



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, December 8, 2022

12:00 Noon Hawaii Time

Virtually via Zoom and Physical Meeting Location at
 the Parents and Children Together Office, 1485 Linapuni Street #105, Honolulu, HI 96819

MEMBERS: Tori Abe Carapelho, Katherine Finn Davis, Hilary Okumura, Charlene Takeno, Wesley Sumida
 MEMBERS ABSENT: Collette Kon
 GUESTS:
 SHPDA: Wendy Nihoa

ATTENDANCE RECORD OF APPOINTED MEMBERS

Date	12/2/2021	2/3/2022	3/3/2022	4/14/2022	5/12/2022	6/9/2022	7/14/2022	8/11/2022	9/8/2022	12/8/2022
Tori Abe Carapelho**	X	X	X	X	X	X	X	X	X	X
Katherine Finn Davis*	X	X	X	X	X	X	X	X	X	X
Colette Kon	X	O	X	X	O	O	X	X	X	O
Hilary Okumura	X	O	X	O	X	O	X	O	O	X
Wesley Sumida	X	X	X	X	X	X	O	O	X	X
Charlene Takeno	O	X	X	X	X	X	X	X	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 12:23 p.m. by K. Finn Davis, Chair, HONSAC presiding.	
Roll Call	Member and Staff introductions.	
Meeting	<p>The minutes of the September 8, 2022 meeting was reviewed and unanimously approved with a noted correction to the topic titled “Row Call” to be changed to “Roll Call”.</p> <p>Call for public testimony – none.</p>	
Administrator’s Report	The Administrator’s Report was distributed and reviewed.	
Standing Committees	<p>K. Finn Davis provided an overview of the five (5) HONSAC Standing Committees (SC). Followed by a discussion to prioritize the SCs. All agreed, due to the lack of members, the current focus of the HONSAC will be the Nominations/Communications and Plan Development Committees, other SCs will be convened as needed. Of note, members of SCs need not be HONSAC members with the exception of the SC Chair and SCs may meet more frequently.</p> <p>It was suggested that the standing committees listed in the Bylaws be removed and replaced with language which allows for the formation of standing committees as needed. Members requested the sample verbiage used to update the Tri-Isle Subarea Health Planning Council’s Bylaws.</p> <p>Election of Plan Development Committee Lead. T. Carapelho accepted nomination. Motion passed unanimously.</p> <p>Election of Plan Develop Committee Lead Backup. C. Takeno and K. Finn Davis will consider; voting deferred to the HONSAC next meeting.</p> <p>Election of Nominations/Communications Lead. C. Takeno accepted the nomination. Motion passed with 4 votes in favor and 1 abstention (C. Takeno).</p> <p>Election of Nominations/Communication Lead Backup. There were no nominations.</p>	

	<p>Call for public testimony – none.</p>
Recruitment	<p>This item was deferred to the next HONSAC meeting. Subject will be added as a standing agenda item and the Nominations/Communications Standing Committee Lead will lead the discussion and/or provide updates.</p>
	<p>Call for public testimony – none.</p>
State Health Services and Facilities Plan	<p>Having discussed the HONSAC areas of focus earlier in the agenda, a discussion on “data sources’ took place. K. Finn Davis mentioned the recent release of the Healthcare Association of Hawaii’s (HAH) “2022 Healthcare Workforce Initiative Report” (Report) and how this initiative aligns with the HONSAC priority 3: “Identify and address workforce shortages in the health care industry with particular emphasis on senior care services”. K. Finn Davis noted HAH has developed programs to address healthcare workforce shortages and highlighted areas of the Report.</p> <p>The HAH Report may be accessed at https://static1.squarespace.com/static/5d703ec20712890001abe61f/t/6371dd4102fbca73ff8d0539/1668406609446/HAH_HWI2022Report-111122_LR.pdf</p>
	<p>Call for public testimony – none.</p>
SAC Representative to the Plan Develop Committee	<p>T. Carapelho volunteered to be the SAC Representative to the PDC, and K. Finn Davis volunteered to be back up representative. Motion passed unanimously.</p>
Announcements/Other Matters	<p>SHPDA. The SHPDA Administrator position remains vacant, and recruitment is on-going for the Comprehensive Health Planning Coordinator. Additional information on the State’s Department of Human Resources Development website at https://dhrd.hawaii.gov/</p>
	<p>Governor Josh Green appointed Dr. Kenneth Fink as the Director of the Hawaii Department of Health.</p>
Next Meeting	<p>January 23, 2023, 12 noon.</p>
	<p>Meetings will remain the 2nd Thursday of each month at 12:00 p.m.</p>

Adjournment	W. Nihoa, SHPDA to scheduled out for 2023 via Outlook. The meeting was adjourned at 1:24 p.m.	
-------------	--	--