



HAWAII STATE HEALTH PLANNING AND DEVELOPMENT AGENCY
 1177 Alakea Street, Suite 402 • Honolulu, HI 96813 • Phone: (808) 587-0788 • www.shpda.org
 Honolulu Subarea Health Planning Council

Meeting Minutes

Thursday, March 3, 2022
 12:00 Noon Hawaii Time
 Zoom Meeting

MEMBERS: Tori Abe Carapelho, Katherine Finn Davis, Collette Kon, Hilary Okumura, Wesley Sumida, Charlene Takeno
 MEMBERS ABSENT: None
 GUESTS: Jenny Lewis
 SHPDA: Wendy Nihoa

ATTENDANCE RECORD OF APPOINTED MEMBERS

| Date | 1/22/2021 | 2/26/2021 | 4/1/2021 | 5/6/2021 | 6/3/2021 | 7/1/2021 | 11/4/2021 | 12/2/2021 | 2/3/2022 | 3/3/2022 |
|------------------------|-----------|-----------|----------|----------|----------|----------|-----------|-----------|----------|----------|
| Tori Abe Carapelho | O | X | X | X | X | O | X | X | X | X |
| Katherine Finn Davis** | O | X | X | X | X | X | X | X | X | X |
| Colette Kon | X | O | X | X | X | X | O | X | O | X |
| Hilary Okumura | X | X | X | O | X | X | O | X | O | X |
| Wesley Sumida* | X | X | X | X | X | X | X | X | X | X |
| Charlene Takeno | - | - | - | - | - | - | X | O | X | X |

Legend: X=Present; O=Absent; /=No Meeting

*-Chair, **-Vice Chair

| TOPIC | DISCUSSION | ACTION |
|---|---|--|
| Call to Order | The meeting was called to order at 12:03 p.m. | |
| Row Call/Introductions | Member introductions. | |
| Public Testimony | There was none. | |
| | Unanimous decision to move guest speaker up on the agenda. | |
| Presentation | The “Hawaii Literacy Program “ by Jenny Lewis, Manager, Digital Health Literacy. | |
| Meeting Minutes | The minutes of the February 3, 2022 meeting was reviewed and unanimously approved. | |
| Administrator’s Report | The Administrator’s Report was distributed and reviewed. | |
| HONSAC Priorities | HONSAC Priorities were shared followed by discussion. Focus of priorities is “Senior Care”. | |
| Election of Chair and Vice Chair (Term effective July 1, 2022) | Criteria for officers were mentioned. Members will further consider criteria. Unanimous decision to defer election of officers to the next meeting. | |
| Continued Discussion of Projects: | “Digital Literacy for Kupuna” project aligns with HONSAC Priorities. SMART Goal(s) of project to be defined then strategies and action steps developed. | |
| a) Digital Literacy for Kupuna | Request for data on kupuna (defined as adults 65+ years of age). SHPDA to follow up. | SHPDA to follow up on data sources/potential speakers. |

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| b) Healthcare Literacy c) Language Literacy | |
| Announcements | Board member's site visit to Hawaii State Hospital confirmed. Reminder to submit "Visitor/Contractor Attestation Status Form". Proof of COVID-19 vaccination or negative test results and any form of identification required on the day of. Reminder to reapply to Board Members with terms ending 6/30/2022. |
| Next Meeting/Agenda | April 14, 2022, 12:00 noon |
| Adjourn | The meeting was adjourned at 1:07 p.m. |