



DISABILITY AND COMMUNICATION ACCESS BOARD

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

NOTICE OF MEETING

Disability and Communication Access Board

General Board Meeting

September 30, 2022

12:00 p.m. – 2:00 p.m.

AGENDA

The Disability and Communication Access Board will be meeting remotely using interactive conference technology. The public is welcome to participate as follows.

Public In-Person Meeting Location

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

Participate Virtually via Zoom

Click on the link below or copy and paste it into your browser window:
<https://zoom.us/j/98573526075> and enter Meeting ID: 985 7352 6075

To join by phone

Dial 1 669 900 6833 and enter Meeting ID: 985 7352 6075

Public Testimony

Testimony or comments presented by members of the public during Board meetings shall be limited to three minutes per agenda item. In compliance with the Americans with Disabilities Act, a reasonable amount of additional time shall be afforded to persons with a communication disability to present testimony or comments, if needed. Any person who needs additional time to present testimony or comments is encouraged to contact the DCAB office in advance of the meeting. This rule shall be placed at the beginning of all Board meeting agendas.

Members of the public may present comment or testimony during Board meetings on each agenda item. Public comment or testimony, if any, shall be presented on each agenda item before the Board deliberates on the item. After all public comment or testimony is presented, the Board shall deliberate on the agenda item without further comment or

testimony from the public unless further public comment or testimony is requested by the Board.

Written Testimony -To ensure the public as well as its board members receive such testimony in a timely manner, written testimony should be submitted 24 hours prior to the scheduled meeting date and time. Any written testimony submitted after such time cannot be guaranteed to be distributed in time for the meeting. Written testimony may be submitted by one of the methods listed below:

- By email to: dcab@doh.hawaii.gov
- By U.S. Postal Mail:
Kirby Shaw, Disability and Communication Access Board, 1010 Richards Street,
Room 118, Honolulu, HI 96813
- By facsimile to: (808) 586-8129

AGENDA

- I. Call to Order
Review Remote Meeting Procedures
 - This meeting is being recorded.
 - A quorum of Committee members is required to be visible on screen.
 - Raise hand to speak unless called upon.
 - Identify yourself before speaking.
- II. Introductions
- III. Statement from Public and Written Testimonies Submitted
- IV. Approval of Annual Planning Meeting and General Board Meeting Minutes of July 21, 2022
- V. Executive Director's Report
 - Personnel
Update on Planner and ADA Coordinator and Communication Access Specialist Positions
- VI. Committee Reports
 - A. Executive Committee
No meeting held. No report.
 - B. Legislative Committee
No meeting held. No report.
 - C. Standing Committee on Communication Access
Report on the Standing Committee on Communication Access activities.
 - D. Standing Committee on Facility Access
No meeting held. No report.

- E. Standing Committee on Parking
Report on the Standing Committee on Parking activities.
- F. Special Parent Information Network
Report on the Special Parent Information Network activities.
- VII. Old Business
 - A. ADA Coordination
Review statistics of ADA technical assistance program. Update.
 - B. Guidance on the Provision of Auxiliary Aids/Services or Accommodations Due to a Disability at Public Meetings or Events. Review and update the guidance language on the provision of auxiliary aids/services or accommodations due to a disability at public meetings or events. Update.
- VIII. New Business
 - A. Plan of Action
Objective 3.4.3 Pursuant to Act 271-22, participate in a working group on accessible government documents and develop electronic information in technology accessibility standards titled, "Hawaii Electronic Information Technology Disability Access Standards" to be implemented by all state entities with the Office of Enterprise Technology Services. **(Priority 1)**
 - Consultation with the Office of Enterprise Technology Services (ETS) regarding Act 172-22 - the Hawaii Electronic Technology Accessibility Act. Update.
 - B. Update of Disability and Communication Access Board Programs and Services Manual.
- IX. Open Forum: Public comment on issues not on the agenda for consideration for the Board's agenda at the next meeting.
- X. Next Meeting
- IX. Adjournment

If you require an auxiliary aid or service for disability or other accommodation to participate in the meeting, please contact Scott Castor at (808) 586-8121 or email, dcab@doh.hawaii.gov. Requests made as early as possible will allow adequate time to fulfill your request.

Upon request, this notice is available in alternate formats.

