



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

March 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, Hilary Okumura, Wesley Sumida, Charlene Takeno.
 MEMBERS ABSENT: None.
 GUESTS: None.
 SHPDA: Wendy Nihoa.

ATTENDANCE RECORD OF APPOINTED MEMBERS

Date	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	3/9/2023
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	X	X	O	O	X	X	X	O	X	X
Hilary Okumura	X	O	X	O	X	O	O	X	O	X
Wesley Sumida	X	X	X	X	O	O	X	X	O	X
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 12:03 p.m. by K. Finn Davis, Chairperson, HONSAC presiding.	
Roll Call	Member and Staff introductions.	
Meeting Minutes	The minutes of the February 9, 2023 meeting was reviewed and unanimously approved. Call for public testimony – none.	
Administrator’s Report	The Administrator’s Report was distributed and reviewed. All CON applications and decisions may be found on the SHPDA website @ https://health.hawaii.gov/shpda/	
Bylaws	C. Takeno and C. Kon, Bylaws Subcommittee, presented suggested edits and revisions to the Bylaws. The suggested edits and revisions were shared via screen share and are attached to these minutes as Attachment A. Discussion took place as the edits and revisions were presented. A motion was made and unanimously passed to accept the edits and revisions as discussed. The SHPDA will forward the updated version of the Bylaws to the Deputy Attorney General for review. Call for public testimony – none.	
Plan Development Committee	T. Abe Carapelho, Chair, presented the current HONSAC priorities via screen share - a copy is attached to these minutes as Attachment B. A discussion followed on the continued health care workforce shortage. The Plan Development Committee will be added as a standing item to future meeting agenda to allow for further discussion and review of data. Presenters from the following organizations will be presenting at future meetings: 1. The Healthcare Association of Hawaii on “Healthcare Workforce Initiative”	

<p>Membership Committee (formally Nominations/ Communications Committee)</p> <p>Announcements/Other Matters</p> <p>Next Meeting</p> <p>Agenda Items</p> <p>Adjournment</p>	<ol style="list-style-type: none"> 2. SH Consulting LLC on “The Community Health Needs Assessment” 3. WorkHawaii Division, Department of Community Services, City and County of Honolulu on “WorkHawaii Programs” <p>Call for public testimony – none.</p> <p>C. Takeno, Chair, will be disseminating a member survey via emailed and requested a response by March 16, 2023. Purpose of the survey is to assess gaps in membership and assist with a more targeted recruitment. Results will be shared at the next HONSAC meeting.</p> <p>Call for public testimony – none.</p> <p>None.</p> <p>April 13, 2023, 12 noon.</p> <ol style="list-style-type: none"> 1. PDC Priorities Discussion Continued; updates. 2. Membership Matrix. 3. Bylaws update; AG’s review. <p>The meeting was adjourned at 12:58 p.m.</p>	<p>C. Takeno to email member survey.</p>
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BYLAWS OF THE HONOLULU SUBAREA HEALTH PLANNING COUNCIL

ARTICLE I

NAME AND BOUNDARIES

Section 1. Name. The name of this Council shall be the Honolulu Subarea Health Planning Council, hereinafter referred to as Council or ~~Honolulu SAC~~ **HONSAC**.

Section 2. Boundaries. The Council **HONSAC** serves the entire metropolitan Honolulu communities from Makapuu to Fort Shafter, census tracts 1.01 to 66 inclusive, and the broader interest of Oahu and the State. <Update needed to reflect current Census Track Numbers; include source>

ARTICLE II

PURPOSE AND FUNCTIONS

Section 1. Purpose. The purpose of the Council is to ensure public participation in health planning and to provide a permanent vehicle for consumer and provider input into the State of Hawaii's health planning process, so that the total health planning program of the State will be based on informed decision-making.

Section 2. Functions.

