

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Committee:	<b>Committee on the Status of Women</b>	Meeting Date	<b>July 19, 2023</b>
Location	Boards and Commissions Conference Room with video remote access and audio connection by Microsoft Teams.	Start of Meeting: 5:07 p.m.	End of Meeting: 5:54 p.m.
Present	Chair Darcie Yukimura. Treasurer Sara Miura. Members: Angela Hoover and Emma White. Hawai'i State Commission on the Status of Women (HSCSW) Commissioner Edith Ignacio Neumiller. Deputy County Attorney Stephen Hall. Office of Boards and Commissions: Administrator Ellen Ching and Administrative Specialist Anela Davis.		
Excused	Vice Chair Nicole Cristobal, Secretary Regina Carvalho, Committee Member Monica Kawakami, and Commission Support Clerk Sandra Muragin.		
Absent			

SUBJECT	DISCUSSION	ACTION
<b>Call To Order Roll Call</b>	<p>Chair Yukimura called the open session meeting to order at 5:07 p.m.</p> <p>Administrative Specialist Anela Davis verified attendance; Member Hoover replied here. Member Kawakami was excused. Member White replied here. Secretary Carvalho was excused. Treasurer Miura replied present. Vice Chair Cristobal was excused. Chair Yukimura replied present. Commissioner Ignacio Neumiller replied present. Deputy County Attorney Hall was present. Administrator Ching was present. Administrative Specialist Davis was present.</p>	<p>Quorum established with four members present.</p>
<b>Approval of Agenda</b>		<p>Ms. White moved to approve the agenda. Treasurer Miura seconded the motion. Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
<b>Public Testimony</b>	Chair Yukimura recognized several audience members present and asked if they had any comments to share. With no comments to share Chair Yukimura moved on to the next agenda item.	
<b>Approval of Minutes</b>	a) None for this meeting	
<b>Treasurer's Report</b>	<p>a) Treasurer Miura to share 2022-2023 Treasurer's Report dated July 19, 2023.            b) Treasurer Miura to report on the 4th quarter 2022-2023 Operating Fiscal Budget            c) Treasurer Miura to report on the 4th quarter State Grant Budget            d) Treasurer Miura to report on the 4th quarter Logo Inventory balance.</p> <p>Treasurer Miura referenced the reports included in their meeting packet. She said the final expenses were itemized and clearly outlined in their report and thanked Commission Support Clerk Sandra Muragin for preparing them.</p> <p>Administrator Ellen Ching stated the assortment of logo items that each member received were part of the inventory of logo items and breast cancer items.</p>	<p>Member White moved to receive the 2022-2023 Treasurer's Report dated July 19, 2023, 4th quarter 2022-2023 Operating Fiscal Budget, 4th quarter State Grant Budget and 4th quarter Logo Inventory balance. Ms. Hoover seconded the motion. Motion carried 4:0.</p>
<b>Business</b>	<p><u><b>CSW 2023-06 2023-2024 Period Products Event</b></u></p> <p>a) Member Hoover to share the Period Products Report            b) Discussion and possible action on next steps to distribute the supply of period products.            c) Discussion and decision-making on other related matters</p> <p>Ms. Hoover reported she was finalizing and coordinating the distribution of period products supply.</p> <p>Ms. Ching added that Ms. Hoover selected the following agencies;</p> <ul style="list-style-type: none"> <li>• Boys and Girls Club of Hawai'i               <ul style="list-style-type: none"> <li>○ West Kaua'i Club</li> <li>○ Kapa'a Clubhouse</li> <li>○ Līhu'e Clubhouse</li> </ul> </li> <li>• Catholic Charities Hawai'i – Kaua'i</li> <li>• Kaua'i Independent Food Bank</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Hawai‘i Food Bank Kaua‘i</li> </ul> <p>Ms. Ching further explained that the kits would be distributed to the Boys and Girls Club of Hawai‘i’s three locations and to Catholic Charities. The bulk (non-kit) period products would be divided between the Kaua‘i Independent Food Bank and Hawai‘i Food Bank Kaua‘i.</p>	<p>Ms. Hoover moved to receive the Period Products Report dated July 19, 2023. Ms. White seconded the motion. Motion carried 4:0.</p>
	<p><b><u>CSW 2022-15</u></b> 2023-2024 Event and Budget Planning</p> <ul style="list-style-type: none"> <li>a) CSW Event Criteria Document</li> <li>b) Event and Budget Planning Worksheet</li> <li>c) Discussion and possible action on the allocation of funds for each event</li> </ul> <p>Ms. Ching explained that the CSW Event Criteria Document outlined the perimeters on the type of events and activities that fall within the guidelines of the HSCSW and the Committee on the Status of Women.</p> <p>Ms. Ching explained that the Event and Planning Worksheet was a draft of the discussions from the last CSW meeting, and the committee had a total budget of \$7,160. She learned that they could not allocate \$1,000 for early NACW registration fees and asked the members to cross that out and decide where to allocate the \$1,000.</p> <p>Commissioner Ignacio Neumiller asked to add Denim Day to the list of events and there would be no cost.</p> <p>Ms. White asked to add Domestic Violence Awareness Campaign in October with possible radio and social media ads and possible materials displayed in doctor’s offices and public bathrooms. Ms. White explained that she was employed by the domestic violence agency on island and asked if it would be a conflict of interest if she were to volunteer to lead this event. Deputy County Attorney Stephen Hall explained it would be a problem if there were any direct financial contributions paid to you and you benefited financially from it. With clearance from</p>	

