

Approved

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved as submitted 9/27/21.

Board/Commission:	CHARTER REVIEW COMMISSION	Meeting Date	August 23, 2021
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			
SUBJECT	DISCUSSION	ACTION	
Call To Order		Chair Reid Kawane, called the meeting to order at 3:02 p.m.	
Roll Call		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	
Agenda		Commissioner TenBruggencate moved to approve the agenda as it stands. Commissioner Sandblom seconded. 5 Ayes, 0 Nays Motion carried 5:0	
Minutes	Open Session Minutes of September 28, 2020 Commissioner Sandblom pointed out that on page 4, 5 th 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>
Public Testimony	None.	No Action
Communication	<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>
Business	<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

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>accept the calendar with 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>
Announcements	<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?</p> <p>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>	

SUBJECT	DISCUSSION	ACTION
	<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 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>	
<p>Adjournment</p>		<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

- (X) Approved as circulated.
 () Approved with amendments. See minutes of _____