The agenda and meeting materials for this meeting are also available for inspection at DCAB's office located at 1010 Richards Street, Room 118, Honolulu, Hawaii 96813 and on DCAB's website at: <https://health.hawaii.gov/dcab/dcab-agendas-and-minutes/>.



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MINUTES

Disability and Communication Access Board General Board Meeting

Location: Virtual via Zoom and 1010 Richards Street, Room 118
Date: September 30, 2022
Time: 12:00 p.m. – 2:00 p.m.

PRESENT: Violet Horvath, Chairperson; Anthony Akamine, Ron Awa, Rosanna Daniel-Kanetake, Dean Georgiev, Gerald Isobe, Marie Kimmey, Summer Kozai, Michael Nojima, Gerald Ohta, Charlotte Townsend, Board Members; Kirby Shaw, Kristine Pagano, Curtis Motoyama, Bryan Mick, Susan Rocco, Staff

ABSENT: Pauline Aughe, Scott Fleming, Nikki Kepo'o, Justin Tokioka, Amy Tsuji-Jones, Board Members

GUESTS: Peter Fritz; Judy Guaiardo, Statewide Independent Living Council; Donald Sakamoto, Citizens for a Fair ADA Ride; Annette Tashiro, State Rehabilitation Council

SIGN LANGUAGE

INTERPRETERS: Denise Green and Becky Hoopii

REAL TIME

CAPTIONERS: April Chandler and Kelly DeKamp

- I. Chairperson Violet Horvath called the meeting to order at 12:12 p.m. She provided information about testimony or comments presented by members of the public during Board meetings.
- II. Roll was called and Board members, staff, and guests, introduced themselves.
- III. Chairperson Violet Horvath said written testimony was submitted to DCAB by Peter Fritz. She gave him the option of reading his testimony. Guest Peter Fritz said that Board members had a duty to read testimony that he submitted and recommended that items be taken out of order for discussion, namely item A under Old Business and item B under New Business, because he said they were a priority. No Board members opposed the recommendation and the items were taken out of order and discussed after items IV and V.
- IV. The minutes of the Board's July 21, 2022 Annual Planning meeting were approved as circulated (M/S/P Townsend/Daniel-Kanetake; Abstain: Kimmey). The minutes of the July 21, 2022 General meeting were approved as circulated (M/S/P Townsend/Daniel-Kanetake; Abstain: Kimmey).

V. Executive Director's Report

Kirby Shaw reported that the Planner and ADA Coordinator position was filled. He introduced Curtis Motoyama as the new Planner and ADA Coordinator.

Kirby Shaw reported that DCAB is still recruiting for the Communication Access Specialist position.

VI. Committee Reports

A. Executive Committee

There was no meeting held, and no report was provided.

B. Legislative Committee

There was no meeting held, and no report was provided.

C. Standing Committee on Communication Access

Committee Chairperson Gerald Isobe reported that the Committee met on September 28, 2022. The May 27, 2022 meeting minutes were tabled until the next Committee meeting because there was no quorum.

He reported there are forty (40) sign language interpreters who hold a Hawaii State Sign Language Interpreter Credential and twenty six (26) sign language interpreters enrolled in the Continuing Education Program.

He reported that Hand Ninjas with Crom Saunders will present the next professional workshop via Zoom on November 12, 2022 from 10:00 a.m. to 12:00 p.m. Interested persons should contact DCAB for more information.

The next Committee meeting is scheduled for November 16, 2022 at 11:00 a.m.

D. Standing Committee on Facility Access

There was no meeting held, and no report was provided.

E. Standing Committee on Parking

Committee Chairperson Summer Kozai reported that the Committee met on August 26, 2022. She reported that approximately five thousand eight hundred seventy five (5,875) placards were issued and two hundred ninety six (296) license plates were reauthorized or issued in the fourth quarter. Of the placards, approximately one thousand seven hundred (1,700) were temporary, roughly four thousand one hundred (4,100) were long term and forty six (46) Disabled Paid Parking Exemption Permits were issued. Of the long term placards, approximately one thousand three hundred (1,300) were issued by DCAB. The renewal rate was sixty seven percent (67%).

She reported that four (4) inquiries were submitted through DCAB's web page to report abuse of a disability parking placard. Staff emailed four hundred ninety eight (498) permittees a reminder notice of pending placard expiration. Staff also began the crosscheck process with the Department of Health's Office of Vital Records and hopes to complete the death retrieval letter mailing to estates of deceased permittees. Staff procured thirty thousand (30,000) long term and temporary placards and one hundred four thousand five hundred (104,500) decals (month and year).

