

HAMPTON FEDERAL AREA DEVELOPMENT AUTHORITY

MEMORANDUM

TO: HFADA Members
FROM: William E. Lewis & W. Scott Arnott
RE: Potential HFADA Candidates
DATE: November 7, 2016
CC: Bonnie Brown, Esq., Annette Oakley

The following candidates have submitted resumes, and, in some instances, provided references, in support of their interest in serving on the HFADA; also, please see the list of questions utilized in our interviews with the references supplied by the candidates:

Questions to References:

1. Are you familiar with the HFADA? (Explain HFADA mission, makeup, duties & responsibilities)
2. What is your relationship to applicant?
3. Are you aware of any service by Applicant on civic, corporate or non-profit boards?
4. Have you personally served with Applicant on any such boards? If so, what is your estimation of applicant's ability to work with groups/committees in a cooperative effort to develop/implement policy, review matters of interest and advise superiors/governing bodies, accordingly?
5. If you have not served with the Applicant are you able to assess Applicant's ability to serve on a board such as the HFADA? If so, please explain.
6. Have you served in a position of direct supervision of applicant? If so, in what capacity and how do you rate applicant's ability to analyze and render decisions regarding the review, development, and implementation of material for ongoing projects, policy decisions, or in similar decision making capacities?
7. Are you positioned to determine if Applicant can work effectively in groups? If so, please explain.
8. As it regards Applicant's skill-set and work experience, how do you think Applicant would benefit the HFADA?

9. Is there any information you would like to add regarding Applicant's ability to serve on the HFADA?

CANDIDATES:

1. **Kyle Hinshaw ("KH"):**

References:

A. **Russ Hale:** unfamiliar with the HFADA; supervised KH while in Air Force; work relationship; known for 4 plus years before honorable discharge (2013); reviewed KH's direct supervision (over 6 months); evaluated every 6 mos./annually; great temperament; works well with others; E-5 service/great tenure; knowledgeable, led crews with great ability to complete tasks; highly recommends for board service.

B. **Ericka Burkholder:** unfamiliar with the HFADA; primarily knows KH as a neighbor; served as a teacher at the same school with KH's wife; no knowledge of KH's ability to serve or service on any other board; KH very dependable neighborhood association member and conscientious; would certainly recommend for board service.

C. **Sean Hazelip:** unfamiliar with the HFADA; served with KH in Air Force; also neighbors; families very close; worked on flight-line for the F-22 Raptor; worked together for more than 6 years and friendship between families continues to this day; unfamiliar with any other board related service of KH and has not served in any related capacity with KH; can clearly recommend KH for board service based on observation of KH service in Air Force; KH in charge of maintenance unit/support; organized structures unit—considered a critical piece of operation (critical to getting jets back in the air); implemented efficient practices for the unit; considers KH a "doer"; directly supervised KH; definitely capable of working with others and in group collaborations; KH would be asset to HFADA; highly recommend for service.

2. **Gregory C. Smoots ("GS"):**

A. **Christina Streets:** unfamiliar with the HFADA; neighbor; great relationship; known each other for approximately 8 years; no real knowledge of KH's ability, however, great character, temperament, and committed to the task at hand; never seen KH angry; shows initiative with neighborhood projects; would highly recommend for board serviced.

B. **C. Wayne Smith:** unfamiliar with the HFADA; has known GS for approximately 7 years; same command; GS's direct supervisor; daily engagement; as a dept. head GS has been under his direct supervision since October 2015; selected GS to serve as Team Lead; somewhat familiar with GS's service with Norfolk State University; has not served with GS on any boards; can attest to GS's leadership, integrity, and character; great judgment; works well with others and with groups; believes GS would serve the City well as a board member.

C. **Charles Robinson**: No response.

3. **Danielle Woods-Lewis (“DWL”)**:

A. **Louis Johnson**: unfamiliar with the HFADA; neighbors for; no real knowledge of any activities; supported DWL’s efforts with fundraising for her children’s schools; no knowledge of other board service; would highly recommend from a character standpoint, to serve on the HFADA.

B. **Alfreda Brown Kelly**: No response.

C. **Wanda Childers**: No response.

We were also referred to a Mr. Hunt, however, at this writing no additional information has been received.