



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, Hawai'i  
96817

## MEETING MINUTES

Friday, February 20, 2024

1:30 p.m.

Kapalama Hale, Conference Room 277

925 Dillingham Boulevard, Honolulu, Hawai'i

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 Grant Kagimoto at 1:33 p.m. with five (5) Commissioners present.

Vice Chair 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: By Zoom: Vice Chair Grant Kagimoto, Vincent L. Baldemor, Camron Hurt, Sandra Larsen and Kimberly W. Yoshimoto. All Commissioners indicated that no one was with them at their location.

Commissioners excused: Chair Kaipo Kukahiko

#### Staff Resources Personnel present:

By Zoom: Shane Akagi, Administrator, Department of Community Services (DCS), Office of Grants Management (OGM)

Rebecca Espinoza, DCS/OGM

Lynn Wakatsuki, Deputy Corporation Counsel, assigned to the Commission

In-Person: Katherine Hutchinson DCS/OGM

Blessing Quon, DCS/OGM

Tammy Ngo, DCS/OGM

Guest: In-person: Marsha Tamura

2. Approval of Minutes: February 13, 2024 and February 16, 2024 Meeting

The February 13, 2024 Meeting Minutes were approved at the February 16, 2024 Meeting.

Vice Chair asked for a motion to approve and file the Minutes of the February 16, 2024 meeting. Commissioner Hurt made the motion, Commissioner Yoshimoto seconded the motion.

Discussion: None

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

3. Oral Testimonies and Written Testimonies from the Public

No oral (in-person or online by Zoom) testimony.

4. Testimony/Comments from Department/Agencies

a. Presentation from the Department of Community Services for Fiscal Year (FY) 2025

Mr. Akagi thanked the Commissioners and OGM staff for their hard work. He reported that the updated report documents were sent to the Commissioners shortly before the meeting.

b. Presentation and Submission of Variance Changes and Adjustments

The submission of variance changes and adjustments were adopted at the February 16, 2024 meeting.

c. Presentation of Proposal Scores

The proposal scores were adopted at the February 16, 2024 meeting.

d. Presentation of Final Proposal Scores and Proposed Grants in Aid Advisory Commission Report and Resolution

Mr. Akagi presented the Grants in Aid Advisory Commission Report and Resolution to the Commission for their review, which included a series of Appendixes listing the proposal scores organized into several formats:

- Appendix 1: Schedule of Grant Proposals Recommended by the Grants in Aid Advisory Commission to the Honolulu City Council Sorted Alphabetically by Organization Name
- Appendix 2: Schedule of Grant Proposals Recommended by the Grants in Aid Advisory Commission to the Honolulu City Council Sorted by

Score

- Appendix 3: Schedule of Grant Proposals Recommended by the Grants in Aid Advisory Commission to the Honolulu City Council Grouped by City Council District
- Appendix 4: Full List of Applicants Sorted Alphabetically by Organization Name
- Appendix 5: Full List of Applicants Sorted by Score
- Appendix 6: List of Recusals

Based on the Department of Budget and Fiscal Services (BFS) GIA Fund balance estimate, Mr. Akagi reported that the total number of proposals funded this year will be sixty-two (62) grant proposals. For the Tier I grant proposals, nine (9) organizations will be funded for about \$89,000 which is below the total \$200,000 maximum that the Commission set for the Tier I grants. Mr. Akagi noted that some organizations that specifically serve a specific council district were funded based on Resolution 20-263. For the Tier II grant proposals, there is a tied score at the end of the fund balance: Family Hui Hawai'i and Makana O Ke Akua Inc. The remaining fund balance was split between Family Hui Hawai'i and Makana O Ke Akua Inc. due to the tied score.

Mr. Akagi also stated other than some minor changes to the formatting for Appendix 3, these documents are final. He asked the Commissioners to visit the DCS office to sign the Resolution by February 29, 2024 because the Commission Report and Resolution must be sent to City Council by March 4, 2024.

- e. Presentation of Proposed Grants in Aid Advisory Commission Letter to the City Council recommending reducing the maximum amount of grants awarded for Grants in Aid FY2026

Mr. Akagi explained that the Commission's Letter to Council is the cover letter for the Commission's report and explains the resolution and ordinance and the various appendices. This letter, he explained, also includes language recommending the two (2) partially-funded organizations (Family Hui Hawai'i and Makana O Ke Akua Inc.) be fully funded up to their recommended amount, should additional funding become available. Further, in the letter, he explained that the Commission requests the reduction of the dollar ceiling amount to \$150,000, instead of \$200,000, for the maximum grant, which could give more organizations the opportunity to obtain and use the GIA funds.

5. FOR DISCUSSION AND ACTION (if any): FY2025 Grants in Aid Proposals – Variance Changes and Adoption of Adjustments

The variance changes and adoption of adjustments were adopted by the Commission at the February 16, 2024 meeting.

No discussion.

6. FOR DISCUSSION AND ACTION (if any): FY2025 Grants in Aid Proposals – Adoption of Final Proposal Scores

The adoption of the final proposal scores were adopted by the Commission at the February 16, 2024 meeting.

No discussion.

7. FOR DISCUSSION: FY2025 Grants in Aid Proposals – Adoption of Grants in Aid Advisory Commission Report and Resolution

Vice Chair asked for motion to adopt the Commission Report to Council and Resolution. Commissioner Baldemor made the motion and Commissioner Hurt seconded.

No discussion

No objections or abstentions. The Commission Report to Council and Resolution were adopted by the Commission.

8. FOR DISCUSSION AND ACTION: Adoption of Grants in Aid Advisory Commission Letter to the City Council recommending reducing the maximum [dollar] amount of [the] grants awarded for Grants in Aid FY2026

Vice Chair asked for motion to adopt the Grants in Aid Advisory Commission Letter to the City Council recommending reducing the maximum [dollar] amount of [the] grants awarded for Grants in Aid FY2026. Commissioner Hurt made the motion and Commissioner Yoshimoto seconded.

No discussion

No objections or abstentions. The Grants in Aid Advisory Commission Letter to the City Council recommending reducing the maximum [dollar] amount of [the] grants awarded for Grants in Aid FY2026 was adopted by the Commission.

9. Next Meeting Date:

The next meeting is scheduled for Friday, February 23, 2024 at 1:30 p.m.  
Kapalama Hale, Conference Room 153

Vice Chair announced that the meeting on Friday, February 23, 2024 is canceled and indicated that the next meeting will be determined at a later date.

10. Adjournment

Vice Chair asked for a motion to adjourn the meeting, as there was no additional business on the agenda. Commissioner Baldemor made a motion and Commissioner Hurt seconded. Hearing no objections or abstentions, the motion carried unanimously and Vice Chair adjourned the meeting at 2:05 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Shane Akagi, OGM Administrator

APPROVED:

\_\_\_\_\_  
Grant Kagimoto, Vice Chair

\_\_\_\_\_  
Date

The minutes of the Commission Meeting on February 20, 2024 was approved at the \_\_\_\_\_, 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"/> |                |