



## CHARTER REVIEW COMMISSION

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**REID KAWANE**, CHAIR  
**LORI KOGA**, VICE CHAIR

**VIRGINIA KAPALI**, COMMISSIONER  
**MARISSA SANDBLOM**, COMMISSIONER  
**JAN TENBRUGGENCATE**, COMMISSIONER

### REGULAR MONTHLY MEETING NOTICE AND AGENDA

Monday, September 27, 2021  
3:00 p.m. or shortly thereafter

#### Microsoft Teams Conferencing Information

Click on the link below or enter the url in your network browser to join on your computer or mobile app by VIDEO:

<https://bit.ly/3hNYcZy>

Or

Dial phone number and enter conference ID to call in and join by AUDIO:

Phone: [+1 469-848-0234](tel:+14698480234) United States, Dallas

Phone Conference ID: 643871963#

This meeting will be held via Microsoft Teams conferencing only. Members of the public are invited to join this meeting by using the link above or calling the number above with the conference ID information. You may testify during the video conference or submit written testimony in advance of the meeting via e-mail or mail. To avoid excessive noise/feedback, please mute your microphone except to testify.

#### CALL TO ORDER

#### APPROVAL OF AGENDA

#### APPROVAL OF MINUTES

Open Session Minutes of August 23, 2021

#### PUBLIC TESTIMONY

None

#### COMMUNICATION

#### BUSINESS

CRC 2020-17 Discussion and possible action on meetings regarding proposed Charter amendment relating to Council Districting.

CRC 2021-04 Discussion and possible action on Charter Initiatives of interest.

CRC 2021-05

Discussion and possible action on sending letters to commissions, boards and departments regarding proposals to the Charter.

**ANNOUNCEMENTS**

Next Meeting: October 25, 2021 at 3:00 p.m.

**ADJOURNMENT**

**NOTICE OF EXECUTIVE SESSION**

Pursuant to Hawaii Revised Statutes §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a). Discussions held in Executive Session are closed to the public.

cc: Teresa Tumbaga, Deputy County Attorney

**PUBLIC COMMENTS and TESTIMONY**

**SPEAKER REGISTRATION**

**Prior to the Day of the Meeting:** Persons wishing to testify are requested to register their name, phone number, and agenda item via email at [asegreti@kauai.gov](mailto:asegreti@kauai.gov); or by calling 808-241-4917.

**On the Day of the Meeting:** Persons who have not registered to testify by the time the Commission meeting begins will be given the opportunity to speak on an item following oral testimonies of registered speakers.

Each speaker is limited to a three-minute presentation on each item.

**WRITTEN TESTIMONY**

**Prior to the Day of the Meeting:** Testimony may be emailed: [asegreti@kauai.gov](mailto:asegreti@kauai.gov), or mailed: County of Kauai, Office of Boards and Commissions, Board of Ethics, 4444 Rice St., Ste. 300, Lihue, HI 96766.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE OR OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS, PLEASE CONTACT THE OFFICE OF BOARDS & COMMISSIONS AT (808) 241-4917 OR [ASEGRETI@KAUAI.GOV](mailto:ASEGRETI@KAUAI.GOV) AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST.

UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

**Draft to be Approved**

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:		<b>CHARTER REVIEW COMMISSION</b>	Meeting Date	<b>August 23, 2021</b>
Location	Teleconference		Start of Meeting: 3:02 p.m.	End of Meeting: 3:23 p.m.
Present	Chair Reid Kawane. Commissioners: Virginia Kapali, Lori Koga, Marissa Sandblom, Jan TenBruggencate. Also: Teresa Tumbaga, Deputy County Attorney. Boards & Commissions Office Staff: Administrator Ellen Ching, Administrative Specialist Anela Segreti.			
Excused				
Absent				
<b>SUBJECT</b>	<b>DISCUSSION</b>			<b>ACTION</b>
<b>Call To Order</b>				Chair Reid Kawane, called the meeting to order at 3:02 p.m.
<b>Roll Call</b>				Roll Call: Commissioner Kapali-here Commissioner Koga-here Commissioner Sandblom-here Commissioner TenBruggencate-here Vice Chair Stack-resigned Chair Kawane -here Quorum: 5 commissioners present
<b>Agenda</b>				Commissioner TenBruggencate moved to approve the agenda as it stands. Commissioner Sandblom seconded. 5 Ayes, 0 Nays Motion carried 5:0
<b>Minutes</b>	Open Session Minutes of September 28, 2020  Commissioner Sandblom pointed out that on page 4, 5 <sup>th</sup> row, the spelling of “Parachini” is			Commissioner TenBruggencate

