



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

Meeting Minutes

June 23, 2023

1:30 PM Hawaii Time

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

MEMBERS: Edeluisa Baguio-Larena, Kathleen Hagan, Karen Holt, Francine Johansen, Bob Shroder.
 MEMBERS ABSENT: Donna Butterfield.
 GUESTS: None.
 SHPDA: John Lewin, Wendy Nihoa.

ATTENDANCE RECORD OF APPOINTED MEMBERS

| Date | 5/7/21 | 7/2/21 | 10/1/21 | 11/12/21 | 2/4/22 | 5/13/22 | 8/12/22 | 12/2/22 | 2/17/23 | 6/23/23 |
|------------------------|---------------|---------------|----------------|-----------------|---------------|----------------|----------------|----------------|----------------|----------------|
| Edeluisa Baguio-Larena | - | - | X | X | X | X | X | O | X | X |
| Donna Butterfield | - | - | - | - | X | X | X | X | O | O |
| Kathleen Hagan* | X | X | X | X | X | X | X | X | X | X |
| Karen Holt | X | X | X | X | X | X | X | X | X | X |
| Francine Johansen | - | - | - | - | - | - | X | X | X | X |
| Robert "Bob" Shroder** | - | - | - | - | - | - | 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 1:33 p.m. with K. Hagan, Chair, TISAC presiding. | |
| Roll Call/Introductions | Member, staff, and guest introductions. The new SHPDA Administrator, Dr. John “Jack” Lewin, introduced himself. | |
| Meeting Minutes | The minutes of the February 17, 2023 meeting was reviewed and unanimously approved. Public testimony – None. | |
| Administrator’s Report | The Administrator’s Report was distributed and reviewed. | |
| State Health System Reform Planning Update | SHPDA Administrator, J. Lewin, provided a briefing on plans for SHPDA with regards to health systems reform. Efforts continue to meet with various leaders and stakeholders to gather information. Participation and input to the Health Services and Facilities Plan is key in systems reform and participation encouraged. A discussion followed. Public testimony – None. | |
| TISAC Bylaws Task Force | K. Holt presented the revised version of the TISAC Bylaws. Members agreed to keep the language on “Robert’s Rules” and to the revisions as presented. The SHPDA will forward the updated version of the Bylaws to the Deputy Attorney General for review. A copy of the revised Bylaws is hereby attached to these minutes as Attachment A. Call for public testimony – None. | |
| Member Recruitment | Lanai Representation on the TISAC. W. Nihoa, reported an application submission; will follow up with Boards and Commissions. | |
| Future Speakers | Maui Health – Strategic Plan. B. Shroder reported contacting Maui Health, pending confirmation, will request for a speaker at the next TISAC meeting. Hawaii Department of Health – Priorities. J. Lewin will request Director of Health to speak at an upcoming TISAC meeting. Pending response. | |

| | | |
|--------------------------------|--|--|
| Meeting Logistics | <p>Discussion regarding the frequency of meetings and the possibility of an in-person meeting. All agreed to continuing quarterly meetings with the first meeting of the year an “in-person” meeting. Location of the in-person meetings will be rotated between Maui, Lanai and Molokai. The first 2024 TISAC meeting will be in February on Maui island. W. Nihoa to survey members to determine the exact date.</p> | <p>W. Nihoa to survey members to determine date for February 2024 meeting.</p> |
| Announcements/Other Discussion | <p>SHPDA. The Statewide Health Coordinating Council-Plan Development Committee (SHCC-PDC) convened on June 19, 2023. The overall goal of the SHCC-PDC is to update the 2009 Health Services and Facilities Plan. Current focus is recruitment to the subcommittees of the PDC and convening the the Data Subcommittee. Members were encouraged to send the SHPDA nomination form to W. Nihoa. A copy of the SHPDA Nomination form is hereby attached to these minutes as Attachment B.</p> | |
| Next Meeting/ Agenda | <p>August 25, 2023, 1:30 p.m. via Zoom. Tentative speaker from Maui Health. November 17, 2023, 1:30 p.m. via Zoom. Tentative speaker from Department of Health.</p> | |
| Adjourn | <p>The meeting was adjourned at 2:54 p.m.</p> | |

**BYLAWS OF THE
TRI-ISLE SUBAREA HEALTH PLANNING COUNCIL**

ARTICLE I

NAME AND BOUNDARIES

Section 1. Name. The name of this Council shall be the Tri-Isle Subarea Health Planning Council, hereinafter referred to as Council or Tri-Isle SAC.

