

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

**Meeting Minutes**

April 13, 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, Hilary Okumura, Charlene Takeno.  
**MEMBERS ABSENT:** Collette Kon, Wesley Sumida  
**GUESTS:** Lord Ryan Lizardo  
**SHPDA:** John Lewin, Wendy Nihoa

**ATTENDANCE RECORD OF APPOINTED MEMBERS**

<b>Date</b>	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	4/13/2023
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	O	O	X	X	X	O	X	X	O
Hilary Okumura	O	X	O	X	O	O	X	O	X	X
Wesley Sumida	X	X	X	O	O	X	X	O	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 12:04 p.m. by K. Finn Davis, Chairperson, HONSAC presiding.	
Roll Call	Member, Guest, and Staff introductions. The new SHPDA Administrator, Dr. John “Jack” Lewin, introduced himself.	
Meeting Minutes	The minutes of the March 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 @ <a href="https://health.hawaii.gov/shpda/">https://health.hawaii.gov/shpda/</a>	
Presentation	A presentation on “Collaborating to Build Hawaii’s Healthcare Workforce Pipeline” was given by Lord Ryan Lizardo, Director, Work-Based Learning, Chamber of Commerce Hawaii. A copy of the presentation is hereby attached to these minutes as Attachment A. The presentation was followed by a brief discussion.	
Membership Committee	Update by C. Takeno, Chair regarding the HONSAC member survey. Results are currently being compiled and will be shared at the next HONSAC meeting.	C. Takeno-results of HONSAC member survey.
Plan Development Committee	Update by T. Carapelho, Chair. Review of HONSAC priorities continues. A motion was made to form a task force to focus on reviewing and updating the HONSAC priorities. The motion passed unanimously.	T. Carapelho to convene the task force.
Bylaws	The final revised version of the HONSAC bylaws were reviewed and unanimously adopted with the following edits: 1) Article III, Membership, Section 1, delete “ethnic backgrounds” and replace with “racial backgrounds” and 2) Article VII, Committees, Section 2, delete title “Membership Committee” and replace with “Committee Membership”. The “Revised Date” reflected at the end of the bylaws will be April 13, 2023. A copy of the final revised HONSAC Bylaws is hereby attached to these minutes as Attachment B.	

Announcements	<p>SHPDA. HONSAC members were reminded to review their member terms as some members are reaching their term max or may need to reapply.</p> <p>Recruitment. HONSAC members were encouraged to use the “SHPDA Council Nomination form” for anyone interested joining SHPDA’s Councils. A copy of the SHPDA Council Nomination form is hereby attached to these minutes as Attachment C.</p>	
Next Meeting	May 11, 2023, 12 noon.	
Agenda Items	<ol style="list-style-type: none"><li>1. Presentation by the Healthcare Association of Hawaii.</li><li>2. PDC Committee update on HONSAC priorities by Task Force.</li><li>3. Membership Committee results of HONSAC membership survey (Membership Matrix).</li></ol>	
Adjournment	The meeting was adjourned at 1:05 p.m.	



# Welcome to the Healthcare Sector Partnership

# Education & Workforce Development

## OUR VISION

Hawaii businesses have a highly skilled, local talent pipeline driving a thriving economy with students on clear pathways to meaningful careers that pay a family-sustaining wage.

Bridge business with education in support of a strong talent pipeline and attainment of Hawaii's college and career readiness goals:

- **68%** of HDOE 12th graders complete CTE Program of Study (HDOE Promise Plan)
- **55%** of working age adults attain an industry-certified certificate, 2-year or 4-year college degree by 2025 (55 by 25)

## OUR GOAL

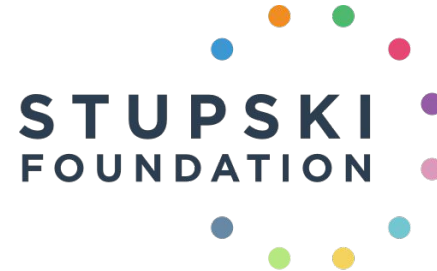
## OUR PORTFOLIO

- WORK-BASED LEARNING **students**
- SECTOR PARTNERSHIPS **employers**
- WORKFORCE DEVELOPMENT **jobseekers**

