



Hope Bennett, Chair  
Caroline Kunitake, Vice-Chair  
Jennifer Li Dotson, Member  
Valerie Lam, Member  
Raven Sevilleja, Member  
Helen Stewart, Member  
Renee Sonobe Hong, Ex-Officio

# Honolulu County Committee on the Status of Women *Kōmike Kāko 'o Wāhine o ke Kalana 'o Honolulu.*

CITY AND COUNTY OF HONOLULU

925 Dillingham Boulevard, Suite 200 • Honolulu, Hawai'i 96817

## MEETING MINUTES

Friday, October 6, 2023

1:00 p.m.

Kapālama Hale, Conference Room 269  
925 Dillingham Boulevard, Honolulu, Hawai'i  
Via ZOOM

### 1. Call to Order

Committee Members present: Hope Bennett, Caroline Kunitake, Jennifer Li Dotson, Valerie Lam, Raven Sevilleja, Helen Stewart and Ex-Officio Member Renee Sonobe Hong

Committee Members absent: None

Staff Resources Personnel for the Committee present at the meeting:

Shane Akagi, Administrator, DCS, Office of Grants Management (OGM)

Katherine Hutchinson, DCS/OGM

Tammy Ngo, DCS/OGM

Rebecca Espinoza, DCS/OGM

Spenser Kunishige, DCS/OGM

Lauren Jagla, DCS/OGM

Kathleen Kelly, Deputy Corporation Counsel, assigned to the Committee

The meeting of the Honolulu County Committee on the Status of Women (HCCSW) was called to order by Chair Hope Bennett (Chair) at 1:05 p.m.

### 2. Approval of Minutes: September 1, 2023 Meeting

Chair Bennett asked for a motion to approve the minutes of September 1, 2023 Meeting. Vice-Chair Kunitake motioned to accept the Meeting Minutes. Motion was seconded by Member Stewart. Motion passed unanimously.

### 3. Oral Testimonies and Written Testimonies from the Public

There was no oral (in person or online) testimony or written testimony for this meeting.

### 4. Testimony/Comments from Department Agencies

Mr. Akagi shared he is continuing to work on the budget. There are no issues with the amount allocated to the Committee. In December, he will be in a meeting with the Department of Budget and Fiscal (BFS) Director and the Managing Director. He also shared if anyone is interested in joining the HCCSW, to submit their resumes to him and he will forward it to the Managing Director's Office.

### 5. FOR DISCUSSION AND ACTION: Discussion and Evaluation of Project Ideas (Continue Discussion on Paid Family Leave and Pay Equity Project) and Updates from Committee Members

Chair Bennett discussed the meeting materials regarding the Paid Family Leave initiative. The 2017 study was funded through a partnership between Hawaii Children's Action Network (HCAN) and the Hawaii State Commission on the Status of Women (HSCSW). Chair Bennett mentioned that HCAN is open to working with the Committee to conduct a similar study. She stated that two (2) members from the Committee could volunteer to take on the procurement process, which includes seeking bids, proposals, and vendors/non-profits. Another component would be to have two (2) members from the Committee work with HCAN to develop questions for the study.

Valerie Lam joined meeting at 1:22 p.m.

Vice-Chair Kunitake and Ex-Officio Member Sonobe Hong volunteered to take on the procurement process. Member Sevilleja and Member Lam volunteered to work with HCAN on content. Member Sevilleja made a draft motion to implement inquiry and investigation of the Paid Family Leave and Equity Project and its procurement process. Vice-Chair Kunitake seconded the motion. Hearing no objections from the Committee members present, the motion passed unanimously.

Vice-Chair Kunitake asked about the procurement process. Mr. Akagi shared that there are two (2) procurement forms that need to be filled out and submitted to the Division of Purchasing and there needs to be at least three (3) bids. Mr. Akagi sent Vice-Chair Kunitake and Ex-Officio Member Sonobe Hong the forms via email; the forms have information about the criteria and a space to list determining factors. Vice-Chair Kunitake and Ex-Officio Member Sonobe Hong will meet together to look at vendors, complete the procurement forms, and send it.

Kathleen Kelly joined meeting at 1:52 p.m.

Jennifer Li Dotson left meeting at 1:54 p.m.

Chair Bennett shared the Committee's plans and draft motion with Kathleen Kelly for review. The project is going to be hiring a company to conduct focus groups and surveys in regards to paid family leave. The Committee is planning to start with procurement in the next four (4) weeks; they are going to receive the procurement forms from Mr. Akagi's office, identify three (3) vendors, send information and the completed forms to submit bids. Ex-Officio Member Sonobe Hong stated that they will need to define the scope of work. Chair Bennett mentioned that she is not sure how much detail is needed to provide the scope of work, and if they need more than the sample documents then Member Lam and Member Sevilleja may need to have a conversation with HCAN first. Kathleen Kelly asked what is the substance of HCAN's input intended to be. Member Lam stated that HCAN is the community expert in this topic and the Committee would be refreshing what HCAN did with the HSCSW in the past (i.e., the 2017 Paid Leave Study report). The objective is to have something more reflective of current day circumstances and what the needs are, because there have been changes and a pandemic since the 2017 report.