F. Special Parent Information Network

Susan Rocco provided a report on Special Parent Information Network (SPIN) activities. She reported that the SPIN Advisory Committee elected to hold a half a day virtual conference on October 22, 2022 and then plan for an in-person conference on April 22, 2023. The conference is entitled, "It's a Marathon, Not a Sprint." Featured for October are workshops on three (3) marathon skills parents of children with disabilities can develop to help them on their journey of parenting a child with a disability—stress management, mindful meditation and a technique called Care Mapping to develop and maintain a system of support. A conference flyer and registration link can be found at: <https://spinconference.org/2021-workshops/>.

She reported that Amanda Kaahanui made a presentation to Parent Community Networking Center (PCNC) staff in Honolulu District to keep them updated on SPIN's activities and services. PCNCs are part-time positions at public schools that serve as a bridge between the school, school families and community businesses and organizations. Many PCNCs are staffed by individuals who are not knowledgeable about special education, so it is important to make them aware of the needs of students with Individualized Education Programs (IEP) and their families.

She reported that the Special Education Advisory Council (SEAC) has long advocated for more attention to be paid to special education dispute resolution, and SPIN staff prepares a report each year for SEAC on the utilization of mediation, written complaints and due process hearings. At the September 9, 2022 SEAC meeting, a technical assistance team from WestEd presented the findings of their six (6) month review of the dispute resolution system in Hawaii, along with a strategic plan for improvement. SPIN will be staffing a SEAC Ad Hoc Committee on Dispute Resolution to look at a number of these issues, including the shortage of plaintiff attorneys to represent students in special education due process hearing requests.

VII. Old Business

A. ADA Coordination

Curtis Motoyama reported that statistics will be gathered. Examples of technical assistance includes Fair Housing Act parking, securing American

Sign Language interpreters and Braille transcribing, and creating accessible PDF documents.

Guest Peter Fritz said that meeting notices should only state that alternate formats will be provided upon request. He said that the accommodation statement should not specify the type of alternate format available (i.e., Braille, large print, etc.) because it implies that Braille will be provided upon request.

B. Guidance on the Provision of Auxiliary Aids/Services or Accommodations Due to a Disability at Public Meetings or Events.

Kirby Shaw said that the updated Guidance was distributed to State agencies and entities. Curtis Motoyama added that the updated Guidance was distributed to State ADA Coordinators as well. At the October 11, 2022, State ADA Coordinators meeting, DCAB will ask Coordinators to distribute the Guidance to staff who conduct public meetings and events.

Guest Peter Fritz stated that MS Teams does not provide captioning, and the Office of Enterprise Technology Services is working on a Zoom license for all State agencies.

Chairperson Violet Horvath suggested outreach to Olelo to inform people with disabilities about their rights.

Guest Peter Fritz said the problem with the State calendar is that it does not require public entities to post the accommodation request information with the notice or agenda and therefore people with disabilities must take an extra step to find the accommodation request information. He said meetings must have a dial in number for people with disabilities. A dial in number guidance should be included in the policy manual. Board members should be used as a resource to update the manual.

VIII. New Business

These items were taken out of order.

A. Plan of Action

Objective 3.4.3 Pursuant to Act 271-22, participate in a working group on accessible government documents and develop electronic information in technology accessibility standards titled, "Hawaii Electronic Information Technology Disability Access Standards" to be implemented by all state entities with the Office of Enterprise Technology Services. (Priority 1)

- Consultation with the Office of Enterprise Technology Services (ETS) regarding Act 172-22 - the Hawaii Electronic Technology Accessibility Act. Update.

Kirby Shaw reported that Act 172 passed in the 2022 Legislative session. Act 172 requires ETS in consultation with DCAB to establish accessibility

standards. The group is reviewing standards established by other states and jurisdictions to extract the best aspects to form the Hawaii standards. DCAB and ETS will be meeting every two (2) weeks to work on the standards.

Guest Peter Fritz said Hawaii already has standards for Section 508 and Web Content Accessibility Guidelines (WCAG). His testimony to DCAB includes what other States have done.

