



DISABILITY AND COMMUNICATION ACCESS BOARD

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DRAFT MINUTES **Executive Committee Meeting**

Location: Virtual via Zoom and 1010 Richards Street, Room 118
Date: October 27, 2025
Time: 10:30 a.m.

PRESENT: Charlotte Townsend, Chairperson, Dayne Greene, Vice Chairperson;
Violet Horvath, Gerald Isobe, Michael Nojima, Board members; Kristine
Pagano, Staff

DEPUTY ATTORNEY GENERAL: Melissa Chee

PUBLIC
PARTICIPANT: Peter Fritz

SIGN LANGUAGE
INTERPRETERS: Jordan Kotani and Sabina Wilford

REAL TIME
CAPTIONERS: April Chandler and Kelly DeCamp

I. Chairperson Charlotte Townsend called the meeting to order at 10:37 a.m. She provided an overview of public testimony or comments, and remote meeting procedures.

II. Roll call of Committee members was conducted.

III. Statement from Public and Written Testimonies Submitted

Chairperson Charlotte Townsend reported no written public testimony was submitted.

IV. Ratify the October 3, 2024 Meeting Minutes

The minutes of the October 3, 2024 Executive Committee meeting were approved as circulated (M/S/P Horvath/Townsend, Abstain: Nojima).

V. Status of Executive Director

Chairperson Charlotte Townsend explained the Board's role regarding the Executive Director position. One of the responsibilities is to evaluate the employee who is the Executive Director. This has not been done in a while and reaffirm that this is one of the Board's major responsibilities. Going forward, an

evaluation of the Executive Director will be presented to the Board by the end of the year.

Committee member Violet Horvath reported as former Board Chairperson, she did not know about the responsibilities and to evaluate the Executive Director. She recommended a manual for future chairpersons regarding their role and responsibilities for the Board.

Testimony: Peter Fritz provided comments that around COVID-19 pandemic, it was suggested to do an evaluation of the Executive Director, but it was not completed. He asked if the Board took the ethics training and that there should be a plan for when staff is out on leave.

Committee member Violet Horvath responded that the Board completed the required ethics trainings.

Chairperson Charlotte Townsend explained that by statute, the Board's responsibilities include hiring and evaluating the Executive Director's performance. Kirby Shaw is the Executive Director, and he continues to be out on leave. He is expected to return on November 12, 2025. As the Chairperson, she reported that she's been in contact with the Department of Health, Human Resources to make sure the lines of communications are open and supported.

Chairperson Charlotte Townsend reported that in the interim period, the Administrative Officer, Kristine Pagano was following under the direction of Kirby Shaw, however he was not able to supervise Kristine Pagano. Chairperson Charlotte Townsend explained that in the interim, she stepped into the role to supervise Kristine Pagano to sign paperwork that would be normally signed by the Executive Director.

Chairperson Charlotte Townsend announced that in the interim period, Kristine Pagano is the Acting Executive Director and receiving temporary assignment compensation. It was noted that Kristine Pagano is also fulfilling her duties as the Administrative Officer.

Testimony: Peter Fritz provided comments. How can we shift some of these tasks to other employees at DCAB to reallocate the resources to make it easier on the Administrative Officer and perhaps increase efficiency.

Vice Chairperson Dayne Greene arrived at the meeting.

VI. Schedule of Committee Meetings for Fiscal Year 2025-2026

The Committee deliberated on either Mondays or Fridays to schedule future Committee meetings for the fiscal year. The next meeting will be held in the third quarter, January 2026 – March 2026.

Testimony: Peter Fritz provided comments and raised a concern that Mondays and Fridays sometimes fall on a state holiday and people use the three-day holiday weekend.

Committee member Violet Horvath responded that often Mondays and Fridays are state holidays however this time of the year, the holidays are Tuesdays and Thursdays.

Vice Chairperson Dayne Greene prefers Mondays or Fridays, however Wednesdays and Thursdays works as well too.

Chairperson Charlotte Townsend summarized Board comments and consensus of Monday, Wednesday, or Thursday schedule. She noted that Tuesday and Thursday conflicts with other Committee meetings. She asked if anyone would object to Mondays at 10:30 a.m. There were no objections.

The Committee members chose Mondays at 10:30 a.m. as the day and time for future meetings until end of fiscal year 2025-2026.

VII. Establishment of a Permitted Interaction Committee to Review the Programs and Services Manual

Chairperson Charlotte Townsend explained the purpose of the Programs and Services Manual for state and county government to use and comply with federal laws that impact persons with disabilities to participate in their programs, services, and activities.

She is seeking a motion to assist staff to review and update the Manual to ensure compliance for people with disabilities. There are a few sections that needs to be updated. The goal is to create the Permitted Interaction Group of members before the end of calendar year.

The Committee voted to create a Permitted Interaction Group (PIG) to review and update the Programs and Services Manual (M/S/P Horvath/Greene).

In discussion, Committee member Violet Horvath asked if this would include the public. Chairperson Charlotte Townsend reported that the public can provide comments on the Manual as there were comments from previous Board meetings.

Testimony: Peter Fritz provided comments that the Executive Committee will need to obtain a full Board vote on the establishment of the PIG for the Programs and Services Manual.

Chairperson Charlotte Townsend will research regarding a full Board vote to confirm the establishment of a PIG for the Programs and Services Manual.

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

Peter Fritz commented on what can be discussed in the Executive Committee because in the past, there were no public hearings when the current Executive Director was chosen. He suggested to contact the Attorney General regarding the procedural of Executive Director.

Committee member Violet Horvath asked how long will staff, Planner and ADA Coordinator, be out on leave. Chairperson Charlotte Townsend responded that she does not know when staff will return.

Vice Chairperson Dayne Greene asked if the Committee has an optimal date of when the Programs and Services Manual will be completed. Charlotte Townsend responded it depends on when the PIG will be established.

IX. Next Committee Meeting

The next Committee meeting will be held on Monday, February 9, 2025, at 10:30 a.m.

X. Adjournment

The meeting was adjourned at 11:15 a.m.

NOTE: All votes were unanimous unless otherwise noted.

Respectfully submitted,

KRISTINE PAGANO