



# DISABILITY AND COMMUNICATION ACCESS BOARD

1010 Richards Street, Room 118 • Honolulu, Hawaii 96813  
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## DRAFT MINUTES

### Disability and Communication Access Board Executive Committee Meeting

Location: Kamamalu Building  
1010 Richards Street, Room 118, Honolulu, HI 96813

Date: August 28, 2018  
Time: 12:00 p.m.

PRESENT: Bill Bow, Chairperson; Monty Anderson-Nitahara, Rosanna Daniel-Kanetake, Marie Kimmey, Board Members; Francine Wai, Kristine Pagano, Staff

ABSENT Pauline Aughe, Nikki Kepo'o, Board Members

GUEST Peter Fritz

#### SIGN LANGUAGE

INTERPRETER: Carie Sarver

#### COMPUTER ASSISTED

NOTETAKER: Christine Uyeno

I. The meeting was called to order by Chairperson Bill Bow at 12:05 p.m.

#### II. Disability and Communication Access Board Expenditure Plan for FY 2018-2019

A copy of the proposed Operating Expenditure Plan for fiscal year 2018-2019 in both the general and special funds was distributed to all Committee members. Francine Wai and Kristine Pagano provided a detailed description of the various line items. Francine Wai noted that shared expenses such as phone, computer maintenance contract, security contract, general office supplies, etc., are charged 2/3 to the general fund and 1/3 to the special fund based upon a proportion of the staff. If there are specific portions that are program specific (i.e., supplies for the parking program) then they are charged one hundred percent to the appropriate fund. Francine Wai also indicated that the proposed budget does not include the Special Parent Information Network (SPIN) account, as the money from the SPIN Memorandum of Understanding covers the salaries with income from the conference and donations paying for their supplies and program specific costs. However, DCAB contributes in-kind for the space and related costs such as phone, etc.

A detailed attachment of both funds is attached to the minutes. The Committee approved the Operating Expenditure Plan for fiscal year 2018-2019, as presented (M/S/P Anderson-Nitahara/Kimmey).

III. Disability and Communication Access Board Biennium Budget for FY 2019-2021

Francine Wai and Kristine Pagano presented four Biennium Budget requests that staff is recommending for submission through the Administration's budget. The requests are as follows:

Request 1: Full year funding for the exempt Facility Access Specialist II position in the special fund. The Facility Access Specialist II position authorized by Act 053/SLH 2018 addresses the backlog of blueprint reviews, with an emphasis on housing projects. The position was authorized with a six-month delay in hiring. This is a request for full year funding over the six months already authorized. The amount is \$51,562 for fiscal years 2020 and 2021, which includes fringe benefits.

Request 2: One new permanent exempt Telecommunication and IT Specialist (Disability) in the general fund. This request is for a full time permanent exempt position and adds funds of \$5,000 for computer equipment and software to oversee and coordinate statewide access to comply with federal laws relating to information, communication technology and telecommunications for persons with disabilities. The amount is \$32,238 for six months in fiscal year 2020 and \$64,476 for fiscal year 2021 for a full year. This does not include fringe benefits because it is general funded.

Guest Peter Fritz indicated that he believes that this request should be from the Office of Enterprise Technology Services (ETS). Staff stated that a position in ETS is desirable, however ETS does not intend to submit a request. Staff will follow up with ETS as to their current plans.

Request 3: One new permanent exempt Planner (Emergency Preparedness) in the general fund. This request is for a full time permanent exempt position and adds funds of \$5,000 for computer equipment and software to oversee and coordinate statewide access to comply with federal laws relating to emergency preparedness for persons with disabilities. The amount is \$26,478 for six months in fiscal year 2020 and \$52,956 for fiscal year 2021 for a full year. This does not include fringe benefits because it is general funded. Preliminary feedback from the Director of Health is for DCAB to coordinate with the Public Health Preparedness Office to determine what functions can be handled by their staff regarding this request.

Request 4: Update Codes for the General and Special Funds. The codes have not been updated in several biennium budget cycles. There is no fiscal impact.

The Committee voted to support submission of the four requests with the understanding that they are starting points for discussion with the administration (M/S/P Anderson-Nitahara/Daniel-Kanetake).

Guest Peter Fritz expressed his concern that some of the staff activities were inconsistent with Hawaii Revised Statutes §348F, Disability and Communication Access Board. Staff indicated that the concerns are related to the scope of staff's technical assistance efforts. Chairperson Bill Bow indicated that the Board will look into the issue raised by Mr. Fritz.

IV. Open Forum

Guest Peter Fritz mentioned that he has been attending an ETS Steering Committee on Information Technology and that the Committee will be preparing a final report to the 2019 Legislature. He highly recommends that DCAB contact ETS because there is no disability representation on the Committee. He will send a list of the ETS Steering Committee members to staff.

Guest Peter Fritz also indicated that he would like to receive a link to the Plan of Action that was approved at the last Board meeting.

V. The meeting was adjourned at 1:07 p.m.

NOTE: All votes were unanimous unless otherwise noted.