- a. The functions of the Council are specified in Chapter 323D-22 of the Hawaii Revised Statutes. The functions shall be amended automatically to conform with any amendments and/or new laws passed by the State Legislature.
- b. In the furtherance of its purpose, the Council shall:
 - (1) Actively seek input from the community on health problems and concerns.
 - (2) Plan for and recommend to the State Health Planning and Development Agency, health service needs identified by ~~Honolulu SAC~~ **HONSAC** residents.
 - (3) Provide input to the Health Services and Facilities Plan for the State of Hawaii based on objective analysis and study of long-range health problems in the community.

- (4) Inform the community of the activities and policies of the Council.
- (5) Identify health service provider and consumer agencies, organizations and individuals in ~~Honolulu SAC~~ **HONSAC** and offer linkages between these parties and health policy makers.

ARTICLE III

MEMBERSHIP

Section 1. Membership in the Council shall be broadly representative of the geographical area covered by the Council, including, but not limited to, a mixture of consumers, providers, age, sex, and ethnic backgrounds.

Section 2. The Appointed members of the ~~Subarea Health Planning Council~~ **HONSAC** shall be appointed by the Governor, subject to Section 26-34. Nominations for appointment shall be solicited from health-related and other interested organizations, and agencies, including health planning councils, providers of health care within the appropriate subarea, and other interested persons. The members of the subarea health planning council shall not be compensated for their services but shall be reimbursed for reasonable expenses necessary to the performance of their function. [Hawaii Revised Statutes (Chapter 323D-23)]

- a. The number of members necessary to constitute a quorum to do business shall consist of a majority of all appointed members who have accepted nomination to the Council, and have been confirmed and qualified as members of the council. When a quorum is in attendance, the concurrence of a majority of the members in attendance shall make any action of the Council valid. Hawaii Revised Statutes [(Chapter 323D-22(b))]
- b. The chairperson of the subarea health planning council shall not be employed or married to a health care provider.

Section 3. Interim appointed members are appointed by the Governor and function as appointed members. Confirmation by the Senate is done in the subsequent legislative session.

Section 4. Associate/Interested Persons. Any consumer or health service provider or agency, organization or individuals, ~~located~~ **residing or working** in the **geographic region of the HONSAC** - ~~Honolulu~~ may become an Associate member of the ~~Council~~ **HONSAC** by registering with Agency staff. ~~assigned to the SAC.~~

Associate/Interested Persons shall be entitled to receive meeting notices, minutes of the meetings which they attend, have access to important Council publications and participate in Council meetings.

Section 5. HONSAC Representative to the Hawaii Statewide Health Coordinating Council. [Hawaii Revised Statutes, (Chapter 323D-22 (8))]

- a. The ~~Council~~ **HONSAC** shall, in accordance with Article III, Section 6, Selection Process, of these bylaws submit a list of nominees to the Governor for his consideration appointment of an appointed ~~Honolulu SAC~~ **HONSAC** member to be its representative on the Hawaii Statewide Health Coordinating Council (HSHCC).

Section 6. Selection Process.

- a. The ~~Council~~ **HONSAC** shall solicit member for its Council from various community organizations---voluntary, public and private, and facilities concerned with health.
- b. **Interested candidates submit an application to the State of Hawaii Boards and Commissions. Pending review and decision the applicant will be notified of appointment to the HONSAC. The Council shall recommend annually a slate of nominees to the Governor, for his consideration for appointment to the Honolulu Subarea Health Planning Council.**

~~Section 7. Vacancies. The Council shall submit to the Governor, nominee(s) to fill vacancies.~~

Section 8. Attendance. The minutes of the **HONSAC Council** will reflect a members' attendance or non-attendance. The minutes shall show the number of meetings an appointed member has been present or absent. After three consecutive absences, the ~~Honolulu Subarea Health Planning Council~~ **HONSAC** Chairperson shall notify the member by **email and a letter** of the Council's concern regarding non-attendance. **If no response or reply within 30-days, termination of membership will occur and a written notification will follow.** A copy of ~~this~~ **the termination** letter will be sent to the Administrator of the State Health Planning and Development Agency and to the Governor.

