

# Approved

## OPEN SESSION MEETING MINUTES

Board/Commission	Committee on the Status of Women	Meeting Date	July 17, 2024
Location	<p style="text-align: center;"><b>Piikoi Building, Boards and Commissions Conference Room</b>  <b>4444 Rice Street, Suite 300, Līhu‘e, HI 96766</b></p> <p style="text-align: center;"><b>Remote Access VIDEO by Microsoft Teams</b>  <b>Click on the URL below or type the URL into your computer</b>  <b>or smartphone</b>  <a href="https://bit.ly/3Wdqg4L">https://bit.ly/3Wdqg4L</a></p> <p style="text-align: center;"><b>Meeting ID: 285 630 958 425 Passcode: AmUwm7</b></p> <p style="text-align: center;"><b>AUDIO Connection by Microsoft Teams</b>  <b>Phone: 1 469-848-0234 Conference ID: 297 824 925#</b></p>	Start of Meeting: 5:01 p.m.	End of Meeting: 7:49 p.m.
Present	<p>Chair Emma White; Vice Chair Sara Miura; Treasurer Regina Carvalho ; Secretary Darice Yukimura (<i>via Microsoft Teams; in at 5:03 p.m.</i>); Member Lori Barrett; Member Jennifer Hill; Member Monica Kawakami; and Hawai‘i State Commission on the Status of Women Commissioner Edith Ignacio Neumiller, Ex-Officio. Deputy County Attorney Stephen Hall, Ex-Officio (<i>via Microsoft Teams</i>).</p> <p>Boards Commissions Support Staff: Boards and Commissions Administrator Ellen Ching, and Commission Support Clerk Mercedes Omo.</p>		
Excused	None		
Absent	None		



SUBJECT	DISCUSSION	ACTION
<b>Meeting Called to Order/Roll Call to Ascertain Quorum</b>	<p>Chair White called the meeting to order at 5:01 p.m.</p> <p>Commission Support Clerk Mercedes Omo called the roll:                      Member Lori Barrett replied present.</p>	

Committee on the Status of Women Open Session Minutes  
of the July 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>Member Jennifer Hill replied present. Member Monica Kawakami replied present. Ex-Officio Member Stephen Hall replied present. Ex-Officio Member Commissioner Edith Ignacio Neumiller replied present. Treasurer Regina Carvalho replied present. Vice Chair Sara Miura replied present. Chair Emma White replied present.</p> <p>*Note – Secretary Darcie Yukimura appeared via Microsoft Teams at 5:03 p.m.</p>	<p>Quorum was established with six (6) members present.</p>
<p><b>APPROVAL OF AGENDA</b></p>		<p>Treasurer Carvalho moved to approve the agenda as circulated. Ms. Barrett seconded the motion. Motion carried 6:0.</p>
<p><b>PUBLIC COMMENTS AND TESTIMONY</b></p>	<p>Chair White noted that there was a member of the public in the audience. That person indicated they did not want to testify on an agenda item at this time. Administrator Ching noted for the record that there was no one present from the public via Microsoft Teams wishing to testify and the Committee received no written testimony in advance of the meeting.</p> <p>*Note – Secretary Darcie Yukimura was noted as present via Microsoft Teams at 5:03 p.m.</p>	
<p><b>APPROVAL OF MINUTES</b></p>	<p>A. Open Session Minutes of May 15, 2024, Meeting.</p>	<p>Ms. Kawakami moved for approval of the Open Session Minutes of May 15, 2024. Vice Chair Miura seconded the motion. Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
<p><b>TREASURER'S REPORT</b></p>	<p>A. Treasurer Carvalho's report on the following.</p> <ol style="list-style-type: none"> <li>1. 2023-2024 Treasurer's Report. <ul style="list-style-type: none"> <li>▪ 4<sup>th</sup> quarter 2023-2024 Operating Fiscal Budget.</li> <li>▪ 4<sup>th</sup> quarter State Grant Budget.</li> <li>▪ 4<sup>th</sup> quarter Logo Inventory balance.</li> </ul> </li> </ol> <p>Treasurer Carvalho reported the following:</p> <ul style="list-style-type: none"> <li>• The Treasurer's Report was provided to all members in their meeting packets.</li> <li>• The written Report was read verbatim to the members.</li> <li>• It was noted that the remaining balance of \$263.71 will lapse back into the General Fund, so it is important that the Committee utilize the budget appropriation provided to them.</li> <li>• The State Grant was given to the Committee over ten years ago, and over time, the Commission has used the Grant for various purposes. The remaining balance from the Grant does not lapse.</li> </ul> <p>Commissioner Ignacio Neumiller asked whether the tablecloth was depicted in the graphics provided. Administrator Ching clarified that only the banners are depicted in the report.</p> <p>Chair White stated that this was the first time she had seen information on the Health Wise Be Wise banners and wondered where those came from. Administrator Ching stated that she did not know. Treasurer Carvalho stated that years back, the County and Committee hosted a health fair at the Convention Hall, and the County provided employees with two hours to attend to learn about health-related and other safety information.</p> <p>Chair White asked about items from the Wellness Fair that has dates which may have passed, whether there was any intention to purchase stickers to place on top to reflect</p>	

SUBJECT	DISCUSSION	ACTION
	<p>more current dates to re-use the items or if they were just moved out of inventory. Administrator Ching responded that not all banners were listed in the inventory, so that is why she had included these in the inventory listing. Administrator Ching further stated that for banners with dates, the dates were either removed or stickers placed on top of them so that they could be reused. Administrator Ching notified the Committee that she had kept the banners in inventory in the event that the Committee decides to hold a similar event, and the banners could then be reused at that time.</p> <p>Treasurer Carvalho stated that in the past, the Committee had a lending library. She also noted that the Rise of the Wahine DVD was kept in inventory so that the Committee had it available should they decide to provide education in the schools to sports teams, etc. Administrator Ching further noted that the lending library was created at the request of the Office of the Mayor who housed the library in their office lobby. If anyone wanted to borrow a book, they could. There was minimal office space in the former Office of Boards and Commissions with minimal visitors, so when the Office of the Mayor offered to house it, the Office of Boards and Commissions happily obliged.</p> <p>Chair White asked if the Committee relinquished ownership of the lending library. Administrator Ching confirmed that Chair White was correct.</p> <p>Chair White asked if the banner with the date and time had since been covered up for reuse. Administrator Ching stated that the banner still has the date and time, but if a Wellness Fair was planned, the Office would look into covering up and replacing the information with more current information to reuse the banner. Treasurer Carvalho stated that there was more than one Wellness Fair throughout the years and there was a banner that was printed without date and time information.</p>	

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	<p>Administrator Ching clarified that the remaining balance in the Committee’s account in previous years had been higher. Last fiscal year, the Committee had a large remaining balance, which the Committee used to purchase Period Products. This ended up being helpful as the Committee donated period products to support those impacted by the Lahaina Wildfires. During the close of the fiscal year, the Office of Boards and Commissions had many charges on their pCard which led to the Office’s pCard reaching its limit, leaving the Office unable to make any additional purchases for the remainder of June. Due to the numerous activities on-going at the end of the current fiscal year, it was difficult to determine how much was going to be remaining to purchase additional Period Products. The Office was left scrambling to purchase as many Period Products as they could. Other purchases such as a large box of Period Product kits were not able to be purchased as the vendor could not ship it to have it be received by the end of June. Given that, the Office was left with purchasing smaller packets of 10 so that the item could be received, and the expense reflected in the current fiscal year. Some items had to be returned because they were not posted in the current fiscal year. This is why there is a \$263.71 remaining balance in the Committee’s account as opposed to the remaining balance from last fiscal year of just a couple of dollars. Administrator Ching wanted to notify the Committee of this nuance as the timing of activities is critical for financial recordkeeping and the expenditure cycle.</p> <p>Chair White recommended the Committee do a budget review during the Committee’s March meeting so that the Committee can possibly reallocated funds earlier, if needed. Administrator Ching stated that the Committee usually has a budget report in March, so that would not be a problem. Administrator Ching encouraged the Committee to review the timing of their events and to scrutinize the budgeted remaining balance in January of each year. This past fiscal year, reappropriations took place between March-May, and this caused some scrambling towards the end of the fiscal year.</p>	