Respectfully submitted,

FRANCINE WAI

DCAB Budget Narrative, FY 18 - 19  
General Fund Expenses

2900	Fee to Other State Agencies	\$1,000
	Death Records - Parking	
3200	Supplies	\$14,000
	Parking, \$4,000	
	Central and shared by entire office, \$10,000	
3400	Other Supplies (Computer & Software)	\$7,000
	Computer and supplies for HQAS, \$4,500	
	Other for office, \$2,500	
3500	Dues & Subscriptions	\$4,000
	Communication Access dues, \$600	
	ADA newsletters and subscriptions, \$2,000	
	Communication Access publications, \$500	
	Emerg Preparedness e-bulletins, \$400	
	Newspaper, \$500	
3700	Postage	\$15,000
	Parking renewal program, \$14,000	
	Postage for office, \$1,000	
3800	Telephone	\$10,000
	2/3 of cost X \$15,000	
3900	Printing	\$10,000
	Parking Program, \$4,500	
	Office, \$2,500	
	Administrative Rules, \$2,000	
	Emerg Preparedness, \$1,000	
4000	Advertising	\$6,000
4100	Car Mileage	\$1,000
	Staff	
4200	Transportation, Intrastate	\$8,200
	Communication Access, 4 r/t	
	Parking, 4 r/t	
	Parking Stakeholders, Liaisons, Enforcement, 6 r/t	
	Board members meetings, 20 r/t	
	Board members attendants, 5 r/t	
	Other, 2 r/t	
	Total, 41 r/t X \$200	
4300	Subsistence Allowance, Intrastate	\$1,000
	Staff per diem, 10 X \$40	
	Board overnight, \$600	

DCAB Budget Narrative, FY 18 - 19  
General Fund Expenses

4600	Hire of Passenger Car	\$600
	8 rentals	
4800	Other Travel	\$2,500
	Staff, \$500	
	Board, \$2,000	
5600	Rental of Equipment	\$10,000
	Parking printer, \$1,600	
	Xerox, \$8,400	
5800	Maintenance	\$28,000
	IT maintenance, 2/3 of cost \$10,000	
	Parking database, \$13,000	
	Other maintenance, \$5,000	
7100	Services on a Fee Basis	\$197,000
	Parking Program, County \$132,000	
	Auxiliary aids/services, \$25,000	
	Communication Access, \$12,800	
	Parking Program, \$5,200	
	Emerg Preparedness, \$4,800	
	ADA - Audio Description workshop, \$2,000	
	Security Services, \$5,000	
	Undesignated, \$10,200	
7200	Miscellaneous Current Expenses	\$46,505
7790	Other Machinery and Equipment	\$5,000
	Total	\$366,805

DCAB Budget Narrative, FY 18 - 19  
Special Fund Expenses

3200	Supplies	\$5,500
	Conference or other supplies, \$500	
	1/3 X \$15,000 for general office supplies, \$5,000	
3400	Other Supplies (Computer & Software)	\$5,000
	Computer and supplies for new position, \$3,000	
	1/3 X \$6,000 for general computer supplies, \$2,000	
3500	Dues & Subscriptions	\$700
	Access e-bulletins, \$400	
	Misc guidelines and catalogues, \$300	
3600	Freight and Delivery Charges	\$200
3700	Postage	\$100
3800	Telephone	\$14,000
	1/3 cost, \$4,000	
	New phone line, \$10,000	
3900	Printing	\$2,500
	Conference, \$1,500	
	1/3 cost of office, \$1,000	
4000	Advertising	\$750
	Facility Access Specialist II Position	
4100	Mileage	\$250
	Staff	
4200	Travel, Intrastate	\$3,200
	Staff 4 r/t x \$200, \$800	
	Board 12 r/t X \$200, \$2,400	
4300	Subsistence Allowance, Intrastate	\$960
	Staff 4 X \$40, \$160	
	Board 4 X \$200, \$800	
4400	Travel, Out of State	\$4,800
	Staff, 4 r/t	
4500	Subsistence Allowance, Out of State	\$6,000
	Staff, 4 r/t	
4600	Hire of Passenger Cars	\$300
4800	Other Travel	\$250
5700	Rental of Equipment	\$5,000
	Xerox	
5800	Maintenance	\$5,000
	IT maintenance	

DCAB Budget Narrative, FY 18 - 19  
Special Fund Expenses

7100	Services on a Fee Basis	\$105,500
	Database, \$92,000	
	Conference, \$7,350	
	UH Conference Center, \$2,500	
	Security services, \$2,650	
	Auxiliary aids/services, \$1,000	
7200	Other Miscellaneous Current Expenses	\$124,264
	DAGS assessment, \$75,000	
	DOH assessment, \$17,274	
	Registration Fees, \$3,000	
	Archives, \$1,200	
	New workstation, \$15,000	
	HQAS, \$10,000	
	Undesignated, \$2,790	
9999	Database Development and Maintenance	\$18,000
	Total	\$302,274