



DISABILITY AND COMMUNICATION ACCESS BOARD

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DRAFT MINUTES

Standing Committee on Facility Access Meeting

Location: Virtual Location Via Zoom
Date: May 9, 2023
Time: 10:00 a.m. – 10:30 a.m.

PRESENT: Marie Kimmey, Chairperson; Ron Awa, Scott Fleming, Michael Nojima, Teri Spinola-Campbell, Charlotte Townsend, Board Members; Duane Buote, Rodney Kanno, Staff

- I. Committee Chairperson Marie Kimmey called the meeting to order at 10:02 a.m. and reviewed the Remote Meeting Procedures.
- II. Staff and Board Members introduced themselves.
- III. No public statements or written testimony was submitted.
- IV. Members approved the meeting minutes of March 9, 2023 (M/S/P Awa/Spinola-Campbell).
- V. Old Business

- A. Document Reviews and Implementation of Fee Schedule – Update
Review statistics of document reviews and fee schedule.

Duane Buote informed the Committee members that the Facility Access Unit (FAU) reviewed one thousand one hundred fifty (1,150) projects from June 1, 2022 to May 8, 2023 of which five hundred seventy seven (577) were new submittals. The FAU collected \$853,986 in fees during that same period of time.

- VI. New Business

- A. Review Facility Access Section of the Plan of Action FY2023-2024

Duane Buote explained to the Committee members that the only proposed changes to the Facility Access section include deleting action steps regarding evaluation of the fee schedule rates and submittal of proposed legislation to increase the fee schedule rates.

The reason for the deletion of these action steps is because the consultant hired to do the evaluation is nearing completion of their report. The discussions with the consultant on the analysis and draft updates are indicating that the existing fee schedule has been working as intended and the current special fund balance includes an adequate buffer even with the legislative removal of \$1,000,000

during the COVID-19 emergency. There does not appear to be a need to request a fee increase at this time. The consultant intends to include a factoring analysis to determine when a reassessment may be necessary if expenses increases start to outpace the revenue.

The Committee voted to approve the proposed changes to the FY 2023–2024 Facility Access section of the Plan of Action to delete the following two action steps (M/S/P Townsend/Fleming).

~~2.1.7 Evaluate the review fee rates charged for the review of plans under Section 103-50, Hawaii Revised Statutes, to determine whether the rates are adequate to sustain future budget requirements. (Priority 1)~~

~~2.1.8 Propose legislation to amend Section 103-50, Hawaii Revised Statutes, to increase the plan review fee rates to sustain future budget requirements. (Priority 1)~~

B. Report on 2023 Disability Access Conference

Duane Buote informed the Committee members that the FAU Spring training schedule on the Hawaii Outdoor Developed Areas Accessibility Guidelines (HODAAG) has been completed.

The 2023 Disability Access Conference is scheduled for June 29 and June 30, 2023 from 8:00 a.m. – 11:30 a.m. each day. The sessions will focus on the Fair Housing Act requirements and will feature Rex Pace from the Department of Housing and Urban Development, Bill Hecker from Hecker Design, LLC – Accessibility Consulting, and John Torkelson from theACCESSpartnership, l.p.

VI. Open Forum

There were no items raised.

VII. Announcement of Next Meeting

The next meeting is TBD.

VIII. The meeting adjourned at 10:19 a.m.

Note: All votes were unanimous unless otherwise noted.

Respectfully submitted,

DUANE BUOTE