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	<p>Chair White asked if there was an inventory of the Period Products. Administrator Ching clarified that the inventory is provided in the Committee’s report on that item. Chair White expressed her appreciation for that information.</p> <p>There was no one present from the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Vice Chair Miura moved to receive the Treasurer’s Report for the record. Ms. Kawakami seconded the motion. Motion carried 7:0.</p>
<p><b>BUSINESS</b> <b>CSW 2024-12</b></p>	<p>Voter Registration Drive Event a) Discussion and possible action on a final report by Chair White</p> <p>Chair White stated that the original plan was to do two voter registration events at Kaua’i High School Project Graduation and at the Kaua’i Pride Parade. The voter registration at the Kaua’i High School Project Graduation went well. The event provided visibility for the work of the Committee. It helped to get the concept of voting in the minds of the recent graduates who were in a celebratory mood. Many were not ready to commit that evening to register to vote, but Chair White had many great conversations with the graduates. The Committee’s voter registration event at the Kaua’i Pride Parade was canceled as there was another community organization who was doing voter registration. The Committee did purchase some pride items that were not utilized during that event. Those items will be in the Committee’s inventory for use in future years. Administrator Ching clarified that the pride items were listed in the inventory provided on the Treasurer’s Report under the Logo Inventory Balance item #7.</p> <p>There was no one present from the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Treasurer Carvalho moved to receive the verbal report for the record. Ms. Barrett seconded the motion. Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
<p><b>CSW 2024-15</b></p>	<p>Human Trafficking Signs  a) Discussion and possible action on an activity update by member Kawakami</p> <p>Ms. Kawakami read verbatim the written report provided to the Committee dated July 17, 2024.</p> <p>Commissioner Ignacio Neumiller asked if a determination was made as to who would be affixing the signage in the restrooms. Ms. Kawakami responded that the Department of Parks and Recreation would be doing the work.</p> <p>Commissioner Ignacio Neumiller asked if the signs would only be posted in County facilities for now. Ms. Kawakami stated that there was also a suggestion to post the signage at the Līhu‘e Airport and in other locations, but that is still being discussed.</p> <p>Chair White stated that she was not available to attend the unveiling event, but would be there in spirit. Chair White will be at the National Conference on that day. She hopes that there is good attendance at the event and is excited about the signage. She thanked Ms. Kawakami for her hard work on it.</p> <p>Treasurer Carvalho asked if there would be a press release for the event. Administrator Ching stated that she has been working with Ms. Kawakami and the Office of the Mayor to organize the event and communications regarding it. Chief Raybuck or someone from his department will be making remarks, along with a representative from the YWCA of Kaua‘i. Ho‘ola Na Pua was also contacted to see if they could speak at the event as well. Right now, the Office of Boards and Commissions is working on organizing the event as well as getting a better handle on how many restrooms around the County there are and how many signs may be needed. Administrator Ching stated that there are opportunities for increased visibility for the project at the airport, schools, etc., and to partner with as many organizations or companies possible.</p>	

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	<p>Chair White stated that in coordination with this project, there will be an opportunity for the Committee to educate the public on what human trafficking is. Most people think human trafficking is people being transported from one place to another, but statistically, that is not always the case. There are many Kaua'i born and raised youth who are actively being sex trafficked and they do not realize that is being done to them. Treasurer Carvalho stated that the Committee had previously hosted events regarding human trafficking along with a speaker from Arizona which was well attended.</p> <p>Treasurer Carvalho mentioned an event she was alerted to by Commissioner Ignacio Neumiller being held on July 30, 2024, centered around sign waving against human trafficking and to bring awareness statewide. More information will be provided to the Committee by Administrator Ching.</p> <p>Vice Chair Miura thanked Ms. Kawakami and the Office of Boards and Commissions for their support of this initiative given the time and budgetary constraints. Vice Chair Miura asked if it was known if any other county in the state was working on a similar project, or if there was a statewide campaign. Ms. Kawakami and Administrator Ching stated that they were unaware of any similar campaign in the state. Administrator Ching further noted that she hopes this campaign is something other committees or counties would pick up.</p> <p>Chair White stated that there is a non-profit on O'ahu whose primary program is to end human trafficking. Administrator Ching stated that it may be Ho'ola Na Pua as their primary mission is centered around human trafficking. Chair White stated that the word that was coming to her mind was "Star" and that may be the name of the program. Commissioner Ignacio Neumiller mentioned that the program may be Shine the Light, which is a program of Ho'ola Na Pua.</p> <p>Secretary Yukimura expressed her appreciation to Ms. Kawakami and the Administration</p>	



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	<p>for supporting the signage effort. Secretary Yukimura extended her appreciation to the entire Committee for putting this issue at the forefront and for providing everyone with a voice to speak out against human trafficking. Secretary Yukimura also noted that she knows the founder of Ho'ola Na Pua well and is available to assist in securing a speaker or in providing a bridge to the organization, if needed. Administrator Ching stated that she has reached out to the organization several times with no response, so will take Secretary Yukimura up on her offer. Administrator Ching further stated that it is important to have a speaker be able to dispel some of the false information that human trafficking does not happen on Kaua'i or that it is not prevalent in the community.</p> <p>Treasurer Carvalho stated that she is the Chair of the Zonta Club of Kaua'i and they recently had an Area 1 meeting for the State of Hawai'i. They recently had a speaker talk about human trafficking. Treasurer Carvalho recommended that the Committee partner with other organizations to host a human trafficking event with a guest speaker at the County Building after work hours. She offered her assistance in organizing an event like that at the end of the year.</p> <p>There was no one present from the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Vice Chair Miura moved to receive Ms. Kawakami's verbal and written reports for the record. Ms. Yukimura seconded the motion. Motion carried 7:0.</p>
<p><b>CSW 2024-16</b></p>	<p>Period Products</p> <p>a) Discussion and possible action on an activity update by member Kawakami</p> <p>Ms. Kawakami read her written report provided to the Committee dated July 17, 2024.</p> <p>Chair White thanked Ms. Kawakami for her report.</p>	

