

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Committee:	Committee on the Status of Women	Meeting Date	April 21, 2020
Location	Teleconference via Microsoft Teams	Start of Meeting: 1:10 p.m.	End of Meeting: 2:06 p.m.
Present	Chair Darcie Yukimura. Vice Chair Regina Carvalho. Secretary Edith Ignacio-Neumiller. Treasurer Kathy Crowell. Members: Deena Fontana Moraes and Erika Valente. Office of Boards and Commissions: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused			
Absent			



SUBJECT	DISCUSSION	ACTION
	The meeting commenced after its scheduled time due to members inadvertently accessing an old Teams meeting. Chair Yukimura, Vice Chair Carvalho, Member Fontana Moraes and Member Valente were signed into Microsoft Teams by video. Secretary Ignacio-Neumiller and Treasurer Crowell called into Microsoft Teams and entered the meeting by audio.	
Call To Order		Chair Yukimura called the meeting to order at 1:10 p.m. Attendance conducted by Roll Call: Vice Chair Carvalho-present, Treasurer Crowell-present, Secretary Ignacio-Neumiller-here, Member Fontana Moraes-here, Member Valente-here and Chair Yukimura-present. Quorum established with six members remotely present.
Approval of Minutes	A. <u>Open Session Minutes of February 18, 2020.</u>	Vice Chair Carvalho moved to approve the Open Session minutes of February 18, 2020, as circulated. Ms. Fontana Moraes seconded the motion.

SUBJECT	DISCUSSION	ACTION
		Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.
Business	<p><u>CSW 2020-01</u> Discussion and possible action on Women’s History Month Essay Contest. <u>Theme: “Valiant Women of the Vote.”</u></p> <ul style="list-style-type: none"> A. Committee members to review essays and finalize selection. B. Discuss and formulate action plan for presentation of essay awards. C. Discussion of other related matters. <p>Vice Chair Carvalho shared that the contest received 14 essays. The committee was emailed a request to rate the essays and rank in order with one being the highest score. Commission Support Clerk Sandra Muragin shared that an updated ranking grid was emailed 15 minutes prior to the start of the meeting and reflected scores from all committee members. Chair Yukimura placed the updated ranking grid on the computer screen for those on video conference to view. Secretary Ignacio-Neumiller and Treasurer Crowell were on audio only and were unable to view the updated grid.</p> <p>The committee discussed at length several ways to accurately rank the finalist. The final agreement was to delete all scores above “6” and total and average the remaining scores; ranking the lowest score in first place. This could be completed by Ellen Ching and Sandra Muragin after the meeting and committee members emailed the final score. They also reiterated that there would be four \$100.00 prizes to the essays that score the lowest.</p>	<p>Ms. Valente moved to approve the following:</p> <ol style="list-style-type: none"> 1. Rank the essays by lowest score to highest score. 2. Top finalist is the essay that scores the lowest. 3. Authorize Ellen Ching and Support Clerk Sandra Muragin to collaborate and accurately compute the committee scores.

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Fontana Moraes recommended that due to the COVID19 pandemic and to mitigate exposure, she suggested entrants be notified by an acknowledgment letter along with the gift card or award prize by USPS mail.</p> <p>The committee agreed that Boards and Commissions draft the letter and email to Vice Chair Carvalho for her approval.</p>	<p>Ms. Crowell seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>Ms. Fontana Moraes moved that in light of COVID19 that the committee mail letters and awards to all essay entrants. Treasurer Crowell seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>Vice Chair Carvalho moved to approve Boards and Commissions to draft congratulations letters to the top four finalist and email copy to Vice Chair Carvalho for her approval. Ms. Valente seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>Vice Chair Carvalho moved to approve Boards and Commissions draft acknowledgment letters to the remaining essay entrants and email copy to Vice Chair Carvalho for her approval.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Secretary Ignacio-Neumiller stated that she took vacation to be at this meeting and requested that the special meeting start at 4:30 p.m.</p>	<p>Secretary Ignacio-Neumiller seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>Vice Chair Carvalho moved to schedule a Special meeting to review essay finalist. Ms. Valente seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>Vice Chair Carvalho moved to schedule the Special meeting time to start at 4:30 p.m. Ms Valente seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p>
	<p><u>CSW 2020-03</u> <u>Discussion and possible action on remaining funds in the fiscal budget 2019-2020.</u></p> <p>The committee discussed and shared their opinion on what and how to spend the remaining funds in the fiscal budget;</p> <ol style="list-style-type: none"> 1. Ms. Ching proposed the committee purchase logo nylon bags. 2. Ms. Valente suggested they support an initiative that would further the promotion and have a bigger impact for the CSW in the community. She requested to push this discussion to the next meeting to allow everyone time to think about options. 3. Chair Yukimura shared the increase of domestic violence with the stay home mandate along with online predators with children. She also promoted spending funds to further initiatives in this community. 4. Ms. Fontana Moraes suggested everyone email their suggestions. 	<p>Vice Chair Carvalho moved to schedule a special meeting, date</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching requested the committee email their suggestions on what to spend the remaining funds to Ms. Muragin and allow Ms. Muragin to schedule the meeting after reviewing available dates.</p>	<p>to be announced, to discuss use of the remaining funds in the fiscal budget 2019-2020 before the scheduled May 19, 2020 meeting. Ms. Valente seconded the motion. Roll Call Vote: 6-ayes and 0-nays. Motion carried 6:0.</p>
<p>Announcements</p>	<p>1. <u>Next Meeting: Wednesday, May 19, 2020, 5:00 p.m., remotely by Microsoft Teams.</u></p> <p>Secretary Ignacio-Neumiller shared that Zonta Kauai was accepting applications for scholarships to graduates, deadline is May 22, 2020. Interested applicants can go online: zonta-kauai.org</p> <p>Vice Chair Carvalho said HGEA and UPW was giving away food to their members every Saturday, from 9am to 12noon.</p> <p>Ms. Fontana Moraes said selected schools on Kauai are giving away breakfast and lunch to students in K-12.</p> <p>Chair Yukimura reminded that there will be a special meeting before the scheduled May 19 meeting at 4:30pm.</p>	
<p>Adjournment</p>		<p>With no objections, Chair Yukimura adjourned the meeting at 2:06 p.m.</p>

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Submitted by: _____ Reviewed and Approved by: _____
Sandra M. Muragin, Commission Support Clerk Darcie Yukimura, Chair

Approved as circulated. 05/20/20

Approved with amendments. See _____ meeting minutes.