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	<p>DCA Hall Ms. White volunteered to lead the Domestic Violence Awareness Campaign and asked that the \$1,000 be allocated, unless the committee had other ideas on what to do with it.</p> <p>Treasurer Miura requested clarification on several items. She said her understanding of who would lead the National Strategy for General Equity and Equality comprised of Chair Yukimura, Member White and Member Hoover; however, her name was incorrectly listed. The committee agreed and crossed Treasurer Miura off and replaced with Member Hoover. She also recalled at the last meeting a conversation on Women’s History Month that wanted more flexibility. She asked if it remained Women’s History Month-Essay Contest would they need to commit the funds to just an essay contest. Ms. Ching replied yes. Treasurer Miura recommended to remove essay contest to add flexibility on how the budget was spent.</p> <p>Ms. White requested for added flexibility to the National Strategy for Gender Equity and Equality with the removal of Forum and instead use Event.</p> <p>Ms. Ching clarified the changes and read the amended Event and Budget Worksheet as follows;</p> <ol style="list-style-type: none"> <li>1. Breast Cancer Awareness Month, 2023, Leader Secretary Regina Carvalho, Final Budget \$200</li> <li>2. Women’s History Month Event, March 2024, Leader Vice Chair Nicole Cristobal, Final Budget \$1,400</li> <li>3. NACW Membership Fee, Spring 2024, Leader B&amp;C, Final Budget \$100</li> <li>4. National Strategy for Gender Equity and Equality Event, 2023, Leader Chair Darcie Yukimura, Member Emma White and Member Angela Hoover, Final Budget \$4,000</li> <li>5. Period Products, 2024, Leader Angela Hoover, Final Budget \$460</li> </ol>	<p>Ms. Hoover moved to add Domestic Violence Awareness campaign to the 2023-2024 Event with Committee Member Emma White leading and allocate \$1,000 budget. Treasurer Miura seconded the motion. Motion carried 4:0.</p>