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	<p>Treasurer Carvalho asked if the products came pre-packaged. Ms. Kawakami responded that some products came in packs while others were individually wrapped. Treasurer Carvalho also inquired if the Committee needed to create packages. Ms. Kawakami stated that it would depend on the distribution efforts.</p> <p>Chair White asked if Ms. Kawakami could share more about the special presentation being coordinated for this event. Ms. Kawakami stated that the plans are still being coordinated with the Office of the Mayor. The draft plan is to present the Period Products to those in need.</p> <p>There was no one present from the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Ms. Barrett moved to receive the verbal and written reports for the record. Treasurer Carvalho seconded the motion. Motion carried 7:0.</p>
<p><b>CSW 2024-17</b></p>	<p>Annual Report July 1, 2023 – June 30, 2024  a) Discussion and possible action on the Annual Report.</p> <p>Administrator Ching stated that this report is a new report that had never been done for the Committee. Part of the report requirement was triggered by Commissioner Ignacio Neumiller bringing up the Governor’s Ten Point Plan. Looking at the Plan and looking at some of the actionable items which are more targeted towards the State, gave Administrator Ching the idea that the Committee should have an Annual Report to encapsulate all the activities that the Committee does during each fiscal year. Commissioner Ignacio Neumiller will be able to use this Report for her reporting requirements at the state-level. The Governor’s Plan speaks to leadership within government by and for women, having more women leaders in government, etc. Administrator Ching created a list of all the women in leadership positions and those</p>	

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	<p>serving on various boards and commissions throughout the County. What is important to note is that the top executive and legislative appointed positions are held by women. Similarly, 55% of the positions on boards and commissions are held by women.</p> <p>Commissioner Ignacio Neumiller expressed appreciation for Administrator Ching creating this report and felt that it was important that all boards and commissions were also looked at. Administrator Ching stated that the Annual Report is probably something she would like to see completed for every board and commission. Administrator Ching also noted that she would hope all other counties would generate an Annual Report, especially for their Committee on the Status of Women so that each county could learn from their respective counterparts on events or activities that they focus on each year.</p> <p>Commissioner Ignacio Neumiller stated that either the County of Maui or the County of Hawai'i has a majority of members being women.</p> <p>Treasurer Carvalho expressed her appreciation for the Report and hoped that the next Administration will also be inclusive of women in leadership positions. She also noted that she hopes in the future, all Committees on the Status of Women could come together statewide to share information and to network for the betterment of women throughout the state.</p> <p>Administrator Ching stated that perhaps what people would consider is the most powerful commission for the County, the Planning Commission, has a majority of women serving.</p> <p>Chair White echoed Commissioner Ignacio Neumiller's appreciation comments towards Administrator Ching. She also was delighted to see many names of strong, bright, and competent women holding leadership positions and keeping the County running.</p>	

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	<p>There was no one present in the public or on Microsoft Teams requesting to testify on this agenda item.</p>	<p>Ms. Hill moved to receive the verbal and written reports for the record. Ms. Kawakami seconded the motion. Motion carried 7:0.</p>
<p><b>CSW 2024-18</b></p>	<p>Scheduled Meetings. a) Discussion and possible action regarding an increase in scheduled meetings per year.</p> <p>Chair White stated that this item has come up at the past few meetings and the impact increasing meetings could have on the staff time for the Office of Boards and Commissions. Right now, the Office is currently short-staffed.</p> <p>Commissioner Ignacio Neumiller asked Administrator Ching if any Commission Support Clerk had been hired or interviewed to replace Ms. Muragin. Administrator Ching responded that no one has been hired yet. It was very difficult for the Office to manage as Ms. Muragin had a long illness and then passed away. For the past two years, except for having people to come in and set-up and record the meeting, Administrator Ching has been staffing the Committee on the Status of Women herself. The work of not only having to complete meeting follow up, but also in coordinating the various activities of the Committee is time consuming. Administrator Ching stated that it would be virtually impossible for the Office to staff any additional meetings.</p> <p>Commissioner Ignacio Neumiller asked if there was no possibility of returning to monthly meetings. Administrator Ching stated that there would be no possible way. Commissioner Ignacio Neumiller further inquired if there might be a possibility of returning to monthly meetings if a new staff person were hired. Administrator Ching responded that she would not make that commitment as there are other commissions not up and running that she must add to the workload of the Office. There are two or three other commissions that still must be formed. These include a commission for</p>	

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	<p>LGBTQ+, Board of Appeals, and Zoning Board.</p> <p>Commissioner Ignacio Neumiller stated that having meetings every other month sometimes makes it hard to plan events of the Committee. Unless a Permitted Interaction Group (PIG) is created, it is difficult for the members to discuss tasks for event planning purposes without a posted meeting.</p> <p>Treasurer Carvalho recommended that a plea be made to the Mayor, for approval by the Council, to increase the staffing to allow for more support for the Office. She feels that though there are many women in leadership positions, the Committee is not supported enough to be able to be as effective as they should be. She recommended writing a letter to the Mayor to request additional staffing.</p> <p>Ms. Kawakami asked if it was a matter of staffing or if it was a matter of finding a qualified applicant to fill the position. Treasurer Carvalho stated that there are thousands of people in the community that could fill the position and a plea for additional staff should be made to the Mayor. Ms. Kawakami responded that businesses all around the island are looking for people to hire. There are not many people available.</p> <p>Administrator Ching stated that the Mayor is not preventing the hiring of staff. Administrator Ching has been looking and has had conversations with potential hires. It is important to Administrator Ching and the Office to get the right person for the job.</p> <p>Treasurer Carvalho inquired as to the hiring process for the position. Administrator Ching stated that the hiring process is handled by her. Treasurer Carvalho further stated that there is no way Administrator Ching could know everyone that may be qualified for the position, but that since the hiring is handled by her and she is currently opposed to moving forward with the hiring for the position, it appears as if the request for additional meetings should not be brought up any further. Administrator Ching stated that if</p>	

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	<p>members knew of anyone who may be interested and is qualified to fill the role, she would be willing to entertain meeting with them. The position is a very interesting one. Administrator Ching is looking for someone who is very detailed oriented who can multi-task. Administrator Ching attends every board and commission meeting. This includes 17 boards and commissions with follow-up, events, etc. The hire would need to be able to write, manage the public, and be able to handle the public who most times come to the Office to file complaints and are not happy. The Office recently had to install protective measures for the safety of the staff. If it was just a matter of filling the position, it would have been done a while ago. Administrator Ching stated that she wants to ensure that the person filling the position is the right person for the job and that they bring with them the right skillset.</p> <p>Treasurer Carvalho apologized to Administrator Ching for her initial reaction and thanked Administrator Ching for explaining what she was looking for to move the Office forward. Administrator Ching stated that in her experience with hiring, there are many people who may qualify through basic position requirements, but through further testing or examination lack the writing skills necessary for the position. A potential hire will need to be able to communicate verbally and in writing. Administrator Ching also stressed the importance of staff knowing and understanding the Sunshine Law is it impacts how meetings are conducted. Other important areas of understanding are the Uniform Information Practices Act (UIPA), Charter, County Code, etc. An applicant will need to be able to understand various laws and be able to appropriately apply that law. Each board or commission has an assigned Deputy County Attorney, but staff needs to be able to retain that knowledge base to effectively do one's job.</p> <p>Treasurer Carvalho stated that in previous years, staff were not present for the Committee's meetings and only a Deputy County Attorney attended. Administrator Ching noted that by Charter, the Office of Boards and Commissions is required to provide support to the various boards and commissions.</p>	