Kirby Shaw said the standards will require all hardware and software to be accessible to state employees with disabilities, and public facing entities, such as the Department of Labor and Industrial Relations, public libraries, public schools and the University of Hawaii, will be required to make their hardware and software accessible to persons with disabilities. Guest Peter Fritz said the University of Hawaii is required to comply with Section 504 because it receives federal funds.

Kirby Shaw is considering involving the National Federation of the Blind and the National Association of the Deaf. Guest Peter Fritz indicated that both organizations have standards posted on their websites.

B. Update of Disability and Communication Access Board Programs and Services Manual.

Kirby Shaw reported that the Programs and Services Manual (Manual) was last updated in 2018. The State and counties resorted to virtual platforms during the COVID-19 pandemic. The Manual did not incorporate virtual meetings and live streaming events. However, during the pandemic, DCAB provided technical assistance to State and county agencies to ensure their virtual meetings and live streamed events were accessible. The Manual needs to be updated to address these issues. Curtis Motoyama and Kirby Shaw will work on updating the Manual. The timeline to complete the update is within the next couple of months. Staff will prepare a draft to Board members by the next meeting.

Board member Charlotte Townsend asked whether staff would review and update the entire Manual. Kirby Shaw said staff would review the entire Manual to ensure the guidance is current.

Guest Peter Fritz said updating the Manual should be a top priority for staff. DCAB should update particular sections of the Manual to provide guidance that agencies need. He said the Manual update timeline would take three (3) months if the Deputy Attorney General were to review the updates. He is concerned that DCAB assets are not being allocated to the Manual update.

Board member Charlotte Townsend asked whether DCAB would create a working group, consisting of Board members and other individuals, to update the Manual. Curtis Motoyama will work with Kirby Shaw to develop a draft and ask for input before the next Board meeting with discussion at the next meeting. Kirby Shaw said that the working group must comply with the Sunshine Law and that DCAB may be able to create an ad-hoc committee or

a Permitted Interaction Group to update the Manual. He will confirm with the Office of Information Practices. Kirby Shaw also said staff will determine whether the Manual will be issued as sections are completed with a caveat that any completed section does not reference another section that needs to be updated. Review by the Deputy Attorney General would be to ensure that the Manual does not violate any legal provisions, which would prevent reissuing the Manual if corrections are necessary.

- IX. Open Forum: Public comment on issues not on the agenda for consideration for the Board's agenda at the next meeting.

Guest Annette Tashiro asked whether DCAB what address emergency preparedness. Kirby Shaw said that DCAB's involvement would be to continue its participation in emergency preparedness meetings with Curtis Motoyama as the contact. Board member Gerald Ohta asked that the next agenda provide an update about Hurricane Ian. Chairperson Violet Horvath asked staff to check on the status of the Emergency Response Manual.

- X. Chairperson Violet Horvath said that the next General meeting is scheduled for November 17, 2022 beginning at 11:00 a.m.

- IX. The meeting adjourned at 2:00 p.m.

Respectfully submitted,

/s/

KIRBY L. SHAW

Testimony of Peter L. Fritz
For
DCAB General Meeting

Several agenda items relate to the Disability and Communication Access Board Programs and Services Manual (Programs Manual). The Programs Manual is substantial authority for state procedures to accommodate individuals with disabilities. Individuals can use the Programs Manual to support claims of discrimination filed with the Hawaii Civil Rights Commission (HCRC) or in state or federal court.

While notices or alerts may have been sent to an agency ADA Coordinators, the notices or alerts do not carry the same weight as the Programs Manual. The Programs Manual was updated several years ago and it does not appear to have been substantively updated for changes made by recent legislation or remote testimony changes implemented for COVID.

I have the following suggestions regarding changes to the Programs Manual. I have previously mentioned these changes at prior DCAB meetings and my testimony is covered by agenda item VII B. The following is a discussion of some issues to be addressed:

1. Requesting An Accommodation and OIP

The Office of Information Practices (OIP) sent guidance to agencies regarding DCAB's language to request a disability accommodation. (See Exhibit 1) OIP's guidance quoted this language from the Programs Manual.

If you need an auxiliary aid/service or other accommodation due to a disability, contact [Name] at [phone number and email address] as soon as possible, preferably by [reply date]. If a response is received after [reply date], 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 alternate formats such as large print, Braille, or electronic copy.

The language is problematic for several reasons.

