



Kaipo Kukahiko, Chair
Grant Kagimoto, Vice Chair
Vincent L. Baldemor, Commissioner
Camron Hurt, Commissioner
Sandra Larsen, Commissioner
Kimberly W. Yoshimoto, Commissioner

Grants in Aid Advisory Commission

Kōmike A'oa'o Ho'olako Kāko'o

CITY AND COUNTY OF HONOLULU

925 Dillingham Boulevard, Suite 200• Honolulu, Hawaii 96817

MEETING MINUTES

Friday, December 15, 2023

1:30 p.m.

Kapalama Hale, Conference Room 153
925 Dillingham Boulevard, Honolulu, Hawaii
In-Person and by Zoom

1. Call to Order

The meeting of the Grants in Aid (GIA) Advisory Commission (Commission) was called to order by Vice Chair Vincent L. Baldemor at 1:41 p.m. with five Commissioners present.

Vice Chair Baldemor read from the Meeting Notice/Agenda on the Public Participation, Viewing the Meeting, Oral Testimony and Written Testimony framework for this meeting.

Attendance

Commissioners present: In-Person: Vincent L. Baldemor, and by Zoom: Grant Kagimoto, Kaipo Kukahiko, Sandra Larsen and Kimberly W. Yoshimoto.

Commissioners excused: Camron Hurt

Staff Resources Personnel present:

In-Person: Shane Akagi, Administrator, Department of Community Services (DCS), Office of Grants Management (OGM)

Katherine Hutchinson (OGM)

Lauren Jagla, DCS/OGM

Blessing Quon, DCS/OGM

Spenser Kunishige, DCS/OGM

Tammy Ngo, DCS/OGM

Crysttal Steiner DCS/OGM

By Zoom: Lynn Wakatsuki, Deputy Corporation Counsel, assigned to the

Commission
Rebecca Espinoza, DCS/OGM

Guest present:

In-Person: Eric Irwin, Associate Legal Counsel, Honolulu Ethics Commission (Ethics)
and by Zoom: Teri Keliipuleole, Associate Legal Counsel, Honolulu Ethics Commission (Ethics)

2. Welcome Two New Commissioners

The Commission welcomed two (2) new Commission members: Sandra Larsen and Camron Hurt.

3. Approval of Minutes: February 21, 2023 Meeting

Vice Chair Baldemor asked for a motion to approve and file the minutes of the February 21, 2023 meeting. Commissioner Kagimoto made the motion, Commissioner Yoshimoto seconded the motion.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the minutes were approved unanimously.

4. Oral Testimonies and Written Testimonies from the Public

No oral (in-person or online by Zoom) testimony or written testimony was received by the Commission at this meeting, after approval of the minutes or before presentation of items No. 7 through 9.

5. Testimony/Comments from Department/Agencies - Presentation from DCS for Fiscal Year (FY) 2025

a. Information on Grants in Aid Program, Grants in Aid Fund, and Grants in Aid Advisory Commission

Mr. Akagi thanked the Commissioners for their service. He introduced the OGM staff present in the meeting as well as OGM's new secretary, Katherine Hutchinson. Mr. Akagi shared that the fund balance is uncertain at this time but revenue is not expected to be greater than the amount of \$10.6 million that the Commission recommended for awards last year.

Mr. Akagi informed the Commission that we had a total of 157 applications this year. One of the applications has been disqualified, leaving the total number of applications to be 156.

Mr. Akagi anticipates having the flash drives ready for the Commissioners by January 1st. He asks the Commissioners to be mindful of construction projects, renovations and capital projects as there is an increase this current cycle. Mr. Akagi shared some organizations have been awarded funds but they haven't begun the process of construction or renovation and their timelines are delayed because of permitting, construction delays, etc. He reminded the Commissioners that one of the requirements for the GIA fund is to use the money within that year so there may be organizations who will try to put it into their capital fund which isn't allowed.

b. FOR DISCUSSION: Reports provided by DCS to the Grants In Aid Advisory Commission.

Mr. Akagi stated that on the flash drives provided to the Commissioners, they will receive a number of different reports including sustainability scores and past performance. He asks if those reports are helpful for them or if they would like different reports. He explained the sustainability score is related to section 2, question C, which rates the sustainability of the non-profit organization to continue on without the city funding. The Commissioners agreed that they appreciate the information provided on the flash drives and no changes to the reports currently being provided are need at this time.

c. FOR DISCUSSION AND ACTION: Tentative Schedule of Commission Meetings

Tuesday, February 13, 2024 @ 1:30 pm to 3:30 pm
Friday, February 16, 2024 @ 1:30 pm to 3:30 pm
Tuesday, February 20, 2024 @ 1:30 pm to 3:30 pm
Friday, February 23, 2024 @ 1:30 pm to 3:30 pm

Mr. Akagi stated this schedule closely follows the schedule that the Commission had last year. He explained the first (1st) meeting is to present the scores to the Commission. The second (2nd) meeting is to present variances, if there are any. The third (3rd) meeting is to accept the variances, if there are any and the final meeting is to approve the report to City Council which is due on March 4, 2024. Mr. Akagi stated the second (2nd) and last meeting is not necessary if there are no variances and if the reports are approved at the third (3rd) meeting.