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	<p>Ms. Hill asked if there was a job description that she could pass around to potential applicants or if it was better to have them just reach out to Administrator Ching. Administrator Ching stated that members could send names to her, and a further discussion could be had thereafter. Administrator Ching stated that she is very picky when it comes to her hires for the Office.</p> <p>Ms. Barrett asked if there was a current posting for the position. Administrator Ching clarified that all positions in the Office of Boards and Commissions are appointed, so no posting is needed for hiring.</p> <p>Chair White stated that even if the position is appointed, the position’s availability would still be further reduced by other boards and commissions coming into play in the upcoming year. Chair White felt that it is important for the Committee discuss what capacity building might look like within the Committee and how as a group the Committee could streamline communications, taking leadership of projects, reporting, etc. to further assist with the workload of the Office. There is opportunity for growth in this challenge, but the Committee needs to be open to this growth. Meeting additionally does not necessarily mean additional work will get done, it just gives more time for discussion. Though discussion is helpful, much of the work that is being done is conducted behind the scenes by women who are taking on leadership roles in the community and through various projects and activities.</p> <p>Commissioner Ignacio Neumiller asked if the agenda item had any action item tied to it. Chair White clarified that Commissioner Ignacio Neumiller was accurate in her assessment of not being able to communicate outside of a posted meeting. Chair White asked Administrator Ching to clarify how the Committee could better communicate under the Sunshine Law requirements while feeling that progressive movement is being made by the Committee. Administrator Ching stated that she can serve as a conduit to provide information from a member to the remaining members. The lead of a project</p>	

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	<p>could update the remaining members and inquire as to input on limited questions, such as what organizations would receive Period Products, as an example. The tricky part about communicating within the requirements of the Sunshine Law is asking for an opinion which could lead to a decision instead of just taking or passing information for a decision to be made unilaterally. Asking for an opinion could lead to a discussion and a pseudo vote that would be problematic with the Sunshine Law requirements.</p> <p>Chair White stated that the Committee frequently talks about the Sunshine Law and even mentioned it during discussion about filling the vacant position within the Office of Boards and Commissions. Having a better understanding of the Sunshine Law is something that she would like to see be an item on the Committee’s next agenda or receive a copy of the Sunshine Law in the meeting packet. Treasurer Carvalho stated that she had thought the new members received training on the Sunshine Law. The new members stated that they had gone through the training with Administrator Ching. Administrator Ching committed to sending out information related to the Sunshine Law to the membership. She also confirmed that all new members for boards and commissions receive training on the Code of Ethics, Sunshine Law, and UIPA.</p> <p>Chair White suggested that the Committee add to their next meeting agenda an update filing of the vacant position in the Office of Boards and Commissions.</p> <p>There was no one in the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Ms. Barrett moved to add to the Committee’s next agenda an update on the Commission Support Clerk vacancy. Treasurer Carvalho seconded the motion. Motion carried 7:0.</p>



SUBJECT	DISCUSSION	ACTION
<p><b>CSW 2024-19</b></p>	<p>Hawai'i State Commission on the Status of Women Executive Director vacancy</p> <ul style="list-style-type: none"> <li>a) Discussion to provide the framework on this issue.</li> <li>b) Discussion and possible action to address this issue.</li> <li>c) Discussion and possible action on selecting a member(s) to lead this activity.</li> </ul> <p>Chair White summarized that the Executive Director position has been vacant for over a year or around a year. Many times, the vacancy in that position has created a vacuum in the work that is being done across the state at state and county levels. Chair White proposed working with the Committee on the Status of Women from other counties to potentially draft a resolution for Governor Green, encouraging him to prioritize the filling of this position. Governor Green has a Ten Point Plan which has since become stagnant, along with the Missing Hawaiian Women and Girls project and abortion access across the state, which were projects previously spearheaded by the Executive Director position. She further stated that she would like to do some relationship building with sister committees by attending meetings virtually or in public, working with Legislators to discuss the important work that the Committees on the Status of Women do throughout the State of Hawai'i.</p> <p>Vice Chair Miura asked if anyone knew if the Executive Director position had been budgeted for. Commissioner Ignacio Neumiller stated that she provided some additional information from the last Hawai'i State Commission on the Status of Women meeting held on July 11, 2024.</p> <p>At the meeting, the Department of Human Services reported on the process of hiring the Exempt Executive Director position. They would like to hire the Executive Director prior to hiring the Administrative Assistant. Anyone can apply. The applicants will be narrowed to the top 3 to 5 to be sent to the Chair of the Department of Human Services. The 14 applicants from the last round will also be asked if they are still interested in applying for the position. Commissioner Ignacio Neumiller read verbatim the report</p>	

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	<p>dated July 17, 2024, to the Committee. In summary, the Executive Director has not been hired. Additional meetings for interviews, etc. will be held in July and August to move the process forward.</p> <p>Ms. Barrett asked if there was a timeline set for the remainder of the hiring process. Commissioner Ignacio Neumiller responded that she believes additional timeline information can be found at the link for the job announcement that she provided in her report.</p> <p>Commissioner Ignacio Neumiller stated that she was unsure how the resolution noted previously during the meeting to Governor Green would impact the current timeline. Chair White expressed her pleasure of seeing movement on the hiring for the Executive Director position. Chair White further stated that she still had concerns that the hiring position would still stagnate. Commissioner Ignacio Neumiller concurred that the process will take a few months possibly going into 2025.</p> <p>Chair White stated that she envisioned partnering with the other Committees on the Status of Women from across the state to collectively sign on to a resolution or letter urging the Governor to fill the vacancy expediently. There are many projects and programs that are not moving forward because of the vacancy.</p> <p>Commissioner Ignacio Neumiller stated that she and her Maui counterpart, Stacey Moniz, were going to make an appointment to see the Governor, but that they knew the update meeting was coming up so waited before proceeding with making the appointment. Chair White asked if Commissioner Ignacio Neumiller was satisfied with the progress being made or if she was still planning to speak to Governor Green. Commissioner Ignacio Neumiller stated that she had not talked to Ms. Moniz about next steps yet.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Treasurer Carvalho asked if Commissioner Ignacio Neumiller could explain her role as Kaua'i's representative to the State Commission on the Status of Women to the new Kaua'i Committee on the Status of Women members. Commissioner Ignacio Neumiller provided the following information:</p> <ul style="list-style-type: none"> <li>• There is a county representative on the State Commission on the Status of Women from Kaua'i, O'ahu, Maui, and Hawai'i island.</li> <li>• The members attend meetings at the state level.</li> <li>• For over a year, the State Commission has been without an Executive Director and a Secretary.</li> <li>• The Commission has been in limbo.</li> <li>• A search for an Executive Director was previously conducted with 14 applicants.</li> <li>• Commissioner Ignacio Neumiller along with the head of the Department of Human Services were asked to come up with the top 5 applicants from the applicant pool of 14, which they did.</li> <li>• The top 5 list just sat for months with no action taken.</li> <li>• Commissioner Ignacio Neumiller was appointed for a three-year term, then was re-appointed through 2027 for her current term.</li> <li>• She is very proud of her contributions to bring awareness for human trafficking and the work that she did with the previous Executive Director.</li> <li>• Two presenters from the University of Arizona provided data on human trafficking.</li> <li>• Other representatives from the Kaua'i Police Department, Office of the Prosecuting Attorney, Ho'ola Na Pua, and the YWCA of Kaua'i also participated in the human trafficking event that Commissioner Ignacio Neumiller stated as one of her proudest accomplishments.</li> <li>• More recently, Dr. Nik Cristobal and the Office of Hawaiian Affairs led efforts to provide data on Missing and Murdered Indigenous Women and Girls.</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• These types of programs lost momentum due to the loss of the Executive Director and the maternity leave taken by Dr. Cristobal.</li> <li>• The Commission is still waiting for a second report to be produced.</li> </ul> <p>Chair White inquired as to whether Dr. Cristobal was still involved in the writing of the second report.</p> <p>There being no objections, the meeting was recessed at 6:13 p.m. There being no objections, the meeting was called back to order at 6:17 p.m.</p> <p>Commissioner Ignacio Neumiller confirmed that she will be sharing upcoming meeting dates for the hiring of the Executive Director process once they are confirmed. She will provide the information to Administrator Ching and Administrator Ching will send that out to the Committee.</p> <p>Administrator Ching stated that the Commission on the Status of Women is housed within the Department of Human Services which is a large State department. The loss of the Executive Director and Administrative Assistant may have fallen to the wayside as the Department handles other major issues such as those being experienced with Child Protective Services responsibilities, etc. Administrator Ching suggested that the Committee continue to work on expressing urgency to the Governor and would be surprised if any of the previous applicants for the Executive Director position were still available to fill the vacancy.</p> <p>Ms. Hill stated that she liked the idea of collaborating with the other counties.</p> <p>Chair White stated that the secondary benefit of working with the other counties is to build relationships for future projects. Chair White drafted a sample letter to be shared with the chairs of the sister committees. She is hoping that some of them will be at the</p>	