First, the language says that if a request is not received by a particular date, that the agency "cannot guarantee that the request will be fulfilled." This can be interpreted to mean that if a timely request is made, that the agency guarantees that the request will be fulfilled. However, what happens if a timely request is made and the agency cannot fulfill the request? Does this mean that the meeting has to be canceled?

Second, the language states that notices are available in alternate formats such as braille. Stating that the agenda is available in specific alternate

formats such as braille is a statement that the agency has prepared the agenda in braille. Formats other than braille may provide effective communication.

Recommendations: The provision should be revised to remove the guarantee language. Language should be inserted that says that if a request for an accommodation is received after a particular date, the agency will attempt to obtain an accommodation. I have previously provided language DCAB.

Regarding language that the notice is available in specific alternative formats, stating that a notice is available in specific alternate formats such as braille creates the presumption that the notice is already available in that format. It is recommended that the provision only state that the notice is available in alternate formats. I have raised this issue with DCAB in the past.

2. Timely Request for an Accommodation.

An agency recently published an agenda on the state calendar. The agency required that a request for an accommodation be made 5 business days prior to the date of the meeting. However, the agency posted notice 6 calendar days prior to the meeting. There were not 5 business days prior to the posting of the notice. It was impossible for somebody to timely request an accommodation because the date to request an accommodation had already passed when the agency posted the notice.

Recommendation: Guidance, published by the Department of Justice, for state and local governments had an example that used 3 days as the advance period to request an accommodation. In addition, guidance for Title III of the ADA specifies that the obligation to secure an accommodation continues up until the time of the event. The Programs Manual should follow the language of the Department of Justice and use the 3-day period used by the DOJ. In addition, the language should and clearly indicate that the obligation to make an accommodation continues up until the time of the event or meeting. The Programs Manual should state that using a longer period would more likely than not violate the ADA.

3. Publication of a Dial-In Number.

OIP has taken the position that an agency does not have to include dial-in numbers in the information to allow participation in a remote meeting. The only information required is the Zoom link. Failure to include a dial-in number for a remote meeting discriminates against individuals with vision disabilities because someone may not have a computer needed to participate in the meeting. In addition, people with mobility disabilities may find calling in to be more convenient than using a computer to access the meeting or may be unable to use a computer to access the meetings.

Deaf individuals and individuals that are hard of hearing (HOH) may prefer to provide a dial-in number to a service such as Hawaii Relay to arrange for live manual captioning for the meeting. Live manual captioning is more accurate than speech to text software used by many conferencing programs. In addition, some people in rural areas may have slow internet connections that do not support streaming and will need dial-in numbers to participate in the meeting.

When setting up a Zoom meeting, Zoom provides dial-in numbers. These numbers are part of the information that people need to access a meeting remotely and publishing only the URL (Uniform Resource Locator or Link) is publishing incomplete information.

Recommendation: DCAB's Programs Manual should clearly state that a notice should include complete information on all the different methods to participate in the conference. This information would include the URL, any associated information such as dial-up numbers or information provided by Zoom or Teams. This information is part of the information provided when setting up the conference and the full information should be included in the notice.

Failure to include the dial-up numbers would require someone to request dial-up number needed for an accommodation and disclose their disability. Requiring someone to disclose a disability violates the ADA.

4. All Copies of the Agenda Should Be the Same and Include Information about How to Request an Accommodation

An agency recently published the contents of their agenda on the main page of the state calendar. That agenda contained the items to be considered for the meeting; however, that partial agenda did not have any information about how to request an accommodation. There was a link at the bottom of the main calendar page to a link to a copy of the agenda. (See Exhibit 2) Click on the link and a complete agenda with information about how to request an accommodation opened up in a Word document. (See Exhibit 3).

The State calendar posting did not warn individuals that they had to click on the link to see the complete agenda with information about how to request an accommodation.

It is my opinion that this violates the ADA because the ADA requires that individuals with disabilities have access to the same information on an equivalent basis as all other individuals. If an individual did not need an accommodation, they did not need to click on the link to see the complete agenda, individuals needed this information

could not be required to click on the link to get accommodation information. This is a burden upon individuals with disabilities.

Many people with disabilities may not realize that the information they need to participate in the meeting is contained in the complete agenda that is accessible only by clicking on a link at the bottom of the page. How does hiding this information promote transparency?

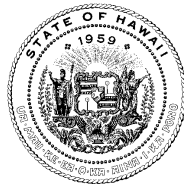
Recommendation: The Programs Manual states that **all copies** of the agenda that is published include information about how to request an accommodation. The Programs Manual should use an example like the one above.

