



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, May 3, 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 and Ex-Officio Member Renee Sonobe Hong

Committee Members absent: Raven Sevilleja and Helen Stewart

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

Lauren Jagla, DCS/OGM

Rebecca Espinoza, DCS/OGM

Spenser Kunishige, DCS/OGM

Tammy Ngo, 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 1:02 p.m.

2. Approval of Minutes: April 5, 2024 Meeting

Chair Bennett asked for a motion to approve the Minutes of the April 5, 2024
Meeting. Vice-Chair Kunitake made the motion, Member Lam 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 that the procurement documentation was accepted by purchasing. He also shared that as budget season continues, there are no budget cuts to the HCCSW budget so far. No other updates from Mr. Akagi at this time.

5. Paid Family Leave Project - Updates from Committee Members

Vice-Chair Kunitake shared that OGM staff requested for the email communication regarding the bids from the vendors to provide to purchasing for approval before moving forward. She was also asked to provide an invoice from HCAN. Vice-Chair Kunitake stated she is not sure how quickly HCAN can begin work because it is unknown if their support staff are working on other projects however, the Committee has time before the next legislative session to get the results they need.

Vice-Chair Kunitake stated it would be helpful to distribute the summary of the results of the survey through the online newsletter that the County employees receive from the Mayor, which was talked about at the last HCCSW meeting. She stated it would be helpful to see samples of some past newsletters. She shared that she works for the State and she gets something similar from the Governor that goes over highlights of projects being worked on and information they want the State staff to know about. Mr. Akagi forwarded the April newsletter from the Mayor to the Committee for reference of what the newsletter looks like.

Chair Bennett stated the idea for survey distribution and the process of how the Committee might go about doing that can be discussed again at a future meeting.

6. FOR DISCUSSION AND ACTION: HCCSW Annual Retreat Planning

Chair Bennett recapped some of the ideas that the Committee had for the HCCSW Annual Retreat. She asked if the Committee had any other ideas to add or if they wanted to have a presenter join the meetings. Vice-Chair Kunitake stated she thought it would be a good idea to invite Courtney Velazquez and Nicole Woo from HCAN to one of the meetings again to update the Committee on their plan for Paid Family Leave for the next legislative session. Member Lam agreed stating it would be good to know what's next for Paid Family Leave.

7. FOR DISCUSSION: Agenda Setting for the Next Meeting

Chair Bennett stated for the next meeting, the Committee will discuss more details about the HCCSW Annual Retreat and set a date in August to have the meeting via

Zoom or in-person. The Agenda will also have a topic for Vice-Chair Kunitake to provide an update on the Paid Family Leave Project and the Committee can discuss more about ideas for speakers they wish to invite to the meetings.

8. Next Meeting: June 7, 2024

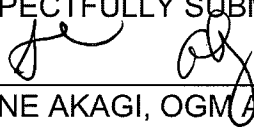
The next meeting is scheduled for Friday, June 7, 2024 at 1:00 p.m. as a remote meeting via Zoom with an in-person location at Kapālama Hale.

Chair Bennett shared that she recalled in the past, the Committee would take a break in July and reconvene for a meeting in August. The HCCSW will not have a meeting in July.

9. Adjournment

With no further items on the agenda, Chair Bennett adjourned the meeting at 2:22 p.m.

RESPECTFULLY SUBMITTED:


SHANE AKAGI, OGM Administrator

DATE

6/21/2024

APPROVED:


HOPE BENNETT, Chair