### School Partners Include

- Farrington
- Campbell
- Castle
- Kapolei
- Kauai
- Leilehua
- Maui
- Pearl City
- Waipahu
- Waianae
- Waimea

# Mahalo to our Sponsors and Conveners

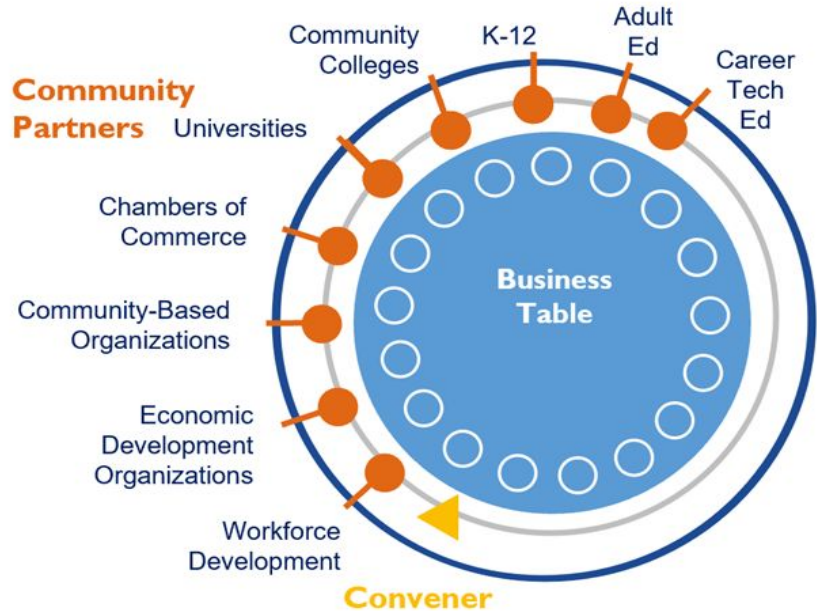


# Reminder: Sector Partnerships are Industry-led

**Industry-driven** public/private collaboratives that address Hawaii's workforce development opportunities.

**Support partners** leverage their resources to help.

Third-party **convener** facilitates (COCH & HAH). This work is grant-funded.



# Welcome Healthcare Sector Partners

## Industry:

5 Minute Pharmacy  
Accredo/Express-Scripts  
Adventist Health Castle  
Aloha United Way  
AlohaCare  
AMR- Ambulance  
Arcadia  
Blue Water Resources  
Care Resource Hawaii  
City and County of Honolulu EMT  
Clinical Lab Hawaii  
Coral Med, Inc.  
Department of Health & Human Services  
DHS Med-Quest Division  
DLS Lab  
Ekahi Health Systems  
Hale Makua  
Hawaii Dental Service  
Hawaii Family Dental Centers  
Hawaii Health Information Exchange  
Hawaii Health Systems Corporation  
Hawaii Homeless Healthcare Hui (H4)  
Hawaii Pacific Health  
Hawaii Primary Care Association

Healthcare Association of Hawaii  
Hina Mauka Recovery Center  
HMSA  
Institute for Human Services (IHS)  
Kaiser Permanente  
Kalihi Palama Health Center  
Kuakini Health System  
Leahi Hospital  
Medicine Pediatrics Associates  
Mental Health Kokua  
Naviance Hawaii  
Ohana Pacific  
One Kalakaua  
PharMerica- Hawaii State Hospital  
ProService Hawaii  
Rehabilitation Hospital of the Pacific  
St. Francis Medical Healthcare Systems of Hawaii  
The Queen's Health Systems  
Tripler Army Medical Center  
United Healthcare  
VA Pacific Islands Health Care System  
Waikiki Health  
Waianae Coast Comprehensive Health Center  
Wilson Care Group  
YMCA Honolulu