DCAB could clarify this issue in his policy manual by making it clear that individuals with disabilities cannot be required to take an action not required of individuals without disabilities.

5. Video Conferencing Guidance

COVID brought many changes to how meetings are conducted by agencies. Several new laws have been enacted some of which touched upon remote meetings. The Programs Manual should contain detailed guidance about how to conduct remote meetings that include individuals with disabilities.

Recommendation: DCAB should solicit guidance from disability groups such as the NAD and NFB and include guidance in the Programs Manual to address the accommodation needs of disabled individuals for remote meetings. In addition, some of this guidance may be applicable to in-person meetings.



DAVID Y. IGE
GOVERNOR

**STATE OF HAWAII
OFFICE OF INFORMATION PRACTICES**

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250 SOUTH HOTEL STREET, SUITE 107
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Telephone: (808) 586-1400 FAX: (808) 586-1412
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www.oiip.hawaii.gov

CHERYL KAKAZU PARK
DIRECTOR

**WHAT'S NEW: SUNSHINE LAW TRAINING REVISED TO INCLUDE
NEW DCAB LANGUAGE FOR DISABILITY ACCESS
September 7, 2022**

After the State Office of Information Practices (OIP) posted its updated Sunshine Law training materials in August 2022, it was informed that the State Disability Access and Communications Board (DCAB) had approved the following new sample language to request disability accommodation, which should be used on Sunshine Law meeting notices.

If you need an auxiliary aid/service or other accommodation due to a disability, contact [Name] at [phone number and email address] as soon as possible, preferably by [reply date]. If a response is received after [reply date], 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 alternate formats such as large print, Braille, or electronic copy.

Or, if no reply date is provided:

If you need an auxiliary aid/service or other accommodation due to a disability, contact [Name] at [phone number and email address] as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request.

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

The reasons for adopting this new language are found in the attached [Guidance from DCAB](#).

OIP has revised the following August 2022 training materials, with the only change being the reference to DCAB's new sample language: both Sunshine Law Guides for the State/Counties and Neighborhood Boards; Agenda Guidance; Notice Checklist; and the Shrimp Board "Good Agenda." OIP's revised materials are dated September 2022.

Please note that OIP has no authority to administer or enforce the provisions of the Americans with Disability Act (ADA) and related legislation. For any questions about the new guidance or the ADA, please refer to DCAB's website at <https://health.hawaii.gov/dcab/> or contact DCAB at (808) 586-8121 or dcab@doh.hawaii.gov.

Exhibit 2

Hawaii Public Meetings Calendar

Search, browse, and learn about public meetings in the State of Hawaii


<https://calendar.ehawaii.gov>**Thursday, 09/29/2022 - Thursday, 09/29/2022****Time:** 01:00 PM - 03:00 PM**Recurring:****Event status:****Calendar:** Kauai Service Area Board on Mental Health and Substance Abuse**Title:** Kauai Service Area Board on Mental Health and Substance Abuse**Location:** via Zoom**Posted on:** 09/21/2022 04:01 PM**Updated on:** 09/21/2022 04:01 PM

This is an image of the page from the state calendar. It does not include any information about how to request an accommodation. To obtain information about how to request an accommodation, an individual must know that they need to click the link at the bottom of the page which will open up another file which has complete agenda information and information about how to request an accommodation.

Kauai Service Area Board on Mental Health and Substance Abuse

Date: Thursday, 09/29/2022
Start Time: 01:00 PM
Place: via Zoom

AGENDA

DAVID Y. IGE GOVERNOR OF HAWAII		ELIZABETH A. CHAR, M.D. DIRECTOR OF HEALTH
STATE OF HAWAII DEPARTMENT OF HEALTH KAUAI SERVICE AREA BOARD ON MENTAL HEALTH AND SUBSTANCE ABUSE 4370 KUKUI GROVE STREET, SUITE 3-211 LIHUE, HAWAII 96766		

Kaua'i Service Area Board on Mental Health and Substance Abuse**Meeting Agenda**

Thursday, September 29, 2022

01:00 p.m. – 3:00 p.m.

