviewed corporate, partnership, and individual income tax returns and other filings.

#### **BAR ADMISSIONS**

State of Hawai'i \_\_\_\_ (inactive)

Federal court admissions: U.S. Supreme Court; U.S. Court of Appeals for the Ninth Circuit; U.S. Tax Court; U.S. District Court, District of Hawai'i

### **EDUCATION**

Master of Arts in Religion, magna cum laude ( ), Yale Divinity School, New Haven, Connecticut

Certificate in Anglican Studies ( ), Berkeley Divinity School, New Haven, Connecticut

Juris Doctor ( ), University of Michigan Law School, Ann Arbor, Michigan

Bachelor of Business Administration, with high honors (Accounting) ( ), University of Hawai'i at Mānoa, Honolulu, Hawai'i

Maui High School, Class of

### **VOLUNTEER ACTIVITIES AND AFFILIATIONS**

Chair, Board of Trustees, State of Hawai'i Deferred Compensation Plan

President, Board of Directors, Nisei Veterans Memorial Center

President, Board of Directors, Association of Apartment Owners of The Gardens Upcountry

Chair, Catholic Charities Hawai'i Maui Advisory Board

Member, Board of Directors, Catholic Charities Hawai'i

Treasurer, Board of Directors, Aloha House, Inc., Malama Family Recovery Center, Inc., Maui Youth and Family Services, Inc. (tri-agency)

Member, Eucharistic Minister, St. John's Episcopal Church, Kula, Maui

Treasurer, Mantokuji Soto Mission of Pā'ia, Maui

Assistant Treasurer, Board of Directors, Maui High School Foundation

Treasurer, Former President, Rotary Club of Maui

President, Maui Fukushima Kenjin Kai

Member, Maui Filipino Chamber of Commerce

Auditor, Miss Maui Filipina Pageants 2014-2016

Chevalier, Vice Charge de Presse, Chaîne des Rôtisseurs

Chevalier, Société Mondiale du Vin

Member, Kwock Hing Society, Keokea, Maui

Chair, Prize Committee, Maui Adult Day Care Family Walk

Last President, Maui AJA Veterans, Inc. (dissolved in 2016)

Former President, Board of Directors, Ebb & Flow Arts

Former President, Secretary, Board of Trustees, Maui Historical Society, Bailey House Museum

Former President, Vice President, Board of Directors, Friends of the Children's Justice Center of Maui

Volunteer, Friends of the Children's Justice Center of Maui

Former County of Maui coordinator (six years), Maui United Way campaign

Former member, Board of Directors, Maui United Way
Former member, Board of Directors, Alzheimer's Association - Aloha Chapter
Member, Lawyer Referral Service Committee, Hawai'i State Bar Association
Recipient, Hawai'i State Bar Association, Government Lawyers Section, 2008 Pro Bono
Service Award.

Recognized as one of the "People Who Made a Difference", The Maui News, December 31, 2009.

Commissioned a "Kentucky Colonel", by Governor Steven L. Beshear, Commonwealth of Kentucky, June 4, 2014.