



# Honolulu County Committee on the Status of Women

CITY AND COUNTY OF HONOLULU

715 South King Street, Suite 311 • Honolulu, Hawai'i 96813

Beverly Munson, Chair  
Katherine "K.D." Chavez, Vice Chair  
Dr. Diane Paloma, Vice Chair  
Kathleen Algire-Fedarcy, Member  
Rochelle Gregson, Member  
Keali'i Lopez, Member  
Dr. Reni Soon, Member

## MEETING MINUTES

Tuesday, October 15, 2019

2:00 p.m.

Kapālama Hale Conference Room, 1<sup>st</sup> Floor  
Honolulu, Hawai'i

### 1. CALL TO ORDER

The meeting of the Honolulu County Committee on the Status of Women (HCCSW) was called to order by Chair Beverly Munson at 2:06 p.m.

Present: Katherine "K.D." Chavez, Kathleen Algire-Fedarcy, Rochelle Gregson, Beverly Munson, Dr. Diane Paloma, and Dr. Reni Soon

Absent: Keali'i Lopez

Staff Resources Personnel for the Committee present at the meeting:  
Shane Akagi, Administrator, Office of Grants Management (DCS/OGM)  
Rebecca Espinoza, Planner, (DCS/OGM)  
Lauren Jagla, Planner, (DCS/OGM)

Chair Munson asked all Committee members, guests, and DCS staff to introduce themselves.

## 2. APPROVAL OF JULY 1, 2019 MINUTES

Chair Munson noted that September 9, 2019 meeting mentioned in the meeting minutes was changed to October 15, 2019. With the correction of the date, Chair Munson asked for a motion to approve the minutes of July 1, 2019 as corrected. Member Gregson motioned to accept the minutes as revised, motion was seconded by Vice Chair Paloma. Motion passed unanimously.

## 3. TESTIMONY/COMMENTS FROM DEPARTMENT/AGENCIES AND THE PUBLIC

### a. Presentation from the Department of Community Services

Budget - Mr. Akagi reported that travel funds could not be allocated as soon as the committee wanted, as it take about a month to allocate funds. The Mayor wants the Committee's budget for this year and next year by October 23, 2019. That is the first meeting with the Budget Committee for FY 21. Mr. Akagi suggested \$30,000 be requested for FY 21 to match the FY 20 budget amount. There was some discussion on possible committee expenses for FY 21. Mr. Akagi would like to take talking points to the Budget Committee meeting. Chair Munson asks if the Committee would approve of her sketching out talking points for the use of this year and next year's budget, sending it to Mr. Akagi to distribute to the Committee members for their comments.

Mr. Akagi outlined some important considerations for the budget. Services under \$25,000 do not need to complete a full procurement process. Items up to \$5,000 can be purchased with a P-Card. To hire services, the process will require approximately two-to-three months or more to complete. A Scope of Work will need to be developed, the project sent out for bids, with the Committee making the final selection. The Department of Budget & Fiscal Services will need to review and approve the simple procurement. This process will take the longest amount of time to complete.

Chair Munson asked the Committee to review their focus areas and send her an email listing possible areas of expense. Mr. Akagi mentioned that the City Print Shop can produce good work for less than using an outside contractor for marketing materials.

Chair Munson gave an update for the October 14, 2019 meeting with Council Chair Andersen. The Committee will meet with Council Member Kobayashi next week and with Mayor Caldwell shortly after. The Committee was asked to do a presentation to the full City Council in February 2020.

#### 4. FOR ACTION: Election of Officers

There was a motion by Committee member Gregson to nominate Chair Munson for a second term running from October 15, 2019 to July 1, 2020. Vice Chair Paloma seconded the motion. As part of the Committee discussion, Vice Chair Chavez mentioned she would be available to be the Chair if the meeting time was revised. Committee member Gregson withdrew her nomination of Chair Munson and made a motion to nominate Vice Chair Chavez for Chair. Vice Chair Paloma seconded the motion. Motion passed unanimously. The meeting was turned over to Chair Chavez.

There was a motion by Committee member Soon to nominate Vice Chair Paloma for a second term and Committee member Munson as co-Vice Chairs. Committee member Gregson seconded the motion. Motion passed unanimously.

#### 5. FOR DISCUSSION: Confirmation of Focus Group Assignments

Focus Group leads are to research the issue, coordinate work on the issue, and make a presentation to the Committee for assistance, budget needs, etc. Focus Group assignments were confirmed as follows:

- Sex trafficking -- Vice Chair Munson and Chair Chavez
- First Responder Training – Committee member Soon, Vice Chair Munson, and Committee member Algire-Fedarcyk
- Homelessness – Committee member Algire-Fedarcyk, and Chair Chavez
- Economic Security and Gender Wage Equity – Vice Chair Paloma and Chair Chavez
- Missing and Murdered Indigenous Women – Chair Chavez and Vice Chair Paloma

#### 6. FOR DISCUSSION: Discussion of Focus Group Operations

As part of their responsibilities, the Focus Group lead will bring back to the Committee any requests for assistance, their budget needs, etc. Chair Chavez requested that each Focus Group lead develop budget numbers and justifications, plus a list of individuals/organizations they are reaching out to by the next meeting. Chair Munson will reach out to Committee member Lopez to determine if she wants to join any of the Focus Groups.

7. FOR DISCUSSION: Meeting Times

Chair Chavez requests that the regular meeting time be revised to a later time in the day. Several possible times were discussed, with unanimous agreement to change the meeting time to 2:30 p.m. to 4:00 p.m. on Tuesdays.

The previously scheduled meeting, November 1, 2019, was cancelled.

8. FOR DISCUSSION: Schedule of Meetings: December 2019 – June 2020

December 3, 2019 at 2:30 p.m. to 4:00 p.m. was chosen for the next meeting after discussion. The Committee decided to meet quarterly on the first Tuesday of the month at 2:30 p.m. to 4:00 p.m. The following dates were scheduled: April 7, 2020, July 14, 2020, and October 6, 2020. Focus Groups would meet between the quarterly meetings and reports given at the quarterly meetings.

9. ANNOUNCEMENTS:

None.

10. NEXT MEETING DATE:

The next meeting is scheduled for Tuesday, December 3, 2019 at 2:30 p.m. at Kapālama Hale, Ethics Commission Conference Room located on the first floor.

11. ADJOURNMENT

Chair Chavez requested a motion for adjournment. Vice Chair Munson made the motion for adjournment. Committee member Algire-Fedarcyk seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

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SHANE AKAGI, OGM Administrator

APPROVED:

\_\_\_\_\_  
KATHERINE "K.D." CHAVEZ  
Chair

\_\_\_\_\_  
Date

The minutes of the Committee Meeting on  
October 15, 2019 were approved at the  
December 3, 2019 Committee Meeting

	<u>Aye</u>	<u>No</u>	<u>Comment</u>
Katherine "K.D." Chavez – Chair	<input type="checkbox"/>	<input type="checkbox"/>	
Dr. Diane Paloma	<input type="checkbox"/>	<input type="checkbox"/>	
Beverly Munson	<input type="checkbox"/>	<input type="checkbox"/>	
Keali'i Lopez	<input type="checkbox"/>	<input type="checkbox"/>	
Dr. Reni Soon	<input type="checkbox"/>	<input type="checkbox"/>	
Kathleen Algire-Fedarcyk	<input type="checkbox"/>	<input type="checkbox"/>	
Rochelle Gregson	<input type="checkbox"/>	<input type="checkbox"/>	