



DISABILITY AND COMMUNICATION ACCESS BOARD

Ka 'Oihana Ho'oka'a'ike no ka Po'e Kīnānā

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DRAFT MINUTES

Disability and Communication Access Board
Executive Committee Meeting

Location: Virtual via Zoom and 1010 Richards Street, Room 111A and 111B
Date: January 12, 2026
Time: 9:30 a.m.

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

PUBLIC

PARTICIPANT: Peter Fritz

SIGN LANGUAGE

INTERPRETERS: DeAndre Denley and Regino Sapko

I. Chairperson CT called the meeting to order at 9:41 a.m. She provided an overview of public testimony or comments, and remote meeting procedures.

II. Roll was called and Board members and staff introduced themselves.

III. Statement from Public and Written Testimonies Submitted

Chairperson Charlotte Townsend reported no written testimonies were received.

IV. Approval of meeting minutes of October 27, 2025.

Chairperson Charlotte Townsend informed Board members that the draft October 27, 2025 Committee meeting minutes will be ratified at the next DCAB General meeting.

At this point of the meeting, Kristine Pagano excused herself from the meeting.

V. Status of Executive Director

1. The Executive Director, Kirby Shaw, passed away on November 22, 2025.

Chairperson Charlotte Townsend said Kirby Shaw passed away on November 22, 2025 and his services will be held on Saturday, January 17, 2026.

2. Discussion and Approval of process to fill vacant Executive Director position, including the following options:
 - a. Executive Committee's creation of a Permitted Interaction Group pursuant to §92-2.5, HRS, to advertise and select an Executive Director candidate; or
 - b. Executive Committee's recommendation to the General Board that Acting Executive Director Kristine Pagano fill the vacant Executive Director position.

Chairperson Charlotte Townsend said the Board has the responsibility for hiring, evaluating, and terminating, if necessary, the Executive Director. It will be the General Board that will make the decision on hiring the Executive Director. Today, we will have a discussion on what are some of the options available to hire the new Executive Director.

Two options were (1) creating a Permitted Interactive Group (PIG) to advertise and select the Executive Director. So that means opening the position up to the general population (statewide and nationally) to apply for the position; or (2) to do an internal promotion.

Chairperson Charlotte Townsend opened the discussion relaying the positives of each approach. First approach, the Board will maximize the search, statewide and maybe nationally to get the best possible candidate for the position. In the past, it was very difficult to get appropriate applicants with the level of knowledge and expertise for many of the DCAB positions and especially for the Executive Director position. In its history, the agency has had only two (2) long term Executive Directors, Francine Wai and Kirby Shaw.

Board member Dayne Greene said the Board may not have a lot of people applying, given national situation. Kristine Pagano has experience and expertise, and seems to be a natural fit. We have an opportunity to have someone with such a degree of knowledge and expertise who could merge into the position; it would be a good option.

Board member Violet Horvath said the last Executive Director search was difficult for the Committee as to receiving qualified applicants. She disagreed about individuals looking for another position and willing to relocate because of the national situation. But has seen Kristine Pagano grow and mature in her roles. Her preference would be the second option.

Board member Gerald Isobe said his recommendation is to get the most qualified person for the position.

Board member Michael Nojima said both options have merit. The primary objective is to get the best qualified person to fill the position. He asked if there was a written position description or criteria. Chairperson Charlotte Townsend said there is a job description and it can be shared with members.

Chairperson Charlotte Townsend said this position is a key, visible position representing the people with disabilities in Hawaii. This is the most visible and prominent position the Board has. To have someone in this position who

has a disability is absolutely critical and gives credibility to the Board's mission, people with disabilities advocating and in positions of professionalism.

Chairperson Charlotte Townsend informed Committee members that during Kirby Shaw's absence, Kristine Pagano has been doing two (2) jobs, interim Executive Director and Administrative Officer. The Administrative Officer is the budget person within DCAB who creates the budget and works with the Executive Director on the Board's finances.

Chairperson Charlotte Townsend said at the last Executive Committee meeting a Permitted Interaction Group (PIG) was formed to update the Programs and Services Manual. The faster an Executive Director is selected, the quicker it will be to stabilizing the office. The Committee can make a decision on either option to present to the Board at the next General meeting.

A motion was made to recommend to the Board to internally promote Kristine Pagano to the position of DCAB Executive Director (M/S/P Horvath/Greene).

Chairperson Charlotte Townsend said selecting the Executive Director, is a multiple step process, and the Committee will need to hear public comment on its recommendation at a future meeting. When the process is over, the Board will vote and give its final decision on selection of the Executive Director.

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

There was no discussion.

- VII. The next Executive Committee meeting is scheduled for February 9, 2026 beginning at 10:00 a.m.

- VIII. The meeting adjourned at 10:07 a.m.

NOTE: All votes were unanimous unless otherwise noted.

Respectfully submitted,

CINDY Y. OMURA