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	<p>6. Denim Day Event, April 2024, Leader Commissioner Edie Ignacio Neumiller, Final Budget \$0-No Cost</p> <p>7. Domestic Violence Awareness Campaign, October 2023, Leader Emma White, Final Budget \$1,000</p> <p>Ms. Ching asked the committee for any other corrections. With no corrections from the committee the \$7,160 budget was allocated, and the committee accepted the amended worksheet.</p>	<p>Ms. White moved to approve the amended Event and Budget Worksheet for Period July 1, 2023-June 30, 2024 as follows;</p> <ul style="list-style-type: none"> <li>-Breast Cancer Awareness Month led by Regina Carvalho budget \$200</li> <li>-Women’s History Month Event led by Nicole Cristobal budget \$1,400</li> <li>-NACW membership fee \$100</li> <li>-National Strategy for Gender Equity and Equality Event led by Darcie Yukimura, Emma White, and Angela Hoover budget \$4,000</li> <li>-Period Products led by Angela Hoover budget \$460</li> <li>-Denim Day led by Edie Ignacio Neumiller budget none</li> <li>-Domestic Violence Awareness Campaign led by Emma White budget \$1,000</li> </ul> <p>Total Budget \$7,160. Ms. Hoover seconded the motion. Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><b><u>CSW 2022-16</u></b> <u>2023 Breast Cancer Awareness Event.</u></p> <ul style="list-style-type: none"> <li>a) Secretary Carvalho to share the 2023 Breast Cancer Awareness Report</li> <li>b) Discussion and possible decision-making on other related matters</li> </ul> <p>Ms. Ching skimmed through the 2023 Breast Cancer Awareness Report dated July 19, 2023. She said Secretary Carvalho had a tentative date Monday, October 2, 2023, for the event with a mini walk. Banners would be displayed, and pink lights illuminated at the Historic County Building and Round Building.</p>	<p>Ms. Hoover moved to receive the 2023 Breast Cancer Awareness Report dated July 19, 2023. Ms. White seconded the motion. Motion carried 4:0.</p>
	<p><b><u>CSW 2023-17</u></b> <u>Review and discussion on the State of Hawai'i Senate Bill 1513, enacted as Act 19; Relating to Public Agency Meetings.</u></p> <ul style="list-style-type: none"> <li>a) Deputy County Attorney Stephen Hall to provide counsel.</li> </ul> <p>Mr. Hall clarified that providing counsel would initiate an executive session instead, he would briefly explain the bill and how it would impact the committee.</p> <p>Mr. Hall explained this bill impacted sunshine law, which was intended to provide the public transparency and understanding of what and how these meetings were conducted. It specifically changed what was now required to be disclosed once a commission returned to open session from having a discussion in executive session. Executive session was a closed meeting and there were limited reasons for allowing meetings to enter these closed sessions and it was always advised by the presiding attorney.</p> <p>Mr. Hall said this committee rarely entered executive session because the two reasons would be to request legal advice and counsel from the attorney or to hire, evaluate or dismissal of an employee where privacy would be affected. This committee, unlike some of the others that are responsible for the hire, evaluation, or dismissal of department heads like Civil Service Commission, Fire Commission and Police Commission, do not have that responsibility.</p> <p>Ms. Ching further explained that in the past when a commission returned to open session from</p>	

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	<p>executive session, they would ratify the actions taken in executive session. With the passing of this bill, Sunshine Law now required these commissions to explain what was discussed in executive session without disclosing any privacy matters and take action in open session.</p> <p>With no questions from committee members, Chair Yukimura moved to the next agenda item.</p>	
<p><b>State Commission Report</b></p>	<p><u><b>CSW 2023-18</b> Update from the Hawai'i State Commission on the Status of Women Commissioner Edie Ignacio Neumiller.</u></p> <p>Commissioner Ignacio Neumiller said that due to the vacancy of the Executive Director position their scheduled June meeting was canceled, and she did not have any updates to report.</p> <p>She said committee members should have received information on applying for the executive director position. There was also another email for nominations to the NACW (National Association of Commissions for Women) Board of Directors which was due by August 5th and NACW dues would need to be paid by August 1st.</p> <p>Ms. White said she forgot to add a Missing Murdered Indigenous Women and Girls event and budget request. Ms. Ching said it could be added later and funds redistributed.</p>	
<p><b>Announcements</b></p>	<p>Next Scheduled Meeting: Wednesday, September 20, 5;00 p.m., Boards and Commission Conference Room.</p>	
<p><b>Adjournment</b></p>		<p>With no objections, Chair Yukimura adjourned the meeting at 5:54 p.m.</p>

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

Reviewed and Approved by: \_\_\_\_\_  
Darcie Yukimura, Chair

Approved as circulated. 09/20/23

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