## Education:

Area Health Education Center (AHEC), JABSOM  
Chaminade University  
**Farrington High School Complex**  
**Kapolei High School Complex**  
Hawaii Pacific University  
**Pearl City High School Complex**  
**Waianae High School Complex**  
University of Hawaii System

## Community Partners:

Harold KL Castle Foundation  
Hawaii Business Roundtable  
Hawaii P-20 Partnership for Education  
Workforce Development Division (DLIR)  
Economic Development Boards (Maui, Kauai)

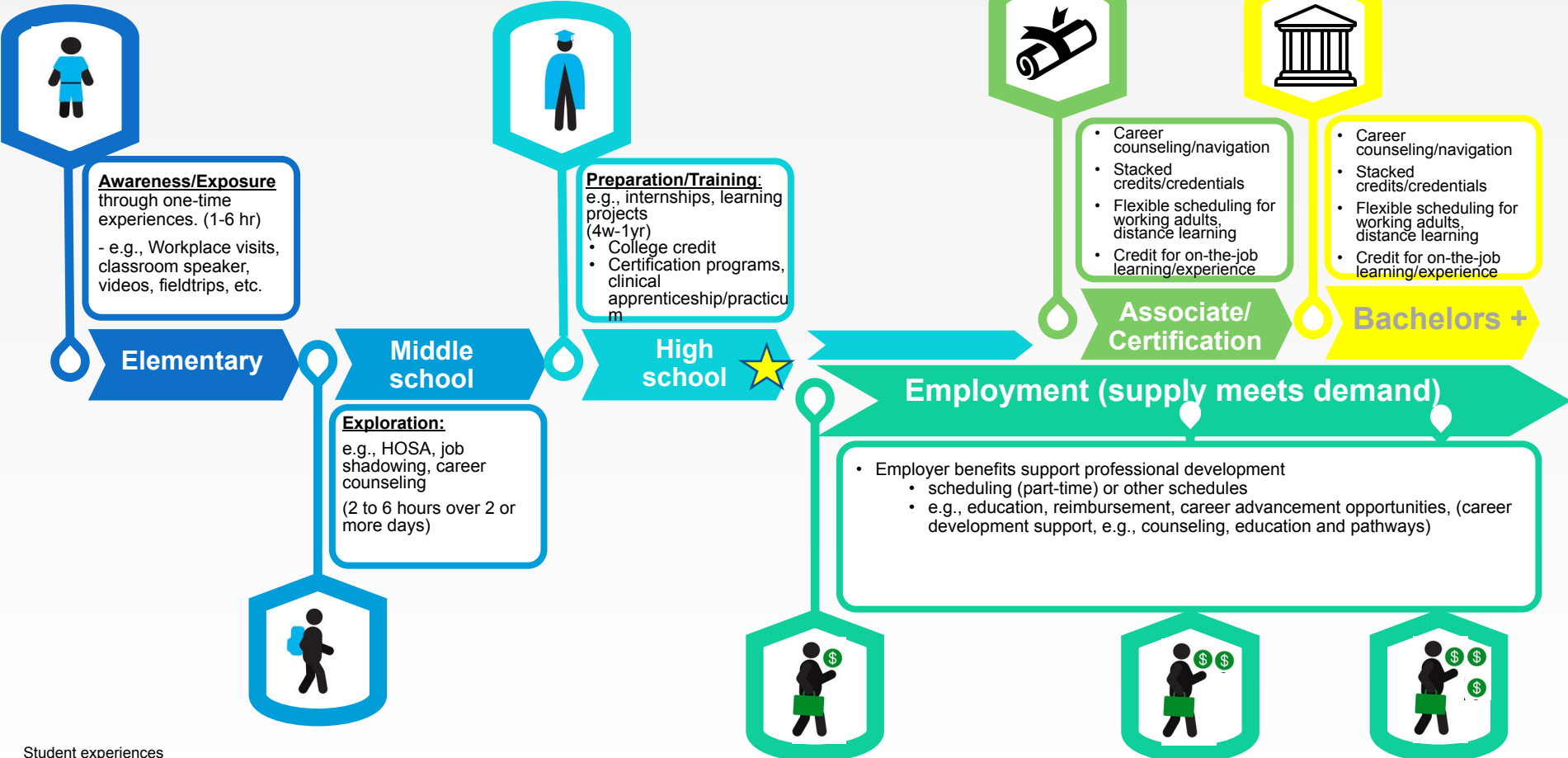
## Conveners:

