



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, April 5, 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, Valerie Lam, Helen Stewart and Ex-Officio Member Renee Sonobe Hong

Committee Members absent: Raven Sevilleja and Jennifer Li Dotson

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 1:06 p.m.

2. Approval of Minutes: March 1, 2024 Meeting

Chair Bennett asked for a motion to approve the Minutes of the March 1, 2024 Meeting. Vice-Chair Kunitake made the motion, Member Stewart 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 with the Committee that the City hired an Early Childhood Resource Coordinator. Her name is Jordana Ferreira. She will join one of the upcoming HCCSW meetings to introduce herself to the Committee. Mr. Akagi also provided an update regarding solicitation of services stating that the BFS 10 form can be submitted with supporting documentation attached that shows the services offered and price. Vice-Chair Kunitake stated she has email correspondence from the vendors who placed bids and would forward the emails to OGM staff so the procurement forms can be submitted.

#### 5. Paid Family Leave Project - Updates from Committee Members

Vice-Chair Kunitake reiterated that she will be forwarding the email correspondence to OGM staff to be attached to the BFS 10 form as supporting documentation for submission. Chair Bennett confirmed with Mr. Akagi that the Committee's timeline for procurement is still appropriate. Chair Bennett thanked Vice-Chair Kunitake for moving the Committee along with the procurement process and stated that the Committee will look forward to an update from Mr. Akagi at the next meeting.

Chair Bennett shared that SB 2474 has died and thanked Member Lam for submitting written testimony on behalf of the Committee.

#### 6. FOR DISCUSSION AND ACTION: Potential Use of Remaining Budget

Vice-Chair Kunitake stated there is roughly \$2,000 remaining that is not budgeted for this procurement cycle. When she spoke about this topic a couple of meetings ago, she proposed printing the results of the survey. She recalled that there were questions about content and distribution and mentioned that because the Committee will have access to the results of the survey, they can summarize it. She shared that the Committee could share the results of the survey with different departments within the County. Vice-Chair Kunitake mentioned that she thought it could be an opportunity to let the departments know that there is an active Honolulu County Committee on the Status of Women. Mr. Akagi stated he also recalled the conversation relating to this Agenda item and reminded the Committee that they could use the City's print shop but if there are existing funds this year, the Committee would not be able to encumber the funds until supplies are already bought. He also reminded the Committee that pCard is limited in regards to the size of transactions. Mr. Akagi shared with the Committee that the Mayor submits a newsletter every month which is distributed to the City and County of Honolulu employees via e-mail and PDF file. He stated if the Committee was interested in doing something similar to distribute the results of the survey, OGM could speak with the Department of Public Information Office to see if they have any opinions. The

Committee agreed that they would consider that as an option for the future and decided that the potential use of the remaining budget will go unused because of the timeframe.

#### 7. FOR DISCUSSION AND ACTION: HCCSW Annual Retreat Planning

Chair Bennett shared with the Committee that in Article 7, section 7.2 says that an Annual Retreat shall take place to determine goals and objectives for the next fiscal year. She asked the Committee to think about some ideas on a project that they wish to discuss at the next HCCSW Annual Retreat. She stated although SB 2474 relating to Paid Family Leave has died, it could be a topic that will come up in the future but the Committee has this opportunity to talk about a new project to support as there are live bills relating to childcare that the Committee may want to follow for the next legislative session. Chair Bennett asked that the Committee think legislatively about what they would like to do, how they would like to structure it, what kind of budgetary spending the Committee may want to commit to and what themes they would like to focus on.

Member Stewart proposed that the Committee could discuss the question of what keeps a bill from dying, what the Committee can do to move things along and if there is anything the Members can think about long term such as training. Chair Bennett thanked Member Stewart for the idea of training and added that it would be a good idea for the Committee to understand more about what their role can be in those legislative sessions. She stated that she found it helpful when the Hawaii State Commission on the Status of Woman spoke to the Committee in the past and mentioned that it is something they can look into again for more opportunities on legislative training in the future.

Vice-Chair Kunitake added that there were a lot of things that did not move forward during this particular legislative session because of the expenses for the Maui wild fire and the concern about bills dying relates to timing. She also mentioned that from what the Committee has been told in some of the past meetings from presenters who presented on topics relating to Paid Family Leave is that it can take years for a bill to be passed. Member Lam mentioned that the Committee has talked about pay equity in the past and the idea of a guidance document or a playbook. She recalls there being good ideas and there is still a potential for that topic to be discussed again.

Chair Bennett proposed to the Committee that the HCCSW Annual Retreat be in-person if they were interested. The Committee Members agreed that they would be interested in having the HCCSW Annual Retreat in-person. Chair Bennett shared this agenda item will be placed on the next meeting's agenda to discuss the topics shared.

#### 8. FOR DISCUSSION AND ACTION: Proposed Revisions to the HCCSW Operating Guidelines

Member Stewart mentioned that in the HCCSW Operating Guidelines, women are talked about but it does not say anything about girls. She wondered if the Committee may want to look into the language being used. Mr. Akagi shared the statute that creates the Committee on the Status of Women to various Counties to state law, and although they mention women, it's any issue pertinent to women.

Ms. Kelly went over the proposed HCCSW Operating Guidelines with the Committee. Member Stewart stated the Operating Guidelines seems open-ended when talking about term limits for Committee Members. Chair Bennett stated she believes that the Committee has the authority to speak over the terms of elected officers such as the Chair and the Vice-Chair however, they do not have the ability to determine the term limits for those specific positions. She stated the Committee also does not have the authority to determine their own term limits as Committee Members as that would not be under the Operating Guidelines. Ms. Kelly clarified that the statute that establishes the County Committee provides that the terms of office of each Member shall be four (4) years.

Vice-Chair Kunitake stated she believed that Member Stewart is talking about long-term leadership planning and mentioned that the Committee could discuss that as a potential topic at the HCCSW Annual Retreat.

Chair Bennett made a motion to adopt the revisions that were made to the HCCSW Operating Guidelines. Vice-Chair Kunitake motioned and Member Stewart seconded. No discussion and no objections. The motion passed unanimously.

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

Chair Bennett stated that the HCCSW Annual Retreat will be added to the Agenda for the next meeting to give the Committee the opportunity to discuss the topics that were shared at this meeting for their retreat. She also stated that if the Members had any topics they wanted to discuss at the next meeting, to reach out to OGM staff and they can forward that information to her as she crafts the Agenda.

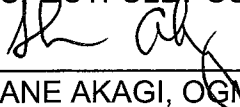
#### 10. Next Meeting: May 3, 2024

The next meeting is scheduled for Friday, May 3, 2024 at 1:00 p.m. as a remote meeting via Zoom with an in-person location at Kapālama Hale.

#### 11. Adjournment

With no further items on the agenda, Chair Bennett adjourned the meeting at 2:11 p.m.

RESPECTFULLY SUBMITTED:

  
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SHANE AKAGI, OGM Administrator

DATE

5/6/2024

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APPROVED:



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HOPE BENNETT, Chair