

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, January 5, 2024

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

Spenser Kunishige, DCS/OGM

Lauren Jagla, DCS/OGM

Rebecca Espinoza, 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 1:02 p.m.

2. Approval of Minutes: December 1, 2023 Meeting

Chair Bennett asked for a motion to approve the minutes of the December 1, 2023 Meeting. Vice-Chair Kunitake motioned to accept the Meeting Minutes. Motion was seconded by Member Stewart. Motion was 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 an update regarding the budget. The anticipation is that admin and possibly the City Council will decline money in various areas due to the slight increase in property tax revenue and additional costs related to the rail operations. He stated the Committee's support may be needed if money is taken away from the HCCSW. The Committee agreed to provide a letter of support for funding; the letter would be on behalf of the Committee and signed by Chair Bennett.

Vice-Chair Kunitake made a motion for the Committee to provide a letter of support for funding in the upcoming budget. Member Stewart seconded the motion. Hearing no objections, the motion was passed unanimously. Vice-Chair Kunitake will draft the letter of support for funding and provide it to the DCS staff to circulate for the next meeting.

### 5. Presentation from Hawaii Children's Action Network

Courtney Velasquez, Deputy Director of Hawaii Children's Action Network (HCAN), presented a PowerPoint to the Committee regarding Paid Family and Medical Leave.

Valerie Lam joined the meeting at 1:42 p.m.

Ms. Velasquez and the Committee discussed Paid Family Leave matters, such as other states with paid family leave, Washington State's program, Hawaii legislation, policy, proposals support from the Kupuna Caucus, etc.

Courtney Velasquez left the meeting at 1:54 p.m.

### 6. FOR DISCUSSION AND ACTION: Discussion on Paid Family Leave Project and Updates from Committee Members

Vice-Chair Kunitake asked for clarification regarding the number of bids needed for procurement, when funds need to be encumbered, and the Committee's budget for the year. Mr. Akagi stated that the procurement paperwork must show three (3) bids; however, there is an option for sole source with justification and they will have to explain why the organization was selected. He also stated that encumbrance is in May 2024 and the Committee has \$27,000 budgeted for the year. Vice-Chair Kunitake also asked if it was possible to encumber the unspent funds for printing costs to use the poll results to promote awareness of the Paid Family Leave. She recalled discussions about printing last year. Mr. Akagi shared that the City has a print shop, encumbrance would happen upon commitment of the cost and he will

check if the City's print shop would take payment in advance.

Member Lam asked Vice-Chair Kunitake for clarification on her questions and suggestions about printing cost. Vice-Chair Kunitake explained that the Committee is not able to procure the entire \$27,000, as the limit for procurement is \$24,999, so she asked to find out if she can have that topic as an agenda item for the next meeting. Member Lam expressed her concerns about the Committee producing materials, the responsibilities such as ensuring the correct content is created and distributing the materials, and she referenced the earlier presentation from HCAN about medical buys and other vendors. Member Lam suggested that the Committee can find out about the vendors being used to produce the materials that are already being put into production and use the remaining balance to support the vendor doing the work for the coalition. Member Stewart added that the Committee has been moving with regard to the HCCSW's role, which is advocacy and support, not production. Vice-Chair Kunitake requested to have this topic as an agenda item for the next meeting so the Committee can discuss possible options on how to spend the remaining balance.

Shane Akagi left the meeting at 2:05 p.m.

Chair Bennett asked the Committee to review the updated Scope of Purpose draft – (“HCCSW Family and Medical Leave Polling Statement of Purpose”) that was edited at the last meeting. Member Lam referenced the first paragraph and asked if the Committee means people who work for Honolulu County. Ex-Officio Sonobe Hong stated it is employees within the limits of Honolulu County.

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

Chair Bennett stated the Scope of Purpose will be revised to strike 1) Honolulu County employees and replace it with 1) Employees within the limit of Honolulu County. Member Lam asked if instead, it could say 1) Employees and 2) Businesses and union leaders within the County of Honolulu. Member Lam also pointed out that the research objectives have numbers and bullet points. The Committee agreed to remove the bullet points and to number the research objectives. Chair Bennett agreed that the Scope of Purpose would be revised to reflect the changes Member Lam suggested. Ms. Kelly confirmed that the Committee Members can by consensus agree to the proposed edits to the Scope of Purpose and use the updated statement for procurement and a motion is not needed to accept the changes. The Committee agreed to accept the Scope of Purpose with the proposed edits. Vice-Chair Kunitake can use the updated Scope of Purpose to move forward with procurement.

7. FOR DISCUSSION AND ACTION: Election of Officers and/or Potential Changes to the HCCSW Operating Guidelines

Chair Bennett shared a recap on the discussion about the election of officers at the last meeting, stating that she was re-elected as Chair of the Committee and Vice-

Chair Kunitake was also re-elected for her position. She recalled reviewing the parameters in terms of guidelines for the HCCSW officers including the secretary and treasurer position. However, the Committee did not have enough information so the topic was added to this meetings agenda. Chair Bennett asked to add this topic to the next meeting's agenda to allow more time for the topic as well as to give Mr. Akagi the opportunity to share his input. Ms. Kelly suggested an executive session for this agenda item to talk about consequences or remedies there might be with respect to the rules and have an informed discussion on how the Committee wants to approach that.

8. FOR DISCUSSION AND ACTION: HCCSW Annual Retreat Planning

Chair Bennett asked the Committee members if they had comments regarding the HCCSW Annual Retreat. There were no comments at this time. Due to the limited amount of time left for this meeting, the HCCSW Annual Retreat Planning will be added to the agenda for the next meeting.

9. FOR DISCUSSION: Agenda Setting for the Next Meeting

For the next meeting, the Committee will talk about updates for the Paid Family Leave Project, potential use of the remaining budget, election of officers and/or potential changes to the HCCSW operating guidelines with an executive session and the annual retreat planning.

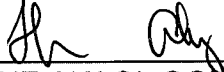
10. Next Meeting: TBD

Chair Bennett and Member Dotson are not available on February 2, 2024. Mr. Akagi and his staff will help the Committee determine availability amongst the members for the next meeting.

11. Adjournment

Member Lam made a motion to adjourn the meeting. Member Dotson seconded. Hearing no objections, the motion carried unanimously and Chair Bennett adjourned the meeting at 2:33 p.m.

RESPECTFULLY SUBMITTED:

  
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SHANE AKAGI, OGM Administrator

DATE

3/5/2024

APPROVED:

  
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HOPE BENNETT, Chair