Please call to confirm your attendance (808) 274-3190

NO.	ITEM	PERSON(S) RESPONSIBLE
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I.	<p>CALL TO ORDER</p> <p>[Pursuant to Act 137-18 (SB 203), Chapter 92, Hawaii Revised Statutes: “(f) A quorum for purposes of doing business shall consist of a majority of the members serving on the council immediately before a meeting begins. (g) if a quorum is present when a vote is taken, the affirmative vote of a majority of members present shall constitute a valid act of the council unless this chapter, part I of chapter 92, the articles of incorporation, or the bylaws require a greater number of affirmative votes.”</p> <p>For example, if only 14 of 21 total members are appointed, at least 8 must be present to establish quorum. To validate a council action, of the 8 members present, an affirmative vote from at least 5 is required.]</p>	Chair, Members and Guests
II.	<p>REVIEW AND APPROVAL OF MINUTES</p> <p>Date of Minutes: August 25, 2022</p>	Chair
III.	<p>COMMUNITY INPUT</p> <p>[Pursuant to section 92-3, Hawaii Revised Statutes, community members will have 3 mins. to speak, i.e. per person, per item, or written testimony can be submitted on agenda items]</p>	Chair
IV.	<p>REPORTS</p> <p>Standing agenda item. Reports shared orally/in person or handout/in writing</p> <p>[NOTE: Reports include agency data, behavioral health related information, and if applicable, updates on requested items identified in past Council meetings.]</p> <p>A. State Council Report – Kaua’i Service Area Board Representative</p> <ul style="list-style-type: none"> • Update on State Council Activities <p>B. CAMHD/Kaua’i Family Guidance Center Report (FGC)</p> <ul style="list-style-type: none"> • Update on activities and services <p>C. AMHD/Kaua’i Community Mental Health Center Branch (KCMHCB)</p> <ul style="list-style-type: none"> • Update on activities and services 	<p>Madeleine Hiraga-Nuccio</p> <p>Rei Cooper</p>
V.	<p>OLD BUSINESS</p> <p>A. Kaua’i SAB Membership Recruitment</p> <p>B. Kaua’i SAB Representative to the State Council</p> <p>C. Comprehensive Integrated Service Area Plans and Budgets (CISAP) HRS §334-11</p>	Chair



DAVID Y. IGE
GOVERNOR OF HAWAII

ELIZABETH A. CHAR, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH

KAUAI SERVICE AREA BOARD ON MENTAL HEALTH AND SUBSTANCE ABUSE
4370 KUKUI GROVE STREET, SUITE 3-211
LIHUE, HAWAII 96766

Kaua'i Service Area Board on Mental Health and Substance Abuse

Meeting Agenda

Thursday, September 29, 2022
01:00 p.m. – 03:00 p.m.

Agenda page 2

VII.	NEW BUSINESS	Chair
VIII.	ANNOUNCEMENTS	Chair
IX.	AGENDA ITEMS FOR NEXT MEETING: October 27, 2022	Chair
X.	EVALUATION OF MEETING	Chair
XI.	ADJOURNMENT	Chair

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Attachments:

[Kauai Service Area Board Agenda September 29, 2022.doc](#)

Exhibit 3

DAVID Y. IGE
GOVERNOR OF HAWAII



ELIZABETH A. CHAR, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
KAUAI SERVICE AREA BOARD ON MENTAL HEALTH AND SUBSTANCE ABUSE
4370 KUKUI GROVE STREET, SUITE 3-211
LIHUE, HAWAII 96766

Kaua'i Service Area Board on Mental Health & Substance Abuse
Virtual Meeting Notice

DATE: Thursday September 29, 2022

TIME: 01:00 p.m. – 3:00 p.m.

WHERE: Virtual Meeting via Zoom
Kauai Family Guidance Center Conference Room
3059 Umi Street Room A-014
Lihue, HI 96766

Joining by computer, laptop, tablet, or smart phone?

To join from your PC, Mac, Linux, iOS or Android, please click the link below:

<https://hawaii-gov.zoom.us/j/96092284274?pwd=TUZYNnRwRXNsaTJmZlArN1VndVJYQT09>

Joining by telephone?

To join by phone, please use one of the following toll-free phone numbers*
and enter the Meeting ID when prompted:

+1 669 900 6833 (US Toll)

or

+1 253 215 8782 (US Toll)

Meeting ID: 960-9228-4274

Passcode: 317610

*Standard Long-Distance charges may apply. Please check with your phone service provider.