SUBJECT	DISCUSSION	ACTION
	<p>conference that she is attending to discuss the matter further with them.</p> <p>Ms. Barrett (5:14 second recording) asked whether she could meet with the Governor’s Liaison about the topic without violating the Sunshine Law. Administrator Ching stated that anyone on the Committee could meet with the Governor or anyone else. However, they cannot say that they are representing the Committee or speaking on behalf of the Committee unless they have been given the designation by a vote of the Committee. As an individual, members could meet with the Governor’s Liaison. Administration Ching stated that in developing the recommendation provided to the Committee by Chair White, the plan was meant to be holistic in nature starting with a conversation with the Governor’s Liaison on Kaua’i. The Committee could decide to move forward with the plan presented by Chair White by selecting a lead for the task and then moving forward with activities to move this initiative forward. The lead would speak to the Governor’s Liaison, conduct outreach to the other committees, etc.</p> <p>Vice Chair Miura asked whether the draft letter to the Governor would be circulated to all members. Administrator Ching responded that the draft letter can be circulated and that she would work with the designated lead person on that. Chair White already drafted a letter as a starting point that was well-written from the viewpoint of Administrator Ching. Administrator Ching did mention that the letter references a resolution, which may take more time to complete than what may be needed due to the urgency of the matter. Given the time constraints, the Committee may want to consider sending a letter that all the Committees from around the state could sign off on. Concurrently, the Committee could also work with the County’s legislative team to prepare for the upcoming legislative session to possibly further a resolution at the State Legislature, inquire about a possible County Council resolution, etc. All those ideas came from a place of creating more momentum and attention on this issue.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair White read verbatim the draft letter that she prepared. It stated, “Aloha members of the County of _____ Committee on the Status of Women. I am writing to you on behalf of the County of Kaua’i Committee on the Status of Women to seek your solidarity and support in a matter of critical importance to the women of Kaua’i. As you may be aware, the position of Executive Director for the Hawai’i State Commission on the Status of Women has been vacant for over a year. This vacancy has resulted in the stagnation of several vital initiatives and priorities of the Commission, including but not limited to, addressing the crisis of missing and murdered Native Hawaiian women and girls, safeguarding abortion access rights, combating sex trafficking, and preventing domestic violence. These issues are of paramount importance to the well-being and safety of women across Hawai’i. The prolonged vacancy of the Executive Director position hampers the effectiveness of the Commission and undermines the progress that has been made in these critical areas. It is imperative that we have strong, dedicated leadership to guide the Commission’s efforts and to ensure that the voices and needs of women in Hawai’i are heard and addressed. Considering this, the County of Kaua’i Committee on the Status of Women is calling upon Governor Green to prioritize the hiring of an Executive Director for the Hawai’i State Commission on the Status of Women to amplify our collective voice and demonstrate the unity and resolve of women’s committees across the state. We kindly request your support in signing a resolution urging Governor Green to take immediate action on this matter. Your partnership in this endeavor will significantly strengthen our advocacy and send a powerful message about the urgent need for leadership and attention to women’s issues in Hawai’i. We believe that together we can make a profound impact and drive positive change for women and girls in our communities. Enclosed with this letter is a draft of the proposed resolution. We would greatly appreciate it if you could review it and consider adding your committee’s endorsement. We are confident that with our united effort we can persuade Governor Green in acting swiftly to fill this crucial position. Mahalo for your time and consideration. We look forward to your positive response in working together to advance the status of women throughout our state.”</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair White further stated that she had intended to visit all of the sister-committees throughout the state or to attend their meetings virtually if a hybrid meeting option is provided to rally support.</p> <p>Secretary Yukimura thanked Chair White for raising the issue and for sharing the draft letter with the members. Secretary Yukimura is supportive of the movement and can see the impact of not hiring the Executive Director.</p> <p>Chair White volunteered to take the lead on this item and project.</p> <p>There was no one in the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Secretary Yukimura moved to accept the project proposal related to the Executive Director vacancy for the Hawai'i State Commission on the Status of Women. Treasurer Carvalho seconded the motion. Motion carried 7:0.</p> <p>Treasurer Carvalho moved to designate Chair White as the lead for the project proposal related to the Executive Director vacancy for the Hawai'i Commission on the Status of Women. Ms. Hill seconded the motion. Motion carried 7:0.</p>
<p><b>CSW 2024-20</b></p>	<p>Legislative Procedures and Policy Statement</p> <p>a) Discussion and possible action to address this issue.</p> <p>b) Discussion and possible action on selecting a member(s) to lead this activity.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair White stated that provided in the agenda packets was the 2020 Legislative Priorities for the Committee. The item was placed on the agenda to discuss how the Committee could provide testimony on legislative items.</p> <p>Administrator Ching stated that the issue of providing testimony to the State Legislature has come up before for the Committee related to issues involving women and girls. Hearing notices have a short timeline of 24 hours or less for submission of testimony at times. Unless the Committee adopts a framework to respond to that kind of timeline, it would be impossible for action to be taken. Administrator Ching suggested that if the Committee wants to have someone from the Committee respond to bills related to women and girls, the Committee should consider adopting a platform of setting legislative priorities. This provides clear directions for the Committee on what they will respond to and what the basis is for the response. Secondly, designating a lead will allow the member to speak on behalf of the Committee and not just as an individual member. At a previous meeting, staff from the State Legislature provided information to the Committee on testifying before the State Legislature. The process is simple and straightforward. Testimony can also be submitted digitally. The designated lead would need to have a framework to work from.</p> <p>Chair White pointed out that when there is an Executive Director for the State Commission on the Status of Women, they will often provide templates of testimony that can be submitted by organizations or individual community members. Without a framework, it is very difficult to remain aligned with the State’s priorities. Administrator Ching stated that the Executive Director would go over the Legislative Women’s Caucus bills that are being introduced or the State Commission’s bills that they are hoping to move forward in the Legislature.</p> <p>Chair White stated that she had suggested talking more about legislative priorities and understands that being the lead for this item is a big lift for someone to do, which</p>	



