

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Committee:	Committee on the Status of Women	Meeting Date	October 21, 2019
Location	Mo'ikeha Building, Meeting Room 2A/2B	Start of Meeting: 5:02 p.m.	End of Meeting: 6:19 p.m.
Present	Chair Darcie Yukimura. Secretary Edith Ignacio-Neumiller. Treasurer Kathy Crowell. Members: Regina Carvalho and Erica Valente. Hawai'i State Commission on the Status of Women Commissioner Sierra Hampton-Eng. Office of Boards and Commissions: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Vice Chair Patricia Wistinghausen.		
Absent			
SUBJECT	DISCUSSION	ACTION	
Call To Order	Chair Yukimura requested to change the agenda and move announcements as the next agenda item.	Chair Yukimura called the meeting to order at 5:02 p.m. with five members present constituting a quorum. Secretary Ignacio-Neumiller moved to approve the amended agenda, which placed announcements as the next agenda item. Treasurer Crowell seconded the motion. Motion carried 5:0.	
Announcements	Chair Yukimura introduced Commissioner Sierra Hampton-Eng who was the new Kaua'i Representative for the Hawai'i State Commission on the Status of Women and asked her to briefly share her background and why she chose to be on the commission. Commissioner Hampton-Eng said she was currently the Acting Branch Manager of the Lihu'e Library and earned a Master's degree in Library Science. She was a middle school educator, and had worked with at-risk young women. She was a mother of a four year old and could relate to many of the current issues that young mothers face with working full-time, maternity leave, and no family leave. This prompted her want to take action to		

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	<p>promote change and an opportunity to serve the community.</p> <p>She announced that HSCSW Executive Director Khara Jabola-Carolus recently returned from maternity leave and would not be introducing any new legislative bills at the upcoming Legislative session. In its place, the HSCSW was working on coordinating all of the county committees to attend a summit for training and strategic goal planning. Commissioner Hampton-Eng informed the committee that if they had any suggestions on what they would want covered at the summit, to please forward her that information.</p> <p>Administrator Ellen Ching asked that the summit be scheduled at a time that does not conflict with the National Association of Commission for Women (NACW) Conference, which historically was held in July.</p> <p>A. <u>Next Meeting: Wednesday, November 20, 2019, 5:00 p.m., Mo'ikeha Building, Meeting Room 2A/2B.</u></p>	
<p>Approval of Minutes</p>	<p>A. <u>Open Session Minutes of September 18, 2019</u></p>	<p>Secretary Ignacio-Neumiller moved to approve the Open Session minutes of September 18, 2019, as circulated. Ms. Crowell seconded the motion. Motion carried 5:0.</p>
<p>Business</p>	<p><u>CSW 2019-02 Girl's Summit Patsy T. Mink Center for Business & Leadership scheduled Thursday, October 17, 2019, at the Wilcox Hospital conference rooms, 8:30 a.m. to 3:00 p.m. [1/16/19, 2/20/19, 7/17/19, 8/21/19, 9/18/19]</u></p> <p>A. <u>Report from Committee members who attended the event.</u></p> <p>Commission Support Clerk Sandra Muragin shared that she attended the event all day and was able to get feedback from the mentors on their experience. A document of their comments was distributed before the start of the meeting. She said overall it was a well-run event and recommended the committee consider partnering again. Ms. Muragin said they have the staff and experience to tap into grant money that was used to fund the event.</p>	

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	<p>Ms. Valente shared that she attended all day and that it was well put together. She said there were only 7 students from Kaua‘i High School and 24 from Waimea High School, with the remainder from Kapa‘a High School and attributed that to what the committee experienced in the past. They had a great turnout, with approximately 50+ girls in attendance. Ms. Valente said it was an amazing partnership and the girls seemed engaged. She said the messages were in-line with what the CSW promoted in past career day events. She felt that they would be open to working with the committee again based on their interaction and experience with the members who attended.</p> <p>Secretary Ignacio-Neumiller said it was well-organized and explained that they had two workshops going on simultaneously. After a short break, the girls switched workshops. In the afternoon all the girls were in one leadership workshop. She said they had good, positive mentors who gave her great feedback.</p> <p>Ms. Yukimura thanked Ms. Ching and Ms. Muragin for securing the eight mentors and thanked those who were able to attend and provide feedback. She said should the committee partner with the girls summit again, there was opportunity to apply for funds that support girls in STEM (science, technology, engineering, and mathematics) careers.</p> <p>Ms. Carvalho questioned the girl’s summit initial request for more funds because they had a hefty cushion of grant money and couldn’t understand why they would need more. She stated that the committee should continue to help in the same capacity and only provide mentors, not funds. Secretary Ignacio-Neumiller agreed. Ms. Carvalho also said the committee should be the ones to recommend future mentors, not Ms. Ching and Ms. Muragin, who were County employees not committee members.</p>	
	<p>CSW 2019-06 <u>Update 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, 9/18/19]</u></p> <p>A. <u>Committee members to share efforts on the distribution of the survey.</u></p> <p>B. <u>Formulate an action plan on steps needed to accomplish the distribution goal of 5,000 in order to reach a survey sample size of 589.</u></p>	

