



Kaipo Kukahiko, Chair
Grant Kagimoto, Vice Chair
Malia Haumschild, Commissioner
Camron Hurt, Commissioner
Sandra Larsen, Commissioner
David Sgan, 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

Thursday, December 5, 2024

10:00 a.m.

Kapalama Hale, Conference Room 260

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 Chair Kaipo Kukahiko at 10:06 a.m. with six (6) Commissioners present.

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: Chair Kaipo Kukahiko, Vice Chair Grant Kagimoto, Malia Haumschild, Camron Hurt, Sandra Larsen, and David Sgan. All Commissioners indicated that no one was with them at their location.

Staff Resources Personnel present:

In-Person: Shane Akagi, Administrator, Department of Community Services (DCS), Office of Grants Management (OGM)

Katherine Hutchinson, DCS/OGM

Tammy Ngo, DCS/OGM

Lynn Wakatsuki, Deputy Corporation Counsel, assigned to the Commission

By Zoom: Rebecca Espinoza, DCS/OGM

Lauren Jagla, DCS/OGM

Spenser Kunishige, DCS/ OGM

Jimmy Lota, DCS/ OGM

Blessing Quon, DCS/ OGM

Marsha Tamura, DCS/OGM

Guest: By Zoom: None

2. Welcome New Commissioner Malia Haumschild

The Commission welcomed the new Commissioner, Malia Haumschild.

3. Approval of Minutes: July 8, 2024 Meeting

Chair asked for a motion to approve and file the Minutes of the July 8, 2024 meeting. Vice Chair Kagimoto made the motion, Commissioner Larsen seconded the motion.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the minutes were approved unanimously.

4. Oral Testimonies and Written Testimonies from the Public

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

5. Testimony/Comments from Department/Agencies - Presentation from the Department of Community Services (DCS) for Fiscal Year (FY) 2026

a. Information on Grants in Aid Program, Grants in Aid Fund, and Grants in Aid Advisory Commission

Mr. Akagi thanked the Commissioners for their dedication and anticipated hard work. He also thanked the OGM staff for their support. He shared that Commissioner Kim Yoshimoto has stepped down from the Commission in July after serving four years. He stated that the Mayor's office has been notified of the vacancy. Updates on the FY2026 Grants and Aid Program were shared, noting that feedback from the July 2024 GIA Advisory Commission meeting led to simplify the Tier 1 application. Mr. Akagi stated that out of 182 applications received, six (6) were disqualified due to incomplete or outdated submissions. The review process of the proposals is ongoing with efforts to resolve minor issues before final review by the Commission at the end of this month.

Commissioner Hurt asked Mr. Akagi if he could share the amount of Tier 1 and Tier 2 applications that were received. Mr. Akagi stated that the breakdown is not ready yet due to ongoing corrections for incomplete submissions but stated he would update the Commission via email.

b. FOR DISCUSSION: Reports provided by DCS to the Grants In Aid

Advisory Commission.

Mr. Akagi noted that the Commission receives reports detailing nonprofits' grant history, sustainability scores and past performance issues. He offered to include additional types of reports if the Commission requested and asked if any of the Commissioners had questions. Vice Chair Kagimoto asked for clarification regarding the discrepancy reports, noting confusion over issues flagged for larger, more established organizations. Mr. Akagi explained that the importance of discrepancies depends on whether issues are resolved during the review process and if supporting documents clarify the answers provided. No further questions were asked.

c. FOR DISCUSSION AND ACTION: Tentative Schedule of Commission Meetings

Tuesday, February 11, 2025 @ 1:30 pm to 3:30 pm
Friday, February 14, 2025 @ 1:30 pm to 3:30 pm
Tuesday, February 18, 2025 @ 1:30 pm to 3:30 pm
Friday, February 21, 2025 @ 1:30 pm to 3:30 pm

Mr. Akagi stated this schedule closely follows the schedule that the Commission had last year however, change can be made, if needed. He explained the first (1st) meeting is to present the scores to the Commission. The second (2nd) meeting is to present variances, if there are any. The third (3rd) meeting is to accept the variances, if there are any and the final meeting is to approve the report to City Council which is due on March 4, 2025. Mr. Akagi stated the second (2nd) and last meeting is not necessary if there are no variances and if the reports are approved at the third (3rd) meeting.

Chair Kukahiko asked the Commission for their input on the February 11th meeting regarding the time that is proposed and suggested the meeting to be in-person. The Commissioners shared their availability and came to the conclusion that meetings around noon worked best for everyone and that they will make themselves available for an in-person meeting on February 11, 2024 at 12:00 pm at Kapalama Hale. The Commission also agreed to change the other meeting times to 11:30 am. via Zoom.

Chair Kukahiko asked for a motion to accept the tentative schedule of meetings that were presented to the Commission. Commissioner Hurt made the motion, Vice Chair Kagimoto seconded the motion.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the schedule of meetings was approved unanimously.

6. FOR DISCUSSION AND ACTION: Commission Letter to City Council – Invitation to Commission Meetings

The Commission reviewed the Commission Letter to City Council. Chair Kukahiko asked for a motion to send the Commission Letter to the City Council. Commissioner Hurt made the motion, Commissioner Larsen seconded.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the motion was approved unanimously.

7. FOR DISCUSSION AND ACTION: Annual Election of Chair (effective January 1, 2025)

Chair Kukahiko opened nominations for the election of Chair for a one-year term. Vice Chair Kagimoto nominated Kaipo Kukahiko. Then, Vice Chair Kagimoto presided over the meeting as Acting Chair, asking for a motion to close the nominations. Commissioner Sgan made the motion, Commissioner Hurt seconded.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the motion was approved unanimously.

Vice Chair Kagimoto asked for a motion for Kaipo Kukahiko to serve as Chair. Commissioner Hurt made the motion, Commissioner Sgan seconded.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the motion was approved unanimously. Chair Kaipo Kukahiko will continue to serve as Chair for another one-year term beginning January 1, 2025.

8. FOR DISCUSSION AND ACTION: Annual Election of Vice Chair (effective January 1, 2025)

Chair Kukahiko opened nominations for the election of Vice Chair for a one-year term. Commissioner Haumschild nominated Grant Kagimoto. Chair Kukahiko asked for a motion to close the nominations. Commissioner Haumschild made the

motion, Commissioner Larsen seconded.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the motion was approved unanimously.

Chair Kukahiko asked for a motion for Grant Kagimoto to serve as Vice Chair. Commissioner Larsen made the motion, Commissioner Sgan seconded.

Discussion: None

After asking for any objection or abstentions and hearing no objections or abstentions from the Commissioners present, the motion was approved unanimously. Vice Chair Grant Kagimoto will continue to serve as Vice Chair for another one-year term beginning January 1, 2025.

9. Next meeting date: Tuesday, February 11, 2025 at 12:00 pm
In-person at Kapalama Hale, Suite 260
925 Dillingham Boulevard

10. Adjournment

With no further items on the agenda, Chair Kukahiko adjourned the meeting at 10:38 am.

Respectfully Submitted,

Shane Akagi, OGM Administrator

APPROVED:

Kaipo Kukahiko, Chair

Date

The minutes of the Commission Meeting on
December 5, 2024 was approved at the
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"/>	
Malia Haumschild	<input type="checkbox"/>	<input type="checkbox"/>	
Camron Hurt	<input type="checkbox"/>	<input type="checkbox"/>	
Sandra Larsen	<input type="checkbox"/>	<input type="checkbox"/>	
David Sgan	<input type="checkbox"/>	<input type="checkbox"/>	