Keala Peters, Chamber of Commerce Hawai'i  
Katie Kaahanui, Chamber of Commerce Hawai'i  
Lord Ryan Lizardo, Chamber of Commerce Hawai'i  
Janna Hoshide, Healthcare Association of Hawaii  
Colleen Leopoldino, Healthcare Association of Hawaii  
Anna Pacheco, SMS Research

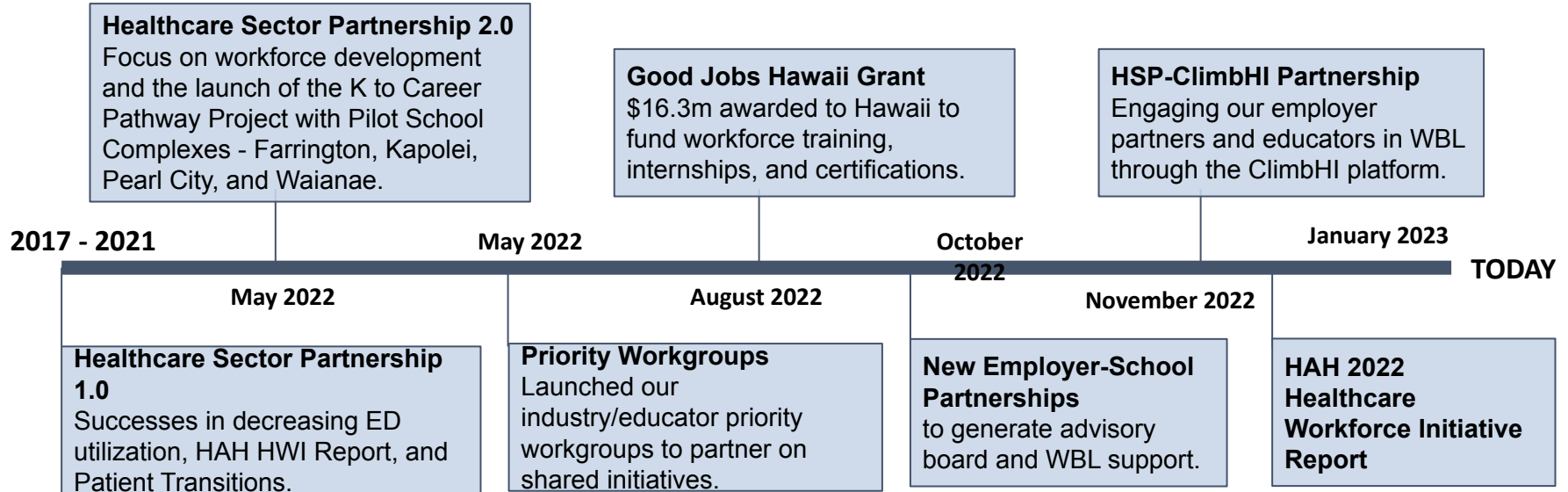




# Goal: Healthcare K-Career Pathway



# Review of Where We Are



# Workgroup Initiatives

Emerging and in progress key initiatives for each of the priority workgroups include:



## Career Awareness

*Michele McConnell, Diagnostic Laboratory Services  
Tim Pfingsten, Adventist Health*

Increased opportunities for students to learn about careers in healthcare.