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	<p>C. <u>Discussion on the possible dates for radio interviews with KKCR and FM97.</u></p> <p>D. <u>Discuss other related matters.</u></p> <p>Ms. Ching reminded the committee that distribution of 5,000 surveys would obtain a sample size of 500 completed surveys and that would be considered a valid data that reflected the top issues for women on Kaua'i with 95% accuracy. To date, we have logged 518 people were notified of the survey. She emphasized that it was critical to hit the 5,000 mark.</p> <p>Secretary Ignacio-Neumiller disclosed that Avery Soto of Midweek would publish an article on the survey and asked if the PIO (Public Information Officer) could circulate the article again. Ms. Ching replied that she would work with the PIO to issue an invitation to all County employees about the survey and with Carrice Gardner to all the State employees. She would also request to reissue the article.</p> <p>Chair Yukimura asked the committee to email their numbers to Ms. Muragin and with no further discussion moved on to the next agenda item.</p>	
	<p><u>CSW 2019-11</u> <u>Update on the 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, 9/18/19]</u></p> <p>A. <u>Update from Ms. Ignacio-Neumiller and Ms. Yukimura on the outline of the forum agenda.</u></p> <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 and assign these tasks to Committee members and partners to complete, and discuss other related matters as needed.</u></p> <p>Ms. Ignacio-Neumiller shared that she met with Chair Yukimura and updated the draft flyer. Copies of the updated draft flyer were distributed before the start of the meeting. She asked Chair Yukimura to contact Ms. Munoz and request a bio and picture.</p>	

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	<p>Secretary Ignacio-Neumiller reviewed the draft flyer, proposed timeline and read the list of questions for the panelists. After hearing the questions, Ms. Valente proposed that they should invite a representative from the department of education and an emergency/hospital doctor or nurse. Chair Yukimura said it was important to engage the audience and solicit audience participation. She said the questions were to give the panelist a range of topics of what may be addressed. Ms. Carvalho said she would approach a sex traffic survivor and extend an invitation to the forum. Chair Yukimura advised that the committee consider the next steps and continued support for this issue. She challenged the committee to create a plan that could sustain this issue throughout the year. She said this committee had the ability to get behind other related issues or initiatives and thanked Secretary Ignacio-Neumiller for securing a great list of panelists and completing all the necessary leg work.</p> <p>Ms. Valente questioned who should be in the audience. Secretary Ignacio-Neumiller said the audience from the last event, the public, and special invitees. Ms. Ching said Boards and Commissions would email Kaua‘i United Way to distribute to their 26 agencies that they support.</p> <p>Ms. Ching said they would send out a save-the-date calendar invite on December 11, 2019. There would be another email blast on January 3 and 6, 2020. She asked the committee to email Ms. Muragin any email addresses to add to the list.</p> <p>Ms. Ching asked the committee to finalize the following before the November meeting;</p> <ol style="list-style-type: none"> 1. Ms. Muragin to email Secretary Ignacio-Neumiller the press release to update. Ms. Carvalho demanded that the whole committee review all press releases. Ms. Ching replied that a copy will be included for the committee to review at the November meeting. 2. Committee members to email Secretary Ignacio-Neumiller their list of invites. Committee to review at the November meeting. 3. Committee to suggest type of refreshments. 	<p>Ms. Carvalho moved to approve the draft Human Trafficking Awareness Forum flyer. Secretary Ignacio-Neumiller seconded the motion. Motion carried 5:0.</p> <p>Ms. Carvalho moved to approve</p>