Section 2. Boundaries. The Tri-Isle SAC will serve the County of Maui which includes the islands of Maui, Molokai and Lanai.

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.
 - (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 Tri-Isle SAC 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.
- b. In the furtherance of its purpose, the Council shall:
 - (1) Identify health service provider and consumer agencies, organizations and individuals in the Tri-Isle 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 members of the Council 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 by or married to a health care provider.

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

Section 4. SAC Representative to the Hawaii Statewide Health Coordinating Council. [Hawaii Revised Statutes, (Chapter 323D-22 (8))]

- a. The Council 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 Tri-Isle SAC member to be its representative on the Hawaii Statewide Health Coordinating Council (HSHCC).

Section 5. Selection Process. The Council shall solicit new Council members from various community organizations – voluntary, public and private, and facilities concerned with health.

Section 6. Attendance. The minutes of the Council will reflect a member’s attendance or non-attendance. The minutes shall show the number of meetings that an appointed member has been present or absent. After three consecutive absences, the Council Chairperson shall notify the member by letter of the Council's concern regarding non-attendance. Copies of this letter will go to the Governor and the SHPDA Administrator. If the absent member does not respond or reply to the letter within 30 days, their membership will be terminated and a written notification will be sent to the member. A copy of this 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. Council members may nominate officers to fill these two positions individually or as a slate.
- b. Elections shall be held 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.
- f. Have such other powers and perform such other duties as may be assigned from time to time by the Council.

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. Roberts Rules of Order: Roberts Rules of Order, as most recently revised, may be the reference document for the conduct of Council business, unless superseded by the 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 Tri-Isle 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 if they are 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 staff 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. Committees may be established by the Council when it determines that a select group is needed to carry out particular functions required to advance the Council's duties. These committees may include, but are not limited to, the following:

- a. An Executive Committee consisting of officers of the Council and the Chairpersons and Vice Chairpersons of the Standing Committees.

- b. A Review Committee to review and recommended approval/disapproval of Certificates of Need (CON) applications to the full Council. This Committee may hear or consider, simultaneously with the full Council, information related to an application for a certificate of need.
- c. A Plan Development Committee to provide the input to the full Council's for the State planning process.
- d. A Continuing Educating Committee to develop, coordinate and monitor an overall continuing education program for the Council.

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 they have a conflict of interest. Criteria for conflicts of interest, as established by the State Ethics Commission (Hawaii Revised Statutes 84-14), shall be followed. [Summarized, it states that you must disqualify yourself from making any decision or recommendation directly affecting a business or matter in which you have a substantial financial interest. "Financial interest" is defined as an interest held by you, your spouse or dependent children, such as stocks or a share in a partnership or joint venture; a creditor interest in a insolvent business; employment; real property; a loan; or directorship of officership in a business or organization.]

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. A "consumer" is an individual not employed by or not married to a health care provider.
- b. A "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 Tri-Isle SAC
 Date: September 25, 1987
 Revised: <DATA TBD>

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:

- | | |
|---|---|
| <input type="checkbox"/> Statewide Health Coordinating Council (SHCC)* | <input type="checkbox"/> Kauai County Subareas Health Planning Council* |
| <input type="checkbox"/> Tri-Isle Subarea Health Planning Council* | <input type="checkbox"/> West Oahu Subarea Health Planning Council* |
| <input type="checkbox"/> Windward Subarea Health Planning Council* | <input type="checkbox"/> Honolulu Subarea Health Planning Council* |
| <input type="checkbox"/> Hawaii County Subarea Health Planning Council* | |

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

PDC Subcommittees:

- | | |
|---|--|
| <input type="checkbox"/> Acute Care Service Technology*** | <input type="checkbox"/> Data and Service Gap Areas*** |
| <input type="checkbox"/> Long Term Care Services*** | <input type="checkbox"/> Behavior Health*** |
| <input type="checkbox"/> Primary Care Services*** | <input type="checkbox"/> Substance Use Disorder*** |
| <input type="checkbox"/> Health Disparities*** | <input type="checkbox"/> 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: