



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

Meeting Minutes

December 2, 2022

1:30 PM Hawaii Time

Virtual Zoom Meeting and Physical Location at
 The Keoni Ana Building, 1177 Alakea Street, Suite 402

MEMBERS: Donna Butterfield, Kathleen Hagan, Karen Holt, Francine Johansen, Bob Shroder
MEMBERS ABSENT: Edeluisa Baguio-Larena
GUESTS: Not applicable.
SHPDA: Wendy Nihoa

ATTENDANCE RECORD OF APPOINTED MEMBERS

Date	9/11/20	12/11/20	5/7/21	7/2/21	10/1/21	11/12/21	2/4/22	5/13/22	8/12/22	12/2/22
Edeluisa Baguio-Larena	-	-	-	-	X	X	X	X	X	O
Donna Butterfield	-	-	-	-	-	-	X	X	X	X
Kathleen Hagan	X	X	X	X	X	X	X	X	X	X
Karen Holt, Chair	X	X	X	X	X	X	X	X	X	X
Francine Johansen	-	-	-	-	-	-	-	-	X	X
Robert "Bob" Shroder, Vice Chair	-	-	-	-	-	-	-	-	X	X

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

TOPIC	DISCUSSION	ACTION
Call to Order	The meeting was called to order at 1:32 p.m. with K. Hagan, Chair, TISAC presiding.	
Roll Call/Introductions	Member Roll Call and Staff Introductions.	
Meeting Minutes	The minutes of the August 12, 2022 meeting was reviewed and unanimously approved. Public testimony – None.	
Administrator’s Report	The Administrator’s Report was distributed and reviewed.	
The Health Services and Facilities Plan-Plan Development Committee	Election of TISAC representative to the Plan Development Committee. Primary Representative – K. Holt accepted the nomination. Motion passed with 4 votes in favor and 1 abstention (K. Holt). Backup Representative – R. Shroder volunteered. Motion passed with 4 votes in favor and 1 abstention (R. Shroder). Public testimony – None.	
TISAC Bylaws	W. Nihoa, SHPDA highlighted areas of the Bylaws adopted on September 25, 2022. This was followed by a discussion. 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. The committee requested W. Nihoa draft suggested language; will be discussed and voted on at the next TISAC meeting. Public testimony - None.	
Council Member Responsibilities	W. Nihoa, SHPDA reviewed TISAC member responsibilities followed by a discussion. Public testimony – None.	

<p>Council Member Recruitment</p>	<p>Discussion to add members to TISAC with emphasis on recruiting members from Lanai. Several names were mentioned. When current members identify a potential member, information will be shared with W. Nihoa, SHPDA for follow up.</p> <p>Public testimony – None.</p>	
<p>Discussion of Potential Projects for 2023</p>	<p>W. Nihoa, SHPDA shared a summary of past and current SAC projects. This was followed by a discussion.</p> <p>Discussion on future speakers. Some potential speakers suggested were Mayor Bissen (Maui County); Department of Health Director Appointee – Dr. Kenneth Fink; Andrew Aoki; and the Chief Strategic Officer at Maui Memorial.</p> <p>Public testimony – None.</p>	<p>B. Shroder to follow up Chief Strategic Officer at Maui Memorial.</p>
<p>Meeting Logistics</p>	<p>Quarterly on the third Friday of the month at 1:30 p.m. Frequency may be increased when work on the Health Services and Facilities Plan initiates.</p> <p>Meetings for 2023: February 17th, May 19th, August 18th, and November 17th.</p>	
<p>Announcements</p>	<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>	
<p>Next Meeting/ Agenda</p>	<p>February 17, 2023, 1:30 p.m. via Zoom.</p> <p>Agenda: Review of TISAC Bylaws – steering committee language and a speaker.</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 2:51 p.m.</p>	