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	<p>Ms. Ching continued;</p> <ol style="list-style-type: none"> 4. Ms. Carvalho volunteered to donate six artificial lei's for the panelist. 5. Ms. Ching to extend an invitation to Mayor and First Lady Kawakami. 	<p>the purchase of up to \$75.00 of refreshments for the January 9, 2020, Human Trafficking Awareness Forum. Secretary Ignacio-Neumiller seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2019-14</u> <u>Continued discussion and possible action on the planning of events and dates for 2020.</u> [9/18/19]</p> <ol style="list-style-type: none"> A. <u>Decide which events to plan and execute.</u> B. <u>Determine the date of when the event would take place.</u> C. <u>Select committee member(s) to lead the planning of the event.</u> <p>Chair Yukimura opened the floor for the committee to present their top two or three events from the list provided. Ms. Carvalho questioned the list and asked if the committee chose the listed events. She pointed out several disappointing incidents that involved the committee not planning the breast cancer event and felt unsupported. Ms. Carvalho felt slighted that the press release for the pink lights did not mention the CSW and was adamant about including CSW information. Ms. Ching apologized to Ms. Carvalho and explained that the breast cancer event was not on the agenda at the time she wanted to discuss it. She stated that this committee followed Sunshine law to avoid liability for the County and the 2020 event list was not pre-decided; it was included to initiate discussion amongst the committee. It was placed on the agenda so the committee could plan their events for the entire year and then allocate funds to cover expenses. Ms. Ching confessed that there were a lot of scheduled events this year and at times it was difficult to keep up and maintain a higher level of quality output for the benefit of the community and committee. Ms. Valente said the committee should not limit themselves and focus on subjects that would make the most impact.</p> <p>Chair Yukimura pointed out the Event Criteria Worksheet that was passed out before the</p>	

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	<p>start of the meeting. She challenged the committee to focus on the subject areas that would make the most impact and directed them to use the event criteria worksheet as a guide to evaluate the events that they want to put forward. Chair Yukimura asked the committee to email Ms. Muragin their list of events by Monday, November 4th. A complied list of suggestions from committee members would be discussed at the November meeting.</p> <p>The committee discussed at length their willingness to extend the meeting timeline.</p>	<p>Ms. Valente moved to request committee members email their list of 2020 events to Sandra Muragin by Monday, November 4th, to be discussed and decided on at a two hour meeting in November. Secretary Ignacio-Neumiller seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2019-15</u> Discussion and possible approval of allotting a one-time \$50.00 stipend from the fiscal budget to each committee member to attend a women focused event or workshop for the current fiscal year up until June 30, 2020.</p> <p>Ms. Ching said this was suggested at the last meeting to allow members the flexibility to attend a event at their choosing.</p>	<p>Secretary Ignacio-Neumiller moved to approve a one-time \$50.00 stipend from the fiscal budget for each committee member to attend a women focused event or workshop of their choosing up to June 30, 2020. Ms. Carvalho seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2019-16</u> Discussion and possible action on a travel budget request.</p> <p>A. <u>Committee to discuss possible request to the Hawai'i State Commission on the Status of Women for travel funds to attend the 2020 National Association of Commissions</u></p>	

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	<p><u>for Women convention.</u></p> <p>Ms. Ching said funds were provided by the HSCSW to cover registration cost for two committee members to attend this year's national conference. Secretary Ignacio-Neumiller reviewed her draft letter to HSCSW Executive Director Khara Jabola-Carolus which outlined a request for travel funds to the 2020 NACW conference.</p> <p>Chair Yukimura inquired if these funds were restricted to travel only or could it be diverted to support other events. Commissioner Hampton-Eng stated she would ask and report back to this commission about fund stipulations and timeline for this request.</p>	<p>Secretary Ignacio-Neumiller moved to approve the draft letter to HSCSW Director Khara Jabola-Carolus for 2020 travel fund request. Ms. Carvalho seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2019-17 Discussion and possible action to change the 2019 dates from the third Wednesday to the third Tuesday of each month.</u></p> <p>Chair Yukimura said proposed action to change the meeting dates was to accommodate Commissioner Hampton-Eng's work schedule. She said it was also a good time to look at extending the meetings to two hours, which would allow more time for discussions, open up the opportunity to bring in speakers, and build on public attendance and engagement. After some discussion, all committee members confirmed their availability to attend meetings on the third Tuesday and extend meeting times, when needed.</p>	<p>Secretary Ignacio-Neumiller moved to change meeting dates to the third Tuesday of each month and to approve changing the next meeting to Tuesday, November 19, 2019, 5:00 p.m. to 7:00 p.m. Ms. Carvalho seconded the motion. Motion carried 5:0.</p>

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		Ms. Carvalho moved to approve the exception of holding the December meeting on Wednesday the 18th. Secretary Ignacio-Neumiller seconded the motion. Motion carried 5:0.
Adjournment		With no objections, Chair Yukimura adjourned the meeting at 6:19 p.m.

Submitted by: _____
Sandra M. Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Darcie Yukimura, Chair

(X) Approved as circulated. 11/19/19

() Approved with amendments. See _____ meeting minutes.