SUBJECT	DISCUSSION	ACTION
	incorrect.	<p>moved to approve the Minutes of September 28, 2020, Commissioner Sandblom seconded.            Commissioner TenBruggencate amended the motion to approve the Minutes with correction.            Commissioner Sandblom amended her second.            5 Ayes, 0 Nays            Motion carried 5:0.</p>
<b>Public Testimony</b>	None.	No Action
<b>Communication</b>	<p><u>CRC 2021-01 Communication received from Patrick Stack dated July 27, 2021 regarding his resignation from the Charter Review Commission.</u></p> <p>Commissioner TenBruggencate asked if staff would send Mr. Stack a note confirming and thanking him for his service.</p> <p>Ms. Ching confirmed that it has been done.</p>	<p>Commissioner TenBruggencate moved to receive CRC 2021-01. Commissioner Sandblom seconded.</p> <p>Ayes-5 Nays-0            Motion carried 5:0</p>
<b>Business</b>	<p><u>CRC 2020-17 Discussion and possible action on meetings regarding proposed Charter amendment relating to Council Districting.</u></p> <p>Ms. Ching reminded the Commission that they had previously deferred this item, but made a commitment to consider it for the next election year.</p> <p>Commissioner TenBruggencate stated that there will be a discussion of a proposal to discuss each department of the County if there is any proposed changes to the Charter and suggest this item be deferred.</p>	<p>Vice Chair TenBruggencate moved to defer CRC 2020-17 Commissioner Sandblom seconded.</p> <p>Ayes-5 Nays-0            Motion carried 5:0</p>
	<u>CRC 2021-02 Review and possible approval of 2021 Meeting Schedule.</u>	Commissioner Kapali moved to accept the calendar with

SUBJECT	DISCUSSION	ACTION
	<p>Commissioner Kapali stated that she does not think that December 27 would be good for a meeting.</p> <p>Commissioner Koga confirmed that all meetings will be held on Microsoft Teams.</p>	<p>cancellation of December 27, 2021 meeting. Commissioner Sandblom seconded.</p> <p>Ayes-5 Nays-0            Motion carried 5:0</p>
	<p><u>CRC 2021-03 Discussion and possible action on election of Vice Chair for remainder of Calendar Year 2021.</u></p> <p>Commissioner TenBruggencate thanked Commissioner Koga for her willingness to serve as Vice Chair.</p> <p>Commissioner Koga accepted position.</p>	<p>Commissioner TenBruggencate moved to elect Commissioner Koga as Vice Chair for the remainder of this year. Commissioner Kapali seconded.</p> <p>Ayes-5 Nays-0            Motion carried 5:0</p>
<p><b>Announcements</b></p>	<p>Next meeting: September 27, 2021 at 3:00 p.m. on Microsoft Teams.</p> <p>Commissioner TenBruggencate invited Ellen Ching, Administrator, to discuss an item for next month's agenda.</p> <p>Ms. Ching stated that she is hoping to have the Commission authorize staff to send out an email to department heads requesting any proposals regarding Charter amendments next month.</p> <p>Commissioners discussed Chair instructing staff to add to next month's agenda.</p> <p>Commissioner Kapali asked why Commission needs to approve writing this letter. Is it not standard operating procedure?            Ms. Ching clarified that when she sends out the email, it is on behalf of the Commission, so that's why she likes to have the Commission approve.</p> <p>Deputy County Attorney added that in the Commissions Rule 8.D it states that, it shall be the duty of the staff, secretary to the Commission, to, number 8, as may be necessary, and on the</p>	

SUBJECT	DISCUSSION	ACTION
	<p>direction of the Chair or Commission to perceive and draft correspondence on behalf of the Commission.</p> <p>Ms. Kapali expressed her concerns of having to give staff authority for everything they do. She wants to clearly volunteer time discuss big picture of policy.</p> <p>Commissioner TenBruggencate stated that the rule seems to address that concern as the Chair may serve on behalf of the Commission between meetings, and has the authority to make that request on his own.</p>	
<b>Adjournment</b>		<p>Commissioner TenBruggencate moved to adjourn the meeting. Commissioner Sandblom seconded.</p> <p>Ayes-5 Nays-0            Motion carried 5:0</p> <p>Meeting adjourned at 3:23pm.</p>

Submitted by: \_\_\_\_\_  
 Anela Segreti, Administrative Specialist

Reviewed and Approved by: \_\_\_\_\_  
 Reid Kawane, Chair

- ( ) Approved as circulated.
- ( ) Approved with amendments. See minutes of \_\_\_\_\_