



DISABILITY AND COMMUNICATION ACCESS BOARD

1010 Richards Street, Room 118 • Honolulu, Hawaii 96813
Ph. (808) 586-8121 (V) • Fax (808) 586-8129 • TTY (808) 586-8162

AGENDA

Disability and Communication Access Board Executive Committee Meeting

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

Date: April 17, 2019
Time: 12:00 p.m.

- I. Call to Order
- II. Executive Session (Closed)

The Board anticipated going into Executive Session pursuant to HRS 92-5(a)(2) to consider the hire, evaluation, dismissal, or discipline of an officer or employee (Director) or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved.

- III. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, contact Cindy Omura at (808) 586-8121 or dcab@doh.hawaii.gov as soon as possible, preferably by April 12, 2019. If a response is received after April 12, 2019, we will try to obtain the auxiliary aid/service or accommodation, but we cannot guarantee that the request will be fulfilled.

Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.



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MINUTES

Disability and Communication Access Board
Executive Committee Meeting
Closed Session

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

Date: April 17, 2019
Time: 12:17 p.m.

PRESENT: Monty Anderson-Nitahara, Vice-Chairperson; Pauline Aughe, Rosanna Daniel-Kanetake, Nikki Kepo'o, Marie Kimmey, Board Members; Francine Wai, Staff

ABSENT Bill Bow, Chairperson

- I. The closed Executive session was entered into at 12:17 p.m. upon a vote of the Committee in open session pursuant to Hawaii Revised Statutes §92-5(a)(2).
- II. The purpose of the closed session was to consider the hire, evaluation, dismissal, or discipline of an officer or employee (Executive Director) or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved. This meeting cures a meeting of March 25, 2019, which was nulled due to procedural errors.

The Committee met with Francine Wai to discuss her desired departure in order to determine an appropriate timeframe so as to not disrupt staff activities. She indicated that she is flexible, as she would like to ensure a smooth transition to new leadership. It was determined that she would stay on until a new person is selected, within a reasonable timeframe. The Committee's intent is to avoid an Interim Director, as there are likely to be internal applicants, and no competitive advantage should be given to any person as an Interim Director. In addition, the Committee asked about other potential staff retirements within the year that might affect vacancies, the date of her retirement, and work flow. The Committee asked if she would help in the training the new Director after she leaves and she indicated yes, although she would check on options given Ethics Commission guidelines.

The Committee reviewed a Position Announcement. The Committee decided to ask that applications be sent to an office other than DCAB to ensure

confidentiality. Francine Wai will check as to whether it should be to a Department of Health or the Board Chairperson's office.

Francine Wai stated that she has consulted with the Director of Health, Office of the Governor, Department of Health-Human Resources Office Chief, Deputy Attorney General, and Office of Information Practices who are now aware of her intentions and have provided guidance on her status and the hiring process.

Francine Wai shared that the Office of Information Practices provided recommendations on the interview process so as to be consistent with the Sunshine Law. The recommendation is a combination of establishing a Permitted Interaction Group (PIG) and an Executive session. This combination is designed to ensure privacy of the applicants while still maintaining transparency and an opportunity for the public to offer comment. Francine Wai walked the Committee through the process of establishing a PIG. The intent is to establish the PIG at the next full Board meeting. The Committee asked Francine Wai to prepare all appropriate documents for use in the recruitment process.

The Committee discussed the type of interview questions they would like to pose in order to elicit information on both knowledge of disability issues as well as administrative or management experience and style. This will be done by the PIG, when established.

The information in this meeting will be shared at the next Board meeting in the Executive Committee report.

- III. The Committee came out of closed session at 1:16 p.m. by vote (M/S/P Kepo'o/Daniel-Kanetake).

Respectfully submitted,



FRANCINE WAI