Meeting handouts are distributed via e-mail no less than six (6) calendar days prior to the day of the meeting. If you would like to receive meeting handouts, please e-mail Analyn Ubasa at: Analyn.ubasa@doh.hawaii.gov or contact via telephone at (808) 274-3190 with your name and e-mail address.

To submit testimony before the meeting, please e-mail Analyn Ubasa at: Analyn.ubasa@doh.hawaii.gov or mail your written testimony to the address at the top of this meeting notice, ATTN: Analyn Ubasa, with a transmit/postmark date no less than ten (10) calendar days prior to the day of the meeting.

NOTE: THIS MEETING WILL BE RECORDED

The Kaua'i Service Area Board (KSAB) will try to address every Agenda item, but no guarantee is intended. Priorities such as requirements of Sunshine Law may preclude addressing every or any item. The KSAB reserves the right to adjust the Agenda sequence (and any scheduled times if indicated) as necessary to efficiently conduct the meetings. Those who wish to be present for

Exhibit 3

a specific agenda item should plan to attend the entire meeting. Persons requiring an auxiliary aid/service such as large print, sign language, interpreter services or other accommodation due to a disability should email Analyn Ubasa at: analyn.ubasa@doh.hawaii.gov or contact via telephone at (808) 274-3190 with your name and e-mail address no less than three (3) business days prior to the meeting for arrangements. Mahalo!

DAVID Y. IGE
GOVERNOR OF HAWAII



ELIZABETH A. CHAR, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
KAUA'I SERVICE AREA BOARD ON MENTAL HEALTH AND SUBSTANCE ABUSE
4370 KUKUI GROVE STREET, SUITE 3-211
LIHUE, HAWAII 96766

Kaua'i Service Area Board on Mental Health and Substance Abuse

Meeting Agenda

Thursday, September 29, 2022
01:00 p.m. – 3:00 p.m.

Please call to confirm your attendance (808) 274-3190

NO.	ITEM	PERSON(S) RESPONSIBLE
I.	<p>CALL TO ORDER</p> <p>[Pursuant to Act 137-18 (SB 203), Chapter 92, Hawaii Revised Statutes: "(f) A quorum for purposes of doing business shall consist of a majority of the members serving on the council immediately before a meeting begins. (g) if a quorum is present when a vote is taken, the affirmative vote of a majority of members present shall constitute a valid act of the council unless this chapter, part I of chapter 92, the articles of incorporation, or the bylaws require a greater number of affirmative votes." For example, if only 14 of 21 total members are appointed, at least 8 must be present to establish quorum. To validate a council action, of the 8 members present, an affirmative vote from at least 5 is required.]</p>	Chair, Members and Guests
II.	<p>REVIEW AND APPROVAL OF MINUTES</p> <p>Date of Minutes: August 25, 2022</p>	Chair
III.	<p>COMMUNITY INPUT</p> <p>[Pursuant to section 92-3, Hawaii Revised Statutes, community members will have 3 mins. to speak, i.e. per person, per item, or written testimony can be submitted on agenda items]</p>	Chair
IV.	<p>REPORTS</p> <p>Standing agenda item. Reports shared orally/in person or handout/in writing</p> <p>[NOTE: Reports include agency data, behavioral health related information, and if applicable, updates on requested items identified in past Council meetings.]</p> <p>A. State Council Report – Kaua'i Service Area Board Representative</p> <ul style="list-style-type: none">Update on State Council Activities <p>B. CAMHD/Kaua'i Family Guidance Center Report (FGC)</p> <ul style="list-style-type: none">Update on activities and services	Madeleine Hiraga-Nuccio

Exhibit 3

	C. AMHD/Kaua'i Community Mental Health Center Branch (KCMHCB) <ul style="list-style-type: none">• Update on activities and services	Rei Cooper
V.	OLD BUSINESS <ul style="list-style-type: none">A. Kaua'i SAB Membership RecruitmentB. Kaua'i SAB Representative to the State CouncilC. Comprehensive Integrated Service Area Plans and Budgets (CISAP) HRS §334-11	Chair

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VII.	NEW BUSINESS	Chair
VIII.	ANNOUNCEMENTS	Chair
IX.	AGENDA ITEMS FOR NEXT MEETING: October 27, 2022	Chair
X.	EVALUATION OF MEETING	Chair
XI.	ADJOURNMENT	Chair