Kathleen Kelly suggested that the Committee consider procuring one group to conduct the survey, analyze the data, and provide a report instead of compartmentalizing and having separate groups do each task individually. The committee could find a subject matter expert to provide both subject matter expertise and the execution of the survey, for instance the Committee could procure HCAN instead of Anthology Marketing Group. Member Lam said that would mean that Member Sevilleja and her can ask any community organization that they connect with about content and if the organization will have the capacity to do the actual survey. Kathleen Kelly suggested that they can also subcontract, for instance HCAN can subcontract with Anthology Marketing Group. The Committee could procure HCAN, and then whoever HCAN hires on their side is up to them. Chair Bennett mentioned that this would be similar to the Period Poverty project and HCAN could be a vendor. Member Lam likes this idea because it gives the Committee the flexibility to ask the experts who they think is the best option for technical execution, then it comes back to the Committee to think about procurement or any research agency. Chair Bennett stated that the Committee could provide whatever the output of the project is, for instance they could provide a press release, and they can use the data for their own purpose as they see fit in the future. The Committee's mission is to advise on issues through a lens of gender and women in the county, and so this particular project would fall under that scope.

Kathleen Kelly stated that the Committee's role could be to develop the scope of work based on the questions and to frame the lens to which they want to conduct the survey. The Committee would have the opportunity to provide its unique perspective or questions to the study through the legal procurement process. The Committee may have a different framework of inquiry, perspective, and concerned questions in terms of looking at this issue today. Chair Bennett stated that in terms of moving forward with that particular process, Vice-Chair Kunitake and Ex-Officio Member Sonobe Hong would continue to move forward in the procurement process over the next few weeks to procure a non-profit to do as Ms. Kelly mentioned, and to share

what that would look like in the next meeting. Chair Bennett stated that for the time-being, the Committee will focus on the procurement process, before moving forward with conversations about content.

Raven Sevilleja left meeting at 2:14 p.m.

Vice-Chair Kunitake asked Mr. Akagi what procurement rule is the Committee going to use to select a vendor/non-profit. Mr. Akagi advised that designing the scope of work is a part of the evaluation; the procurement forms is intended for the vendors to fill out and explain how they meet the Committee's criteria. Because this will be a small purchase, the selection can be made based on the criteria that the Committee has outlined, as well as how the vendors respond to the poll that the Committee is asking for. Kathleen Kelly asked Mr. Akagi if the Committee can ask for informal proposals instead of quotes, and select based on their submittals; Mr. Akagi confirmed that is okay. Vice-Chair Kunitake asked if this is going to be a seeking of proposals from three (3) non-profits instead of asking for bids and if they need the entire Committee to put comments. Mr. Akagi responded that if it is a selection and approval of vendor, the Committee would need to approve the vendor and explain why they selected the vendor so that the DCS staff can complete the form and submit it to BFS on behalf of the Committee. Ex-Officio Member Sonobe Hong stated that the Committee as a whole should be reviewing the scope of work and what the criteria is, so that everyone is comfortable with what is going to go into that, and that would be another meeting. Chair Bennett stated that Vice-Chair Kunitake and Ex-Officio Member Sonobe Hong will seek out the potential non-profits who would have capacity to do this project and the committee would approve a scope of work criteria at the November meeting, that they could then present to the non-profits. Vice-Chair Kunitake stated that she and Ex-Officio Member Sonobe Hong will work together on the proposals; they cannot clearly state the scope of work but they will find out who is potentially interested with the information discussed thus far about what this work project will entail. Mr. Akagi mentioned that the Committee members can route material through the DCS staff to share with the rest of the Committee if they are looking at certain vendors or have a draft scope of work.

Member Lam requested clarification that she and Member Sevilleja will no longer be pursuing content, and Chair Bennett confirmed that is correct at this time.

#### 6. FOR DISCUSSION: Agenda Setting for the Next Meeting

Chair Bennett stated that the Committee will continue the discussion and action on the evaluation of the Paid Family Leave project. Also, Vice-Chair Kunitake and Ex-Officio Member Sonobe Hong will provide an update on procurement and the potential non-profits that the Committee might seek to work with. Vice-Chair Kunitake asked when the Committee will be able to start discussing the full scope of work, Chair Bennett responded at the November meeting. Chair Bennett will provide a draft based off of what the Committee has seen so far in this last meeting packet; the members can look at the draft and be prepared to add onto that or edit as the Committee sees fit in the November meeting. The Committee will also need to

annually elect a Chair, so they will do that at the next meeting as well.

7. Next Meeting: November 3, 2023

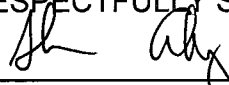
The next meeting is scheduled for Friday, November 3, 2023 at 1:00 p.m. as a remote meeting via Zoom with an in-person location at Kapālama Hale.

Member Stewart informed the Committee and DCS staff that she will be absent for the November meeting.

8. Adjournment

Member Stewart made a motion to adjourn the meeting. Hearing no objections, the motion carried unanimously and Chair Bennett adjourned the meeting at 2:30 p.m.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
SHANE AKAGI, OGM Administrator

DATE

12/7/2023  
\_\_\_\_\_

APPROVED:

  
\_\_\_\_\_  
HOPE BENNETT, Chair