



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

September 21, 2023

1:30 PM 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, Jodi Hashimoto, Creighton Liu, Cristina Vocalan
MEMBERS ABSENT: None
GUESTS: None
SHPDA: Wendy Nihoa

ATTENDANCE RECORD OF APPOINTED MEMBERS

Date	6/22/23	8/22/23	9/21/23	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Tori Abe Carapelho*	X	X	X							
Katherine Finn Davis	X	O	X							
Jodi Hashimoto	X	X	X							
Creighton Liu	X	X	X							
Cristina Vocalan	O	O	X							

Legend: X=Present; O=Absent

*-Chair, **-Vice Chair

TOPIC	DISCUSSION	ACTION
Call to Order	The meeting was called to order at 11:02 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	<p>Motion to accept the minutes from the meeting on August 22, 2023 with one noted correction – to the Attendance Record of Appointed Members table. C. Vocalan is currently marked absent “O” and should be marked present “X”.</p> <p>Vote: Unanimous. Motion carried.</p> <p>Call for public testimony – none.</p>	
Priorities	<p>T. Abe Carapelho reported a draft of the Priority Matrix was presented to the Statewide Health Coordinating Council – Plan Development Committee; no decisions were made.</p> <p>T. Abe Carapelho and W. Nihoa, met to finalize the tool and run through the prioritization process. The process was reported to be unclear, complicated, and analytical. A discussion followed including suggestions for moving forward. A few members volunteered to meet with the goal of finalizing the tool and developing instructions to guide the process. The goal is to present the tool at the next HONSAC-PDC meeting.</p> <p>Call for public testimony – none.</p>	
Announcements	W. Nihoa announced effective October 1, 2023 all meetings will be recorded to comply with Act 125 (2023)	
Next Meeting	October 18, 2023, 12:00 p.m.	
Adjournment	The meeting was adjourned at 12:21 p.m.	