Section 9. Resignation. A member may resign by giving written notice to the Governor.

ARTICLE IV

OFFICERS

Section 1. Number of Officers. There shall be two officers: a Chairperson and a Vice Chairperson from among the appointed members of the Council.

Section 2. Selection of Officers.

- a. This selection shall be determined from a **list** ~~slate~~ of nominees presented by the ~~Nominating~~ **Membership** Committee and additional nominations may be made from the floor.
- b. **A list of nominees will be distributed no later than 10 business days prior to the election. This same information shall be circulated to the associate members for their information.**
- c. Election shall be in accordance with provisions of Article VI, "Voting".
- d. ~~The Nominating Committee shall notify the appointed membership of the proposed slate no later than ten days prior to the election. This same information shall be circulated to the associate members for their information.~~

Section 3. Term of Office. (a) The officers will be elected annually for a one-year term. (b) The term of office will begin July 1 and end June 30. (c) Officers should not serve more than two consecutive years in the same office.

Section 4. Vacancies. A vacancy in any office shall be filled by election of an appointed member to serve for the balance of the unexpired term.

Section 5. Duties of the Chairperson. It shall be the Chairperson's responsibility to:

- a. **Perform** all such duties as are incident to his office and such other duties as may be required by law, by these rules, or which may be prescribed from time to time by the Council.
- b. **Preside** at meetings of the Council.
- c. **Appoint** all committees and committee chairpersons subject to the approval of the Council, except as otherwise provided in these rules.

- d. **May** serve as a member of ~~all~~ **S**tanding and Ad hoc committees, except the Nominating Committee.
- e. **P**resent at the first regular meeting of each fiscal year, a statement of plans for the coming year.

Section 6. Duties of the Vice Chairperson. It shall be the Vice Chairperson's responsibility to:

- a. **A**ssist the Chairperson in the performance of duties and have all the powers of the Chairperson in the absence or disability of the Chairperson.

Section 7. Compensation. Officers and appointed members shall serve without compensation for their services but shall be reimbursed for travel expenses necessary to the performance of their function.

ARTICLE V

MEETINGS

Section 1. Council meetings shall be held at least quarterly, or as often as the membership deems necessary.

Section 2. All meetings shall be open to the public and guided by the State of Hawaii "Sunshine Law", Hawaii Revised Statutes, Chapter 92.

Section 3. Attendance at all meetings shall be recorded.

Section 4. Notice of Meetings

- a. The notice of a regular meeting shall be guided by the State's "Sunshine Law", Hawaii Revised Statutes, Chapter 92.
- b. Minutes of all meetings shall be **documented** ~~recorded~~ and **available on the SHPDA website for viewing per the State's "Sunshine Law"**. ~~circulated to Council members and other interested agencies, organizations, and individuals.~~

Section 5. Rules of Order. Robert's Rules of Order, as most recently revised, shall be the reference document for the conduct of Council business, except as these are superseded by provisions of the Hawaii Revised Statutes.

ARTICLE VI

VOTING

Section 1. Every appointed member shall have one (1) vote. There shall be no voting by proxy.

Section 2. The presence of a simple majority of the appointed members of the Honolulu SAC shall constitute a quorum for the transaction of business.

Section 3. Concurrence of a simple majority of all appointed members present shall be necessary to make any action valid.

Section 4. Voting shall be by a recorded show of hands. Upon request, a secret ballot can be cast for the election of Council officers.

Section 5. Associate members shall be granted voting privileges as members of Standing Committees or Ad Hoc Committees of the Council.

Section 6. An Advisory vote may be taken of Associate members for purposes of providing consensus or community opinion to the appointed members.

ARTICLE VII

COMMITTEES

Section 1. Establishment of Committees. The Council may establish committees and task forces as needed to assist in carrying out its responsibilities.