- ClimbHI Bridge
- Educator Externships
- Student WBL
- Educator / Student One-Pager



## Training and Transitions to Employment

*Carl Hinson, Hawaii Pacific Health  
Wes Lo, Ohana Pacific*

Expanding opportunities for students to gain work experience and training.

- Good Jobs Challenge Grant Training and Certifications
- Models for Employer Engagement
- New Training Collaboratives



## Curriculum Support

*Jennifer Diesmann, HMSA*

Increasing industry guidance and training opportunities for teachers.

- ✓ Increasing advisory board membership with pilot schools
- Advisory Board Lunch
- Working with the DOE to support Teacher PD on new pathways of study

Shared Priority: Increasing Engagement among Native Hawaiians and Pacific Islanders



# About Good Jobs Hawai'i

- \$35 million workforce development initiative that will provide **free skills training** and **job placement support** for high demand, well paying jobs.
- Coalition of educators, businesses and community partners.
- Help people in Hawai'i get high quality jobs while employers meet their needs for a skilled workforce.
- Healthcare, Technology, Clean Energy/Skilled Trades, Creative Industries
- One of 32 workforce initiatives awarded nationally through the American Rescue Plan Act.

Good Jobs Hawai'i will focus on innovative approaches to transform Hawai'i's workforce development system.



# What is a good job?



**Pays well**



**Provides good  
benefits**



**Offers opportunities  
For advancement**



**Makes one  
feel valued**

# Training Eligibility

- Hawai'i resident
- U.S. Citizen or green card holder or COFA status
- Minimum 16 years of age
- High school diploma or GED *or* current high school students for specific cohorts



Focus is on those with no to little post-sec education and career changers



# Good Jobs Hawai'i Pathways to Careers

**FREE SKILLS TRAINING**  
**UHCC Courses & Certifications**  
**Paid Internships**

+

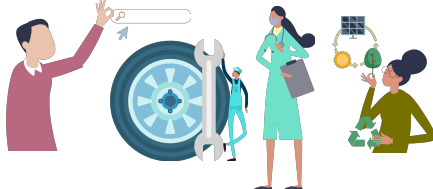
**WRAPAROUND SUPPORT**



**QUALITY JOBS**

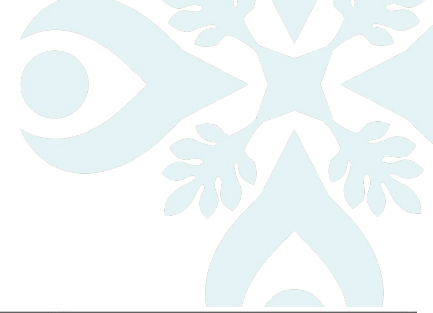
Community Partners

Entry-level jobseekers  
& incumbent workers



# Employers

- Short-term training + job placements (Integration of employment process)
  - Entry-level:
    - CNA/NA
    - Patient Service Representative
    - Phlebotomist
    - Medical Assistant
    - Pharm Tech
    - Dental Assisting
    - Optometry assistant
  - LPN
  - Nurse Residency Programs
  - Nurse Specialty-to-Practice HealthStream programs
- UHCC programs primary; sub-contract other (Hawaii Island)
- Scope: high school seniors, adult candidates, employee upskill
- Native Hawaiian and Pacific Islander (1/3)



	Participants		
Sector	Y1	Y2	Y3
Healthcare	450	550	650
Technology	150	200	300
Clean Energy	0	150	250
Creative Industries	0	150	150
<b>Project Total</b>	<b>3,000</b>		





# Ready to hire?

## Current Participants

### SECTOR PARTNERSHIPS

If your company is already engaged in Sector Partnerships in Healthcare or IT and you're ready to train and hire local workers for entry level jobs, we can help you get started.