Vice Chair Baldemor asked for a motion to approve the tentative schedule of meetings as presented. Commissioner Kagimoto made the motion, Commissioner Yoshimoto seconded the motion.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the motion was approved unanimously.

6. Presentation from the Honolulu Ethics Commission – Financial Disclosure Training

Eric Irwin and Teri Keliipuleole, Associate Legal Counsel from Ethics, provided Financial Disclosure training through a PowerPoint presentation.

The Commissioners thanked them for presenting their PowerPoint presentation.

7. FOR DISCUSSION AND ACTION: Commission Letter to City Council – Invitation to Commission Meetings

Mr. Akagi presented the proposed Commission Letter to City Council.

Vice Chair Baldemor asked if there were any questions, objections, or reservations from the Commissioners. Hearing none, Vice Chair asked for a motion to approve and send the Commission Letter to the City Council as presented. Commissioner Yoshimoto made the motion, Commissioner Kagimoto seconded the motion.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the motion carried unanimously.

8. FOR DISCUSSION AND ACTION: Annual Election of Chair (effective January 1, 2024)

Vice Chair Baldemor indicated that the Annual Election of Chair is next and asked for nominations for the position of Commission Chair. He nominated Commissioner Kaipo Kukahiko for Chair. Hearing no further nominations, Commissioner Kagimoto motioned to close nominations. Commissioner Sandra Larsen seconded.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the motion carried unanimously.

Commissioner Kagimoto made a motion for Commissioner Kukahiko to serve as Chair for the Commission. Commissioner Yoshimoto seconded.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the motion carried unanimously.

Deputy Corporation Counsel, Lynn Wakatsuki explained that Chair Kukahiko should run the rest of the meeting since being voted Commission Chair.

9. FOR DISCUSSION AND ACTION: Annual Election of Vice Chair (effective January 1, 2024)

Chair Kukahiko indicated that the Annual Election of Vice Chair is next and asked for nominations for the position of Commission Vice Chair. Commissioner Baldemor nominated Grant Kagimoto for Vice Chair. Hearing no further nominations, Commissioner Yoshimoto moved to close nominations and Commissioner Larsen seconded.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the motion carried unanimously.

Chair Kukahiko asked for a motion that Grant Kagimoto serves as Vice Chair for the Commission. Commissioner Yoshimoto moved and Commissioner Larsen seconded.

Discussion: None

Hearing no objections or abstentions from the Commissioners present, the motion carried unanimously.

10. Next Meeting Date:

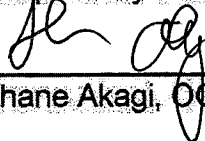
The next meeting is scheduled for Tuesday, February 13, 2024 at 1:30 p.m.

This meeting will be held by video/interactive conference technology from remote locations via Zoom with the meeting ID posted on the Agenda, and an in-person location at Kapalama Hale.

11. Adjournment

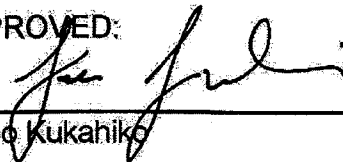
As there was no additional business on the agenda, Chair Kukahiko adjourned the meeting at 2:20 p.m.

Respectfully Submitted,



Shane Akagi, OGM Administrator

APPROVED:



Kaipo Kukahiko

2/14/2024

Date

The minutes of the Commission Meeting on
December 15, 2023 was approved at the
February 13, 2024 Commission Meeting

	<u>Aye</u>	<u>No</u>	<u>Comment</u>
Kaipo Kukahiko	<input type="checkbox"/>	<input type="checkbox"/>	
Grant Kagimoto	<input type="checkbox"/>	<input type="checkbox"/>	
Vincent L. Baldemor	<input type="checkbox"/>	<input type="checkbox"/>	
Camron Hurt	<input type="checkbox"/>	<input type="checkbox"/>	
Sandra Larsen	<input type="checkbox"/>	<input type="checkbox"/>	
Kimberly W. Yoshimoto	<input type="checkbox"/>	<input type="checkbox"/>	