



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 – Plan Development Committee

Meeting Minutes

August 22, 2023

9:00 AM Hawaii Time

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

MEMBERS: Tori Abe Carapelho, , Jodi Hashimoto, Cristina Vocalan
 MEMBERS ABSENT: Katherine Finn Davis, Creighton Liu
 GUESTS: None
 SHPDA: Wendy Nihoa

ATTENDANCE RECORD OF APPOINTED MEMBERS

Date	6/22/23	8/22/23	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Tori Abe Carapelho*	X	X								
Katherine Finn Davis	X	O								
Jodi Hashimoto	X	X								
Creighton Liu	X	O								
Cristina Vocalan	O	X								

Legend: X=Present; O=Absent

*-Chair, **-Vice Chair

TOPIC	DISCUSSION	ACTION
Call to Order	The meeting was called to order at 9:02 a.m. by T. Abe Carapelho, Chairperson, Honolulu Subarea Health Planning Council-Plan Development Committee (HONSAC-PDC) presiding.	
Roll Call	Member and Staff introductions.	
Meeting Minutes	The minutes of the June 22, 2023 meeting were reviewed and unanimously approved. Call for public testimony – none.	
Priorities	T. Abe Carapelho asked W. Nihoa to screen share the standardized criteria. W. Nihoa screen shared a draft of the “Priority Selection Tool” (Tool) – a copy is attached to these minutes. W.Nihoa and T. Abe Carapelho defined and explained the various areas of the tool and members provided feedback and suggested edits. Edits will be incorporated in the next version of the tool. T. Abe Carapelho shared the process for administering the Tool which was followed by a discussion. The edited Tool will be shared at the next meeting; it will also be shared at the upcoming Statewide Health Coordinating Council’s Plan Development Committee.	T. Abe Carapelho & W. Nihoa to update tool.
Future Meetings	Members discussed their availability. T. Abe Carapelho will confirm next meeting date/time via poll.	T. Abe Carapelho to poll members.
Announcements	W. Nihoa mentioned Act 125 (GM 1226, 2023) effective October 1, 2023 relating to the recording of public meetings and Act 165 (GM 1266, 2022) effective January 1, 2023 relating to mandatory ethics training and encouraged members to attend a training.	
Next Meeting	To be determined.	
Adjournment	The meeting was adjourned at 9:57 a.m.	