Begin Training and Hiring: Healthcare

Begin Training and Hiring: IT

Employer tab ([goodjobshawaii.org](https://www.goodjobshawaii.org))

- Intake Form <https://www.surveymonkey.com/r/25ZX6G7>
- Intermediary will engage with you
- \$2,000/hire

[HAHworkforceteam@hah.org](mailto:HAHworkforceteam@hah.org)

**GoodJobs**  
HAWAII

# Next Steps

Educators	Employers
<ul style="list-style-type: none"><li>● Sign-up for ClimbHI Bridge (Find your ClimbHI School POC or email <a href="mailto:swibholm@cochawaii.org">swibholm@cochawaii.org</a>)</li><li>● Begin using ClimbHI Bridge and make requests for WBL opportunities!</li><li>● Participate at the workgroup level</li></ul>	<ul style="list-style-type: none"><li>● Join the Sector Partnership by emailing Lord Ryan (<a href="mailto:lrizardo@cochawaii.org">lrizardo@cochawaii.org</a>)</li><li>● Sign on to Good Jobs Hawaii Employer Pledge @ <a href="http://goodjobshawaii.org">goodjobshawaii.org</a></li><li>● Sign-up for ClimbHI Bridge @ <a href="http://tinyurl.com/HSPCHBF22">tinyurl.com/HSPCHBF22</a></li><li>● Participate in School Advisory Meetings</li><li>● Participate at the workgroup level</li></ul>

## SAVE THE DATE! Full Partnership Meeting Dates for 2022-23

- May 10, 2023 from 4:30 - 6:00 PM (IN-PERSON at Japanese Cultural Center)

**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 HONSAC.

Section 2. Boundaries. The HONSAC served 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.

**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 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 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 racial backgrounds.

Section 2. The Appointed members of the HONSAC shall be appointed by the Governor, subject to Section 26-34 Hawaii Revised Statutes. 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, residing or working in the geographic region of the HONSAC may become an Associate member of the HONSAC by registering with Agency staff.

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 HONSAC shall recommend for gubernatorial appointment at least one person from its membership to be on the Statewide Health Coordinating Council (SHCC).

Section 6. Attendance. The minutes of the 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 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 the termination letter will be sent to the Administrator of the State Health Planning and Development Agency and to the Governor.

Section 7. 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 of nominees presented by the Membership Committee and additional nominations may be made from the floor.
- b. A list of nominees will be distributed to HONSAC members 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".

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 standing ad hoc committees, except the Nominating Committee.
- e. Present 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. Assist 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 recorded and 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 HONSAC 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 (CON) 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 Committee: This committee shall have the following responsibilities:
  - (1) Refer to Article III, Section 2.
- 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: April 13, 2023

STATE HEALTH PLANNING AND DEVELOPMENT AGENCY
Council/Committee/Task Force Nomination Form

Nominator's Name: \_\_\_\_\_

Nominee Information:

Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Affiliation (if applicable) \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Other Contact Info: \_\_\_\_\_

Indicate the Council(s)/Committee(s) for which you are making this nomination:

- Statewide Health Coordinating Council (SHCC)\*
Tri-Isle Subarea Health Planning Council\*
Windward Subarea Health Planning Council\*
Hawaii County Subarea Health Planning Council\*
Kauai County Subareas Health Planning Council\*
West Oahu Subarea Health Planning Council\*
Honolulu Subarea Health Planning Council\*

Statewide Health Coordinating Council Plan Development Committee (PDC)\*\*

PDC Subcommittees:

- Acute Care Service Technology\*\*\*
Long Term Care Services\*\*\*
Primary Care Services\*\*\*
Health Disparities\*\*\*
Data and Service Gap Areas\*\*\*
Behavior Health\*\*\*
Substance Use Disorder\*\*\*
Workforce\*\*\*

\*Governor Appointed Position
\*\*SHCC Appointed Position
\*\*\*PDC Appointed Position

Why the nominee would be a good candidate for the position(s) indicated above (use space on back if needed):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Is the nominee aware of this nomination? Yes No

Has the nominee expressed interest? Yes No

Thank you

For office use:

- Confirmed Interest
Not interested at this time.
Info on Application Process Provided
Application Submitted on

Notes: