

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Committee:	<b>Committee on the Status of Women</b>	Meeting Date	<b>September 18, 2019</b>
Location	Mo'ikeha Building, Meeting Room 2A/2B	Start of Meeting: 5:00 p.m.	End of Meeting: 6:02 p.m.
Present	Chair Pro Tem Patricia Wistinghausen. Secretary Edith Ignacio-Neumiller. Treasurer Kathy Crowell. Members: Regina Carvalho and Erica Valente. Office of Boards and Commissions: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Member Darcie Yukimura.		
Absent			

SUBJECT	DISCUSSION	ACTION
<b>Call To Order</b>		Chair Pro Tem Wistinghausen called the meeting to order at 5:00 p.m. with five members present constituting a quorum.
<b>Business</b>	<p><u><b>CSW 2019-12</b> Special election to fill the vacant office of chair and vice chair for the remaining period, September 18 to December 31, 2019, and immediately perform its duties.</u></p> <p>A. <u>Nominate committee member(s) to serve as chair.</u>            B. <u>Vote on nominee(s) for chair.</u>            C. <u>Nominate committee member(s) to serve as vice chair.</u>            D. <u>Vote on nominee(s) for vice chair.</u></p> <p>Chair Pro Tem opened the floor for nominations for Chair.</p> <ul style="list-style-type: none"> <li>• Ms. Ignacio-Neumiller nominated Darcie Yukimura.</li> </ul> <p>With no further nominations, Chair Pro Tem Wistinghausen closed nominations for Chair.</p>	<p>Ms. Ignacio-Neumiller moved to nominate Darcie Yukimura to serve as Chair from September 18 to December 31, 2019. Ms. Crowell seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
<b>Approval of Minutes</b>	A. <u>Open Session Minutes of August 21, 2019</u>	Ms. Ignacio-Neumiller moved to approve the Open Session minutes of August 21, 2019, as circulated. Ms. Crowell seconded the motion. Motion carried 5:0.
<b>Treasurer's Report</b>	<p><u>A. 2019-2020 Fiscal Budget</u>  <u>1. 1st quarter update and review.</u></p> <p>The committee did not have any questions or concerns on the 1st quarter report dated 7/18/19.</p>	
	<p><u>B. State Grant M15001 – Hawai'i State Commission on the Status of Women Grant to support on-going advocacy and work towards equality for women and girls by acting as a catalyst for positive change through education, collaboration and program development.</u>  <u>1. 1st quarter update and review.</u></p> <p>The committee did not have any questions or concerns on the 1st quarter report dated 3/21/19.</p>	
	<p><u>C. Logo Items Inventory</u>  <u>1. 1st quarter update and review.</u></p> <p>The committee did not have any questions on the 1st quarter report. Ms. Carvalho suggested gifting logo items to the Girls Summit participants. The committee agreed and Boards and Commissions offered to contact MCBL and arrange the donation.</p>	
<b>Business</b>	<p><u>CSW 2019-02 Discussion and possible action on the Girl's Summit with the Patsy T. Mink Center for Business &amp; Leadership scheduled Thursday, October 17, 2019, 12:00 p.m. to 2:15 p.m. at the Wilcox Hospital conference rooms. [1/16/19, 2/20/19, 7/17/19, 8/21/19]</u></p> <p>A. <u>Ms. Yukimura to share details on the mentorship program particulars.</u>          B. <u>Discussion and possible approval of mentors.</u>          C. <u>Finalize, discuss and possible approval of other related matters.</u></p>	

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	<p>Prior to the start of the meeting copies of information on the Girl’s Summit were passed out. Ms. Valente shared that she met with Chair Yukimura yesterday and was updated on discussions with the Patsy T. Mink Center for Business &amp; Leadership (MCBL). She said it was important for the committee to be present at the event to observe how they operate, observe their interaction with the participants and the presentation and format of the event. Ms. Valente said based on observations they could then analyze if they should continue to support this event or tweak it into a separate CSW event.</p> <p>There was a lengthy discussion on how, who and when contact was made with MCBL and they were confused again on CSW’s role and whether they were a partner or not. Administrator Ellen Ching interjected into the discussion stating that at the last meeting they talked about this being a testing and observation stage and they could decide after this initial interaction if they wanted to continue to support and be involved with MCBL. She said due to a conflict in schedule she would not be unable to attend and would send Sandra Muragin to attend the entire event and report back. She encouraged other members to also attend and share their thoughts with the committee. Ms. Ching commented that the curriculum looked great but they lacked strong neighbor island connection which was the committee’s strength. She asked that should anyone plan to attend to please contact Ms. Muragin.</p> <p>Ms. Ching asked the committee to approve alternate mentors should a situation arise where an approved mentor is unable to make it to the event.</p>	<p>Ms. Carvalho moved to approve the list of mentors. Ms. Ignacio-Neumiller seconded the motion. Motion carried 5:0.</p> <p>Ms. Ignacio-Neumiller moved to approve the alternate mentor list. Ms. Crowell seconded the motion. Motion carried 5:0.</p>
	<p><b><u>CSW 2019-06</u></b> <u>Discussion and possible action on the planning of the Voices of Women in America Survey project. [4/17/19, 5/15/19, 6/19/19, 7/17/19, 8/21/19]</u></p> <p>A. <u>Update on distribution of survey to partners and press release.</u></p> <p>B. <u>Discussion on other steps needed to complete the roll out of the survey and prepare</u></p>	

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	<p><u>an action plan to assign tasks to Committee members to complete, and discuss other related matters as needed.</u></p> <p>Chair Pro Tem Wistinghausen said an email was sent to all the partners and the press release was printed in the Garden Island newspaper. Ms. Ignacio-Neumiller contacted Melissa Patterson and Avery Soto of Midweek to arrange an interview but had not gotten a response so she left a message for Léo Azambuja of For Kaua'i and was pending a response also. Chair Pro Tem Wistinghausen said she could reschedule an on air interview with KKCCR on any Tuesday at 5:00 p.m. Ms. Ching requested that they update Boards and Commissions once an interview time is confirmed. She would work with the Public Information Officer (PIO) to do a mass email to County employees and reach out to Carrice Gardner to do the same for State employees. Ms. Muragin would schedule an FM97 interview which would be at 9:00 a.m. in the morning.</p>	
	<p><b><u>CSW 2019-11</u></b> <u>Discussion and possible action on the planning of a Human Trafficking Awareness Forum scheduled Thursday, January 9, 2020, 5:00 p.m. to 6:30 p.m. in the Mo'ikeha meeting room 2A/2B. [6/19/19, 7/17/19, 8/21/19]</u></p> <p>A. <u>Possible formation of a Permitted Interaction Group (PIG) pursuant to Hawai'i Revised Statutes Section 92-2.5(b)(1-2) which scope of duties may include;</u></p> <ol style="list-style-type: none"> <li>1. <u>Formulate the program, agenda and timeline.</u></li> <li>2. <u>Outline the content of the panelist discussion and points of importance.</u></li> <li>3. <u>List target audience.</u></li> </ol> <p>B. <u>Review and possible approval of the draft flyer.</u></p> <p>C. <u>Ms. Ignacio-Neumiller to review with the Committee the pre-planning details needed to administer the subject event and prepare an action plan to organize the forum at a place and time to be determined and assign these tasks to Committee members and partners to complete, and discuss other related matters as needed.</u></p> <p>Ms. Ignacio-Neumiller remarked that instead of forming a PIG she would arrange to meet with Chair Yukimura to brain storm and outline the agenda. She said although they discussed inviting key community members, she preferred to keep it open to the public also.</p>	

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	<p>Ms. Ignacio-Neumiller said Kristen Bracy would not be able to attend; however, the other panelists were confirmed.</p>	
	<p><b><u>CSW 2019-13</u></b> <u>Discussion and possible action on attendance to the 11<sup>th</sup> Annual Na Whine Alaka'i O Kaua'i Awards Gala Dinner at the Kaua'i Marriott on Friday, November 15, 2019.</u></p> <p>A. <u>Discussion and possible approval on the use of fiscal budget funds to cover a portion of the ticket for each committee member to attend.</u></p> <p>Ms. Ching queried the committee if they would be interested in attending other similar women focused events. She said the YWCA offered women in finances and there were organizations like the Kaua'i Chamber of Commerce, Zonta Club and Wilcox Hospital that offered great events and members may want to attend those instead. Ms. Ching suggested that they could sponsor up to \$50.00 per fiscal year. She said committee members would share and bring information back to the committee.</p> <p>Ms. Ching requested the committee member register and pay for their ticket and turn in a paid receipt for reimbursement.</p>	<p>Ms. Ignacio-Neumiller moved to approve the use of \$50.00 from the fiscal budget funds to cover a portion of the ticket for any committee member to attend the 11th annual Na Wahine Alaka'i O Kaua'i Awards Gala dinner. Ms. Carvalho seconded the motion. Motion carried 5:0.</p>
	<p><b><u>CSW 2019-14</u></b> <u>Discussion and possible action on the proposal of events for 2020.</u></p> <p>A. <u>Committee to review list and decide which events to implement in 2020 and assign category, CSW member(s), event date, event time, event location and any other steps needed to complete and discuss other related matters as needed.</u></p> <p>The committee agreed to continue with a Women's History Month event and build it into a signature event. Chair Pro Tem Wistinghausen said based on the theme and election year they should include a campaign for women to register and vote. Chair Pro Tem Wistinghausen volunteered to lead and Ms. Carvalho volunteered to co-lead. Ms. Ching</p>	

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	<p>requested an outline of the event particulars by the second week in January 2020.</p> <p>Due to time constraints, Chair Pro Tem Wistinghausen requested this be placed on next months agenda.</p>	
<b>Adjournment</b>	<p><u>A.Next Meeting: Wednesday, October 16, 2019, 5:00 p.m., Mo'ikeha Building, Meeting Room 2A/2B.</u></p> <p><u>B. Announcements and other pertinent updates from the Hawai'i State Commission on the Status of Women.</u></p> <p>Ms. Carvalho requested assistance with the installation of pink lights at the historic County building during the month of October for Breast Cancer Awareness month.</p> <p>Ms. Ching announced that Ms. Sierra Hampton-Eng is the newly appointed Kaua'i Commissioner for the Hawai'i State Commission on the Status of Women.</p>	<p>With no objections, Chair Pro Tem Wistinghausen adjourned the meeting at 6:02 p.m.</p>

Submitted by: \_\_\_\_\_  
 Sandra M. Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
 Patricia Wistinghausen, Chair Pro Tem

( X ) Approved as circulated. (10/21/19)

( ) Approved with amendments. See \_\_\_\_\_ meeting minutes.