



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

February 9, 2023

12:00 Noon Hawaii Time

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

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

ATTENDANCE RECORD OF APPOINTED MEMBERS

Date	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	2/9/2023
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	O	X	X	O	O	X	X	X	O	X
Hilary Okumura	O	X	O	X	O	X	O	O	X	O
Wesley Sumida	X	X	X	X	X	O	O	X	X	O
Charlene Takeno	X	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 12:02 p.m. by K. Finn Davis, Chairperson, HONSAC presiding.	
Roll Call	Member and Staff introductions.	
Meeting Minutes	<p>The minutes of the December 8, 2022 meeting was reviewed and unanimously approved with a noted correction under the topic “Standing Committees” name spelling correction from “C. Finn Davis” to “K. Finn Davis”.</p> <p>Call for public testimony – none.</p>	
Administrator’s Report	The Administrator’s Report was distributed and reviewed.	
Standing Committees	<p>Election of Plan Development Committee co-lead. K. Finn Davis accepted nomination. Motion passed unanimously.</p> <p>Clarification. Per the HONSAC bylaws, all Council committees shall be lead by a Chairperson. Therefore, the Committee “Lead” and “Co-Lead” will be referred and documented as Committee “Chairperson” and “Vice Chairperson”.</p> <p>Call for public testimony – none.</p>	
Standing Committee Reports	<p>Plan Development Committee. T. Abe Carapelho, Chairperson, suggested finalizing the HONSAC priorities over the next couple of meetings. All members agreed. Item will be added to the March meeting agenda.</p> <p>A discussion followed. Data will be reviewed to inform selection of priorities and speakers on various data sources will be invited to present at future meetings. W. Nihoa, SHPDA will coordinate request a speaker from the Healthcare Association of Hawaii (HAH) on HAH’s Healthcare Workforce Initiative.</p> <p>Nominations/Communications Committee. C. Takeno, Chairperson, reported two (2) potential new candidates. A discussion followed regarding the size of the HONSAC membership; the qualities of the ideal candidate; and finalizing the HONSAC priorities. Creating a matrix to assess the current membership was suggested. The assessment will</p>	<p>W. Nihoa to request a speaker from HAH.</p> <p>C. Takeno & C. Kon to work on a matrix.</p>

<p>Bylaws</p>	<p>provide information to target recruitment with the goal of creating a diverse council. C. Takeno and C. Kon volunteered to work on creating the matrix, there were no objections.</p> <p>Continued discussion on the removal of the Standing Committees listed under Section 3, items a-f and replace with language which allows for “the formation of committees as needed” (Reference: HONSAC Bylaws, Article VII, Committees, Section 3. Standing Committees). It was pointed out that Article VII, Committees, Section 1 states: “The Council <i>may</i> establish committees and task forces as needed to assist in carrying out its responsibilities”. There was emphasis on “may” versus “shall”. The HONSAC members agreed to leave Section 3 items a-f as is.</p> <p>C. Takeno, suggested and offered to update the Bylaws specific to the Nominations/Communications Committee (Reference: Article VII, Committees, Section 3. Standing Committees. D) which she chairs. This was followed by a brief discussion.</p> <p>A motion was made and unanimously passed to establish a Bylaws Committee to focus on reviewing and revising the 1987 HONSAC Bylaws. C. Takeno and C. Kon volunteered to be on the committee, there were no objections.</p> <p>C. Takeno and C. Kon volunteered to review the Bylaws, revise as needed and present at the March 2023 HONSAC meeting.</p> <p>Call for public testimony – none.</p>	<p>Bylaws Committee Members to review and revise 1987 Bylaws.</p>
<p>Announcements/Other Matters</p>	<p>SHPDA. The 2023 Hawaii Health Workforce Summit will be held on Saturday, September 9, 2023. Register online at 2023 Hawai'i Health Workforce Summit Tickets, Sat, Sep 9, 2023 at 8:00 AM Eventbrite</p>	
<p>Next Meeting</p>	<p>March 9, 2023, 12 noon.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned at 12:49 p.m.</p>	