

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, March 1, 2024

1:00 p.m.

Kapālama Hale, Conference Room 277
925 Dillingham Boulevard, Honolulu, Hawai'i
Via ZOOM

1. Call to Order

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

Committee Members absent: Raven Sevilleja

Staff Resources Personnel for the Committee present at the meeting:
Shane Akagi, Administrator, DCS, Office of Grants Management (OGM)
Katherine Hutchinson, DCS/OGM
Blessing Quon, DCS/OGM
Tammy Ngo, DCS/OGM
Lauren Jagla, DCS/OGM
Marsha Tamura, 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 1:04 p.m.

Jennifer Li Dotson joined the meeting at 1:06 p.m.

2. Approval of Minutes: January 5, 2024 Meeting

Chair Bennett asked for a motion to approve the Minutes of the January 5, 2024 Meeting. Member Dotson made the motion, Member Kunitake seconded. Motion was passed unanimously.

3. Public Testimony on all Agenda Items

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 stating the City's budget should be submitted sometime next week. He mentioned that the HCCSW funds are still apart of the request and he will keep the Committee updated if there are any changes.

Mr. Akagi stated that if the Committee goes into Executive Session for agenda item number six (6), to keep in mind that for the role of the Treasurer, because the funds are a part of the City's departmental funds and OGM, only a City employee is able to encumber funds. He stated the Committee can have a Treasurer that makes recommendations and tracks the funds for the Committee but when actually encumbering funds, the use of funds has to go through the City staff. He also stated that for the Secretary position, the Committee should keep in mind of the Sunshine Law when posting the meeting notices/ agenda, draft minutes and approved minutes. He stated that posting on the HCCSW website and the City and County of Honolulu visitors website can only be done by a City employee so the Secretary would still need to work with OGM staff to post online within the required time limits for Sunshine Law.

Mr. Akagi introduced Marsha Tamura as OGM's new staff member. He shared she will be joining the HCCSW meetings as part of her training.

5. Paid Family Leave Project - Updates from Committee Members, Candidate Project Partners and Next Steps

Executive Session

The Board may enter into Executive Session pursuant to Hawai'i Revised Statutes Section 92-4, Subsection 92-5(a)(4) ("To consult with its attorneys on questions and issues on a matter pertaining to the Board's power, duties, privileges, immunities and liabilities") and 92-5(a)(8) ("To deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order.")

Chair Bennett asked the Committee Members for a motion to convene in Executive Session. Member Dotson made a motion and Member Lam seconded. No discussion and no objections. The motion passed to convene in an Executive Session.

The following members and staff convened in Executive Session at 1:25 p.m.

- Hope Bennett, Chair
- Caroline Kunitake, Vice-Chair

- Jennifer Li Dotson, Member
- Valerie Lam, Member
- Helen Stewart, Member
- Renee Sonobe Hong, Ex-Officio Member
- Kathleen Kelly, Deputy Corporation Counsel, assigned to the Committee
- Katherine Hutchinson, DCS/OGM

Jennifer Li Dotson left the meeting at 1:28 p.m.

The committee reconvened in an open meeting at 1:43 p.m.

Chair Bennett provided a brief update from the Executive Session stating that the Committee discussed the proposals received and expressed their recommendations to the staff present for further action for the staff to take on procurement process.

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

Executive Session

The Board may enter into Executive Session pursuant to Hawai'i Revised Statutes Section 92-4, Subsection 92-5(a)(4) ("To consult with its attorneys on questions and issues on a matter pertaining to the Board's power, duties, privileges, immunities and liabilities").

Chair Bennett asked the Committee Members for a motion to convene in Executive Session. Member Stewart made a motion and Vice-Chair seconded. No discussion and no objections. The motion passed to convene in an Executive Session.

The following members and staff convened in Executive Session at 1:46 p.m.

- Hope Bennett, Chair
- Caroline Kunitake, Vice-Chair
- Valerie Lam, Member
- Helen Stewart, Member
- Renee Sonobe Hong, Ex-Officio Member
- Kathleen Kelly, Deputy Corporation Counsel, assigned to the Committee
- Katherine Hutchinson, DCS/OGM

The committee reconvened in an open meeting at 2:10 p.m.

Chair Bennett provided a brief update from the Executive Session stating that the Committee discussed with the Deputy Corporation Council the appointment of officers under its existing operating guideline and the possibility for amendments.

Chair Bennett asked for a motion to propose changes to the operating guidelines that gives the Committee the option to appoint certain officers but not require the Committee to appoint officers. Member Lam made the motion, Member Stewart seconded. No discussion and no objections. The motion passed unanimously.

Chair Bennett asked for a motion asking the Corporation Council to help draft the revisions as well as provide other recommendations for amendments to the HCCSW guidelines. Member Lam made the motion, Vice-Chair Kunitake seconded. No discussion and no objections. The motion passed unanimously.

7. FOR DISCUSSION AND ACTION: Supporting Paid Family Leave Legislation

Chair Bennett stated that the Committee has the opportunity to support bill SB 2474, which relates to family leave. She shared with the Committee how they could support the bill and asked if they had an interest in providing written testimony in support of it. Vice-Chair Kunitake shared she is supporting the bill as an individual but expressed that she thought it would be a good idea for the Committee to submit testimony in support of the legislation. The Committee Members agreed they would provide written testimony to support bill SB 2474.

Member Lam made a motion that the Committee votes to support SB 2474 and further establish a broader commitment to support other measures that makes Paid Family Leave insurance accessible to Hawaii families. Member Stewart seconded the motion. No discussion and no objections. The motion passed unanimously.

Member Lam volunteered to draft the written testimony and submit it on behalf of the Committee. Chair Bennett stated Ms. Kelly would be available to look over the written testimony before submitting it and also stated that OGM staff is available for support as well.

Vice-Chair Kunitake made a motion that Member Lam be allowed to submit testimony on behalf of HCCSW for SB 2474 and other measures supporting Paid Family Leave. Member Stewart seconded the motion. No discussion and no objections. The motion was passed unanimously.

8. FOR DISCUSSION AND ACTION: Potential Use of Remaining Budget

Due to the limited time left for this meeting, this agenda item was not discussed and will be added to the next meeting's agenda.

9. FOR DISCUSSION AND ACTION: HCCSW Annual Retreat Planning

Due to the limited time left for this meeting, this agenda item was not discussed and will be added to the next meeting's agenda.

10. FOR DISCUSSION: Agenda Setting for the Next Meeting

Chair Bennett stated the Potential Use of Remaining Budget and the HCCSW Annual Retreat Planning will be added to the next meeting agenda.

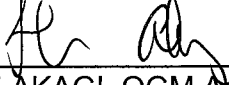
11. Next Meeting: April 5, 2024

The next meeting is scheduled for Friday, April 5, 2024 at 1:00 p.m. as a remote meeting via Zoom with an in-person location at Kapālama Hale.

12. Adjournment

Member Stewart made a motion to adjourn the meeting. Vice-Chair Kunitake seconded. Hearing no objections, the motion carried unanimously and Chair Bennett adjourned the meeting at 2:37 p.m.

RESPECTFULLY SUBMITTED:



SHANE AKAGI, OGM Administrator

DATE

4/10/2024

APPROVED:



HOPE BENNETT, Chair