



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

April 20, 2020

EXECUTIVE MEMORANDUM

MEMO NO. 20-03

TO: All Department Heads

SUBJECT: Hawai'i Economic and Community Navigator, Alan Oshima

To address the severe economic and community impacts of COVID-19, on April 8, 2020, I established a Hawai'i Economic and Community Navigator (HECN) position within the Office of the Governor to coordinate, direct, and implement the Hawai'i Economic and Community Recovery and Resiliency Plan. I have asked Alan Oshima to take on this new position, and for Denise Iseri-Matsubara, who is currently leading HHFDC (DBEDT), to temporarily assist him in his new role.

The purpose of the plan is to develop and implement a strategy to address the economic and community impacts of COVID-19 which consists of three phases:

- **Stabilization.** Identify and address critical economic and community impacts, including the allocation of federal, state, and local funding to mitigate the collapse of key economic sectors. Also, provide direct economic relief to individuals to avoid homelessness, hunger, and sickness.
- **Recovery.** Identify and support economic and community development activities which provide recovery, job growth, and capital investment in the economy. Chart course of careful re-entry into the workforce, balancing the needs of public health and economic recovery.
- **Resiliency.** Re-evaluate and restructure Hawai'i's economy to meet the new normal.

The successful development and implementation of the Hawai'i Economic and Community Recovery and Resiliency Plan will involve engaging stakeholders, coordinating efforts, collecting data, leveraging all available funds (including federal, state, county, private and philanthropic), and using data-driven analysis for decision-making purposes.

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The Executive Branch and its attached agencies are responsible for and have jurisdiction over a wide range of public policy, programmatic, and regulatory functions that by their very nature have an impact on the economy and community. Agency actions and resources, including public expenditures and capital improvements, particularly during the stabilization and recovery phase of the recovery plan, can provide economic aid and support to individuals, businesses, and nonprofits.

To implement the emergency proclamations and executive orders I've signed related to COVID-19, I am directing all departments to coordinate with the HECN on all relevant programs, activities, and policies relating to and impacting COVID-19 economic and community recovery responses. This Executive Memorandum shall also pertain to the coordination of any department programmatic and capital improvement expenditures, as part of the CARES Act, and any federal, state, and county government programs relating to COVID-19 economic and community relief and recovery.

I am also requesting all department directors and administrators of attached agencies to identify a single point of contact for their agency as Departmental Recovery Liaisons (DRL). The DRL will assist the HECN, or his designee, to obtain information; research subject matter areas; convene and facilitate inter/intra-agency meetings; screen questions, concerns and offers of assistance; as well as perform other duties and responsibilities identified by the HECN. The DRL should have agency decision-making authority or the ability to communicate with his/her agency leadership to ensure clear communication and timely responses to questions, issues and requests from the HECN. The DRL should be available during all working and non-working hours to ensure timely responses to requests. If the DRL is temporarily unable to perform his/her duties, an alternate DRL should be identified by the Director of the Department or the Administrator of an attached agency.

As we seek to stabilize and rebuild our economy and community, your collective efforts to maximize statewide COVID-19 economic and community recovery resources and programs are essential.

With warmest regards,

A handwritten signature in black ink, reading "David Y. Ige". The signature is fluid and cursive, with a large, sweeping flourish at the end.

David Y. Ige
Governor, State of Hawai'i