SUBJECT	DISCUSSION	ACTION
	<p>includes drafting testimony from scratch. Unfortunately, since the Executive Director position will not likely be hired in a timely manner for the upcoming Legislative Session, it would be difficult to obtain any potential drafts of testimony from the State Commission.</p> <p>Treasurer Carvalho asked for confirmation that the next Legislative Session started in January 2025. She felt that it would give the Committee enough time to start the framework moving forward. Administrator Ching and Chair White confirmed that Treasurer Carvalho was correct that the next Legislative Session starts in January 2025.</p> <p>Ms. Barrett stated that through her work with the Zonta Club of Kaua'i, she is aware of an article that appeared in January 2024 regarding the different packages of the Women's Legislative Caucus. She is hoping to receive this same information in 2025, to assist the Committee in prioritizing bills to follow.</p> <p>Chair White stated that part of taking the lead on this project is for someone to track, monitor, and provide testimony on behalf of the Committee on priorities important to the group as a collective. The lead would have the responsibility and power to submit testimony on any bill related to the Committee's Legislative Priorities, even if the entire Committee is not aware of what the bill may be about in detail.</p> <p>Treasurer Carvalho suggested that the Committee review the 2020 Legislative Priorities to see if consensus can be reached on possibly adopting similar priorities for 2025. Possibly someone with a passion to lead this item will surface once they hear more guidance of what may be involved.</p> <p>Chair White stated her interest in obtaining the 2025 Legislative Priorities from the Women's Caucus. She suggested that possibly the members could submit testimony for the 2025 Legislative Session individually, while the Committee works to organize itself</p>	

SUBJECT	DISCUSSION	ACTION
	<p>for testimony being submitted by the Committee in the following Legislative Session when there is more guidance from the State Commission.</p> <p>Administrator Ching stated that regardless of what the Committee decides to do, her intent is to have the Legislative Group back before the Committee to provide guidance on submitting testimony in-depth as their previous presentation was superficial. Administrator Ching also noted that the Group also provides additional training on submitting testimony, which is held in-person for interested parties. Administrator Ching noted that the Women’s Caucus bills may be obtained from the legislative website. The process for submitting testimony includes registering on the Legislature’s website, signing up for hearing notices for certain bills, then generating testimony as soon as possible once hearings are noticed. Testimony does not need to be elaborate and should be kept direct and to the point. Testimony could also be lengthier but is not necessary.</p> <p>Chair White polled the Committee to see if anyone was interested in tracking the legislative items. Ms. Barrett expressed her interest in taking the lead on this project.</p> <p>Administrator Ching recommended that the Committee adopt the document incorrectly titled “2020 Legislative Priorities” as the Committee’s 2025 Legislative Priorities.</p> <p>There was no one in the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Treasurer Carvalho moved to accept Ms. Barrett as the lead for the activities related to the Committee’s Legislative Procedures and Policy Statement for the 2025 Legislative Session. Vice Chair Miura seconded the motion. Motion carried 7:0.</p> <p>Treasurer Carvalho moved to adopt the Status of Women 2025 Legislative Priorities. Ms. Hill seconded the motion. Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
<p><b>CSW 2024-21</b></p>	<p>2024-2025 Operating Fiscal Budget</p> <ol style="list-style-type: none"> <li>a) Committee to discuss fiscal year 2024-2025 events.</li> <li>b) Discussion and possible action on allocating funds for each event.</li> <li>c) Discussion and possible action on selecting a leader(s) for each event.               <ol style="list-style-type: none"> <li>i. Role &amp; Responsibilities of an event leader</li> <li>ii. Role &amp; Responsibilities of Committee members</li> </ol> </li> </ol> <p>Administrator Ching noted that in the previous month’s financial statement, there was an error of \$1.00, but that it has since been corrected. The current month’s financial report should be accurate.</p> <p>The Committee reviewed the Planning Worksheet for the Period July 1, 2024-June 30, 2025.</p> <p>Commissioner Ignacio Neumiller stated that under the Women’s History Month Event, she is working on possibly bringing some documentaries and films to the island for showing, including the Rise of the Wahine or films featuring Patsy Mink and Title IX, and surfer Rell Sun.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• The majority of the budget was aligned with what was spent in the last fiscal year.</li> <li>• The major addition was setting aside funds to make connections relating to the State Commission Executive Director vacancy.</li> <li>• Ms. Barrett asked for further discussion on the amounts listed as the Chair’s Recommendation.</li> <li>• For the Women’s History Event, last year the monies were spent on the media, and in previous years there was an essay contest held.</li> <li>• For Breast Cancer Awareness Month, the Committee worked on a walk to raise</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<p>awareness. Chair White expressed her support to coordinate a walk, but possibly not on a weekday as it makes it difficult for people to attend. Chair White also expressed her support for possibly distributing pre-existing pamphlets on conducting self-exams or other signage. Treasurer Carvalho stated that in previous years distributing informational pamphlets was done and distributed to men and women. Treasurer Carvalho volunteered to lead Breast Cancer Awareness and expressed her interest in collaborating with another member so that the events are not the same as in previous years. Administrator Ching suggested that this kind of event might be a great opportunity for the Committee to partner with other organizations like the Zonta Club of Kaua'i to further issues of mutual importance for women and girls. Ms. Barrett suggested that the Committee partner with outside organizations as the Committee currently does not have a large budget for one single activity. Treasurer Carvalho noted that Wilcox Health had previously provided snacks for their walk. Ms. Kawakami suggested a partnership with the American Cancer Society. Treasurer Carvalho stated that the American Cancer Society usually participates in the event. The event could be held on an early morning weekend day so additional assistance can be provided. Ms. Hill stated that she was willing to partner with others. In past years, the event was even held on the Bike Path under the guidance of Josie Pablo from Mahelona Hospital. Chair White stated her support for a possible event on the Bike Path. Commissioner Ignacio Neumiller stated that Treasurer Carvalho will be the President of the Zonta Club of Kaua'i for upcoming year so she is well-connected and will have support from club members for her activities.</p> <ul style="list-style-type: none"> <li>• Chair White inquired as to how the Sunshine Law would work with multiple members of the Committee also being a part of the membership of the Zonta Club of Kaua'i and how this might impact interaction amongst members. Administrator Ching stated that there is a conflict if there is substantial benefit to either party. Administrator Ching stated that there is no substantial benefit</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<p>in this scenario.</p> <ul style="list-style-type: none"> <li>• Chair White noted that for the State Legislative Process to Submit Testimonies, she recommended no budget as testimony may be submitted virtually.</li> <li>• Chair White recommended that there be no budget for the Domestic Violence and Sexual Assault Awareness project and instead to prioritize partnering with community organizations. Treasurer Carvalho stated that she had mentioned earlier doing a project with Ho’ola Na Pua on a sex trafficking awareness project. Plans are already in-place for a sign waving awareness campaign on June 30 at the Kaua’i War Memorial Convention Hall area. A small budget for providing leis may be sufficient.</li> <li>• Leis were purchased for Breast Cancer Awareness Month and Denim Day in the amount of \$66.76. A possible allocation of \$100.00 for leis may be sufficient.</li> <li>• The remainder of the proposed budget based on the recommendation of the Chair went to Period Products in the amount of \$470.00. Chair White noted that \$100.00 can be deducted from the Period Products proposed budget to go towards the leis.</li> <li>• Administrator Ching suggested that the budget can be left as was presented and include in the budget \$382.04 from the State Grant to close it out. The \$100.00 for the leis can be taken from this pot of monies. The remaining balance of the State Grant can go to Breast Cancer Awareness Month as there was an addition to that budget line-item last fiscal year over last year’s budgeted allocation. This will give the project some additional funding to work with. Furthermore, if there is anything leftover after that project is completed, the remainder can go towards Period Products.</li> <li>• The Breast Cancer Awareness Month budget would increase to \$532.04. The budget for leis would be \$100.00.</li> <li>• Commissioner Ignacio Neumiller asked Treasurer Carvalho about the Domestic Violence and Sexual Assault Awareness project with Ho’ola Na Pua if there were any speaker fees. Treasurer Carvalho stated in response that when she</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<p>asked about a representative being a speaker, they said that they travel to events to speak and to just let them know.</p> <ul style="list-style-type: none"> <li>• Administrator Ching suggested budgeting \$532.04 for Breast Cancer Awareness Month and Domestic Violence and Sexual Assault Awareness so that Treasurer Carvalho has the flexibility to use that budget for both events.</li> <li>• Chair White expressed her support for showing a film for Women’s History Month. Commissioner Ignacio Neumiller volunteered to be the lead for the event. She asked if the Office of Boards and Commissions had a copy of the films mentioned. Administrator Ching clarified that the Office had the Rise of the Wahine DVD, but no other films in their files. Chair White mentioned that for public screenings of films, the organization typically must pay a fee to the filmmakers. Commissioner Ignacio Neumiller remembered the filmmaker possibly donating a copy of the film. Administrator Ching clarified that the copy was purchased. Chair White noted that for public awareness viewing of films, Indie Films often waive any fees. Administrator Ching noted that when the film was shown, the cost was very high due to the rental of the Kaua’i Community College Auditorium, which was more than \$10,000. Chair White recalls doing a film event at the smaller auditorium and the rental fee was over \$5,000. Vice Chair Miura asked if there was an admission fee charged. Administrator Ching stated that entry was free. Ms. Kawakami asked if it might be possible to do an outdoor showing with a blowup screen. Administrator Ching stated that the idea was what she was thinking of especially with the budget that is available. Vice Chair Miura stated that Kukui Grove Shopping Center has the equipment for movie showings and can provide a contact if the interest is there. Vice Chair Miura also noted that The Shops at Kukui’ula also shows movies but may not own their own equipment. The Committee decided that Rise of the Wahine would be the film shown. Chair White wondered if there were any female athletes like an Olympian or student that may be interested in making an appearance. Administrator Ching stated that when she attends County Council</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<p>meetings there has been a slew of sports teams that have been recognized for capturing state or national titles.</p> <ul style="list-style-type: none"> <li>• Chair White asked Commissioner Ignacio Neumiller if the proposed \$1,500 budget was sufficient. Commissioner Ignacio Neumiller stated that she was unsure as she has to reach out to the producer, consider captioning or ASL costs, etc. Administrator Ching stated that the DVD equipment or program should indicate an option to turn on closed captioning.</li> <li>• Chair White stated that last year, the Committee postponed the Gender Equity and Equality Event. It was recommended that no budget be assigned for this line item to allow for the planning of the next event. Secretary Yukimura volunteered to lead the planning efforts for an event in Fiscal Year 2025-2026.</li> <li>• Chair White noted that she had recommended \$50.00 for Denim Day but was corrected by Administrator Ching that \$100.00 for leis had already been allocated. Administrator Ching also clarified that Commissioner Ignacio Neumiller had no conflict of interest in leading the event on behalf of the Committee as there was no substantial financial gain. Commissioner Ignacio Neumiller stated that the Zonta Club of Kaua'i Board had decided that she had a conflict of interest. Treasurer Carvalho stated that it is important that the event be transparent about who is partnering to put on the event so that there are no conflicts present. Commissioner Ignacio Neumiller volunteered to lead the event. Chair White asked if the \$50.00 budget was sufficient for themed decorations or materials. Commissioner Ignacio Neumiller asked for \$100.00. The \$50.00 addition was taken from the appropriation for Period Products.</li> <li>• Chair White stated that in the past fiscal year, \$3,000 was budgeted for Human Trafficking Help Signs. In the current fiscal year, an estimate of \$1,200 was used for the purchase of additional signage. Ms. Kawakami volunteered to lead the Human Trafficking Help Signs. Ms. Barrett asked if the determination of additional locations would mean that signs would not be printed until the additional locations are solidified. Ms. Kawakami stated that Ms. Barrett was</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<p>correct.</p> <ul style="list-style-type: none"> <li>• The Voter Drive budget was removed as 2025 is not an election year.</li> <li>• Chair White explained that the budget addition for Addressing State Commission Vacancy was for travel fees related to pushing to fill the Executive Director position for the State Commission. Administrator Ching stated that she had suggested to Chair White that appearing in-person at sister-island Committees on the Status of Women and at the State Capitol might be very beneficial to the Kauaʻi County Committee on the Status of Women in fostering relationships and working on collaborative issues. Commissioner Ignacio Neumiller stated that she can contact her counterparts from other counties to find out their meeting schedules. Treasurer Carvalho stated that she feels the budgeted amount is a lot to spend at this time and that reaching out via a letter and through virtual meetings may be better options. Treasurer Carvalho further stated that the budgeted amount was too high for interisland travel and perhaps Secretary Yukimura could reach out on behalf of the Committee while she is traveling to Oʻahu for business. Chair White stated that including a higher budgeted amount was to have the ability to meet the higher costs of travel, if needed, and with the understanding that any remainder would then be moved into the Period Products budget. Commissioner Ignacio Neumiller stated that she understands the importance of building relationships, such as through her experience in attending the NACW Convention. There are few opportunities for networking and the building of bonds and relationships are so important in working together to progressively move issues important to women and girls forward. Commissioner Ignacio Neumiller also noted that during virtual meetings, some attendees do not even put their cameras on so you may not ever know what they even look like, whereas at in-person meetings, you are meeting people face-to-face. Ms. Barrett stated that the remaining budget would ultimately go to the Period Products campaign so the money would not be wasted. Treasurer Carvalho asked who the person would</li> </ul>	



