



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, BESSD Basement Conference Room B

Date: August 1, 2019
Time: 12:00 p.m.

- I. Call to Order
- II. Introductions
- III. Approval of March 21, 2019, March 25, 2019, and April 17, 2019 Meeting Minutes
- IV. Disability and Communication Access Board Expenditure Plan for FY 2020-2021
- V. Disability and Communication Access Board Supplemental Budget Request for FY 2019-2020
- VI. Open Forum
- VII. Adjournment

Board packets are available for inspection in the DCAB office, and by mail or by email upon request.

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 July 29, 2019. If a response is received after July 29, 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

Location: Kamamalu Building
1010 Richards Street, BESSD Basement Conference Room B

Date: August 1, 2019
Time: 12:00 p.m.

PRESENT: Pauline Aughe, Chairperson; Rosanna Daniel-Kanetake, Nikki Kepo'o, Marie Kimmey, Summer Kozai, Justin Tokioka, Board Members; Francine Wai, Staff

SIGN LANGUAGE

INTERPRETERS: Mala Arkin and Carie Sarver

- I. The meeting was called to order at 12:08 p.m. by Chairperson Pauline Aughe.
- II. Minutes of the March 21, 2019, March 25, 2019, and April 17, 2019 meetings were approved as circulated (M/S/P Kimmey/Daniel-Kanetake).
- III. Disability and Communication Access Board Expenditure Plan for FY 2019-2020

Francine Wai and Kristine Pagano presented the proposed Expenditure Plan for the general and special funds for this fiscal year. As in the past, they noted that common expenses such as office security, phone, supplies, etc., are pro-rated to the general and special fund at 2/3 and 1/3 respectively. The proposed expenditure plan correlates to the approved Plan of Action to the best estimate possible. The proposed plans show the amount projected in each category in bold with the amount spent in fiscal year 2019-2020 in parenthesis and unbolded.

Staff noted that the general fund reflects spending the full appropriation from the Legislature, although there is a small amount of undesignated funds in anticipation of a possible restriction.

Staff noted that the special fund reflects that we are proposing to spend less than the full appropriation because any unexpended monies will roll over to future years. We are proposing to spend less than last year because we expended a large sum for the overhaul of the database system. She also noted that the asterisk (*) next to both the Department of Accounting and General Services and the Department of Health (DOH) assessment means that the amount that we are charged is only a very general estimate (on the high side). The assessments are based on a percentage of our revenues and expenditures, respectively, to cover the administrative overhead of those agencies to process checks and other revenue sources as well as payments, payroll, etc. Since we do not know those numbers, the assessments are only estimates.

The Expenditure Plans and Narratives were approved (M/S/P Kepo'o/Tokioka).

IV. Disability and Communication Access Board Supplemental Budget Request for FY 2020-2021

Francine Wai and Kristine Pagano presented the proposed Supplemental Budget Request for the next year. Staff noted that they have already consulted with the DOH Administrative Services Office and the Director's Office who recommended that we resubmit our request from last year for a half-time IT position. However, they suggested that we seek a position titled Communication Access Specialist instead of an IT-related position. The position would enhance DCAB's efforts to provide technical assistance on many communication access issues that went beyond state web accessibility such as social media, video development, accessible kiosks, emergency notifications, captioning, etc.

The deadline to submit Supplemental Budget requests is August 9, 2019. The Committee approved the submission of a request for a new half-time Communication Access Specialist position (M/S/P Kepo'o/Tokioka).

V. Open Forum

There were no comments in the Open Forum.

VI. The meeting was adjourned at 12:40 p.m.

NOTE: All votes were unanimous unless otherwise noted.

Respectfully submitted,



FRANCINE WAI