Section 2. Committee Membership.

- a. Members of the committees shall not be required to be appointed members of the Council, but shall include consumers and providers within the area of concern.
- b. No person providing support shall serve as a member of the committee.
- c. The Chairperson of all Council committees shall be an appointed member of the Council.

Section 3. Standing Committees.

- a. Executive Committee: There shall be an Executive Committee consisting of officers of the Council and the Chairpersons and Vice Chairpersons of the Standing Committees.

- b. Review Committee: This committee shall have responsibilities pursuant to the Hawaii Revised Statutes, Section 323D-22 (4), Certificate of Need review program. The primary responsibility shall be the review and recommended approval/disapproval of CON applications to the Council.
- c. Plan Development Committee: This committee shall have responsibilities pursuant to Hawaii Revised Statutes, Section 323D-22(1), (2), and (3). The primary responsibility is to provide subarea input into the planning process of the State.
- d. Membership Nominations/Communications Committee: This committee shall have the following responsibilities:
 - (1) **Refer to Article III Section 6, Selection Process.** ~~to submit a list slate of nominees, for appointed membership on the Council, to be submitted to and approved by the Council, carrying out this process pursuant to Article III, Section 6, "Selection Process".~~
 - (2) ~~prepare a slate of nominees for the officers of the Council.~~
 - (3) ~~submit a list of nominees for membership to the Hawaii Statewide Health Coordinating Council subject to the approval of the Council pursuant to Article III, Section 6, "Selection Process".~~
 - (4) ~~plan and implement Council outreach activities.~~
- e. Continuing Educating Committee: This committee shall develop, coordinate and monitor an overall continuing education program for the Council.
- f. Oahuwide Certificate of Need Review Committee: The Council shall send two representatives with full authority to vote on behalf of the Council, using their best knowledge and judgement. The representatives will present a report to the Council at its next regular meeting.

ARTICLE VIII

GENERAL PROVISIONS

Section 1. These bylaws may be amended by a majority of the appointed members present, provided that all the appointed members have received a written notice of the proposed amendments, not less than ten working days before adoption. Amendments shall not be in conflict with the Hawaii Revised Statutes.

Section 2. No member shall vote on a question in which he/she is in conflict of interest. Criteria for conflicts of interest, as established by the State Ethics Commission (Hawaii Revised Statutes 84-14), shall be followed.

Section 3. Staff Personnel. State Health Planning and Development Agency shall provide staff personnel who will serve the Council as provided for in Section 323D-12 (a) (2).

Section 4. Definitions.

- a. Consumer is an individual not employed by or not married to a health care provider.
- b. Health care provider is an individual who is a direct provider of health care (including a physician, dentist, nurse, podiatrist, optometrist, physician assistant, or ancillary personnel employed under the supervision of a physician) in that the individual's primary current activity is the provision of health care to individuals or the administration of facilities or institutions (including hospitals, long-term care facilities, rehabilitation facilities, alcohol and drug abuse treatment facilities, outpatient facilities, and health maintenance organizations) in which such care is provided and, when required by State law, the individual has received professional training in the provision of such care or in such administration and is licensed or certified for such provision or administration.

Adopted by the Honolulu SAC

Date: July 9, 1987

Revised: Date TBD

HONSAC Priorities

Included as part of the
Health Services and Facilities
Plan, 2009

1) Increase the availability of long-term care services and other supportive services.

- Long-term care services include nursing homes, assisted living facilities, skilled nursing facilities, home and community-based services and hospice services.
- Supportive services help maintain the quality of life and including housing, transportation, nutrition, and social support for independent living.

2) Support efforts to promote scientifically based nutritional health knowledge within the community for the development of healthy living lifestyles for all.

3) Identify and address workforce shortages in the health care industry with particular emphasis on senior care services.

4) Control escalating costs in the senior care industry and other needed services. For example, reduce the need for institutionalized care.