SUBJECT	DISCUSSION	ACTION
	<p>be representing the Committee. Chair White stated that she was named as the lead for the project but is open to others traveling to meetings as well to make connections. Chair White also noted that it was uncertain whether other groups are meeting virtually or in-person, so travel may be necessary to connect with them. Administrator Ching stated that she sees this budgeted appropriation as a team building opportunity to push the issue forward. Administrator Ching further stated that she hopes that not only Kaua'i sends representatives to other committees' meetings, but that other islands send representatives to Kaua'i's meetings. Treasurer Carvalho stated that she would like to be sure that the offer of travel for these meetings are extended to future chairs of the Committee as well. Ms. Barrett stated that she feels that by putting budget for travel to show-up in-person, it backs up the Committee sending in a letter to the Governor that the Kaua'i Committee is present and is willing to show-up. Ms. Hill stated that the Committee is in a difficult position because the vacancy in the Executive Director position is slowing progress down. Ms. Hill further stated that she feels the budgeted amount is an investment in moving the issues forward. Ms. Kawakami stated that she agrees that the issues are timely and that women are stronger when working together. Ms. Kawakami expressed her support for Chair White's budgeted recommendation for addressing the State Commission vacancy. Chair White clarified that the intention of the appropriation is to share knowledge and create stronger bonds with the sister-island Committees. Commissioner Ignacio Neumiller suggested that when the letter is sent to the sister-counties, that they be asked if it is okay that Chair White attends the next meeting that they have for further discussion. Treasurer Carvalho asked if the other Committees had similar restrictions about discussing issues amongst themselves. Administrator Ching clarified that the Sunshine Law is a state law that must be followed by other Committees as well. Administrator Ching noted that when she transmits the letter of request from the Kaua'i Committee, that</p>	

SUBJECT	DISCUSSION	ACTION
	<p>she would also be asking the sister-counties for agenda time for Chair White to brief them on the issue and request from the Kaua'i Committee, the work of the Committee, and possibly presenting the Committee's Annual Report.</p> <ul style="list-style-type: none"> <li>• Vice Chair Miura asked to add an agenda item on the Committee's next agenda for an update from Chair White on the work that she is doing related to the Executive Director vacancy and relationship-building with the sister-counties.</li> <li>• Chair White stated that she would also like to provide an update on the NACW Convention to the agenda. Commissioner Ignacio Neumiller reminded Chair White that she would need to provide a written report to the Mayor.</li> <li>• Chair White stated that the Period Products line item is used to buy feminine hygiene items such as menstrual cups that are landfill friendly. Ms. Kawakami volunteered to continue to lead this project. Administrator Ching stated that Ms. Kawakami wanted to do the menstrual cups, but when thinking about the homeless population, it may be problematic to keep that option sanitary and clean. Chair White asked who the Period Product kits were going to. Ms. Kawakami stated that the focus is for the homeless population and focused more on single mothers and young women who do not have access to those products. Commissioner Ignacio Neumiller mentioned that Catholic Charities provides products to the homeless and focuses their efforts at transitional housing locations. Chair White suggested possibly providing Period Products to other organizations for distribution such as the YWCA's shelter.</li> </ul> <p>Administrator Ching reviewed the Budget Planning Worksheet as follows:</p> <ul style="list-style-type: none"> <li>• The budget amount is \$8,940.00, plus an additional amount of \$382.04 from the State Grant.</li> <li>• NACW Convention is allocated \$3,970.00.</li> <li>• Breast Cancer Awareness Month and Domestic Violence and Sexual Assault Awareness is allocated \$532.04.</li> <li>• Women's History Month is allocated \$1,500.00.</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• Denim Day is allocated \$100.00.</li> <li>• Human Trafficking Help Signs is allocated \$1,200.00.</li> <li>• Addressing State Commission Vacancy is allocated \$1,500.00.</li> <li>• Leis is allocated \$100.00.</li> <li>• The remainder of the budget of \$420.00 is allocated to Period Products.</li> <li>• If there is any unused budget, it will be added to the Period Products budget.</li> </ul> <p>Chair White reviewed the lead for each project as follows:</p> <ul style="list-style-type: none"> <li>• The lead for Breast Cancer Awareness Month and Domestic Violence and Sexual Assault Awareness is Treasurer Carvalho.</li> <li>• The lead for the State Legislative Process to Submit Testimonies is Ms. Barrett.</li> <li>• The lead for Women’s History Month and Denim Day will be Commissioner Ignacio Neumiller.</li> <li>• The lead for the Gender Equity and Equality Event will be Secretary Yukimura.</li> <li>• The lead for the Human Trafficking Help Signs and Period Products is Ms. Kawakami.</li> <li>• The lead for Addressing State Commission Vacancy is Chair White.</li> </ul> <p>Chair White mentioned that she and Administrator Ching had been discussing the role and responsibilities of an event leader and the role and responsibilities of Committee members to focus on building capacity. Administrator Ching stated that for an event leader because of the nature of the Committee and the Sunshine Law, one of the main things that is needed is that the event leader remains in constant communication with Administrator Ching, especially when it comes to spending down the budget so that expenditures are made timely. Administrator Ching noted that it sometimes becomes difficult to keep expenditures aligned with the budget due to taxes or shipping and communication between the Office and event leaders is key. Anela Davis from the Office handles all the procurement, so she should be contacted to ensure that all forms, invoices, receipt, etc. are properly accounted for.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair White asked if the Department of Finance had specific due dates that the Committee should be aware of. Administrator Ching stated that there are so many rules within the County to ensure that public dollars are spent wisely and properly. If there are any questions, the Office should be contacted for further guidance. Last month, the Office maxed out their pCard, and could not make any other purchases for the month. The County also only cuts check twice a month, so timely submission of paperwork is needed to ensure timely payments are made to vendors. Administrator Ching also cautioned the Committee about the various policies and procedures that the County has in-place for purchasing of items, including what can and cannot be paid with the County's pCard.</p> <p>As for the role and responsibilities of Committee members, Administrator Ching reminded members that if somebody is a lead and they need assistance, Administrator Ching will put out a call for assistance to all members. Any information that needs to be communicated from the lead to other members can be communicated through Administrator Ching. Administrator Ching encouraged all members to help the various leads on projects. Chair White added that knowing members received messages or calls to assist and kindly replying whether they are available or not is helpful for planning purposes. Responding in the positive or negative is requested. Commissioner Ignacio Neumiller asked if it was okay to compile a task list of what needs to get done and for Administrator Ching to send it out to the Committee. Administrator Ching responded in the affirmative.</p> <p>Treasurer Carvalho inquired as to when the training sessions regarding the Legislative Session might take place. Administrator Ching stated that it occurs in October in advance of the start of the Legislative Session the following January. Treasurer Carvalho recommended possibly opening the training opportunity to other members of the public or women's organizations.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>There was no one in the public or on Microsoft Teams wishing to testify on this agenda item.</p>	<p>Ms. Kawakami moved to approve the budget for Fiscal Year 2024-2025. Vice Chair Miura seconded the motion. Motion carried 7:0.</p> <p>Secretary Yukimura moved to approve the project leads for the Fiscal Year 2024-2025 scheduled projects. Ms. Hill seconded the motion. Motion carried 7:0.</p>
<p><b>STATE COMMISSION REPORT CSW 2024-22</b></p>	<p>Update from the Hawai'i State Commission on the Status of Women Commissioner Ignacio Neumiller.</p> <p>Commissioner Ignacio Neumiller stated that she previously reported information earlier in the meeting. The Commission is currently going through the hiring process. The group will be having another meeting in August. Once a date and agenda are finalized, the information will be sent to the Committee. Meetings are hybrid in nature and members are encouraged to attend. The last meeting was approximately 2 hours in length.</p>	<p>Ms. Hill moved for receipt of the verbal report for the record. Ms. Kawakami seconded the motion. Motion carried 7:0.</p>
<p><b>EXECUTIVE SESSION</b></p>	<p>Under Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of having a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Under Hawaii Revised Statutes §92-7(d), after posting the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled, provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of people. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.</p> <p>There were no Executive Session items on the Committee’s agenda.</p>	
<b>ANNOUNCEMENTS</b>	<p>Next Scheduled Meeting: Wednesday, September 18, 2024, 5:00 p.m., B&amp;C Conference</p> <p>Preview of agenda topics for the September 18, 2024, Meeting:</p> <ul style="list-style-type: none"> <li>• Update on the Commission Support Clerk position.</li> <li>• Update on filling the State Commission Executive Director vacancy.</li> <li>• Update on the NACW Convention.</li> <li>• Final Report on Human Trafficking.</li> <li>• Update on the Period Products project.</li> </ul>	
<b>ADJOURNMENT</b>	<p>There being no objections, the meeting was adjourned by Chair White.</p>	<p>At 7:49 p.m., Chair White declared the meeting adjourned.</p>

Committee on the Status of Women Open Session Minutes  
of the July 17, 2024, Meeting

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Submitted by: \_\_\_\_\_  
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Emma White, Chair

**(X) Approved as circulated on September 18, 2024**

( ) Approved as amended. See minutes of \_\_\_\_\_ meeting.