



COMMITTEE ON THE STATUS OF WOMEN

DARCIE YUKIMURA, CHAIR
NICOLE CRISTOBAL, VICE CHAIR
SARA MIURA, TREASURER
REGINA CARVALHO, SECRETARY

ANGELA HOOVER, MEMBER
MONICA KAWAKAMI, MEMBER
EMMA WHITE, MEMBER
EDITH IGNACIO NEUMILLER, EX OFFICIO,
Hawai'i State Commission on the Status of Women,
Kaua'i Commissioner

RECEIVED

Pursuant to Hawai'i Revised Statutes Section 92-3.7, which codified Act 220, SLH 2020 the meetings of the Committee on the Status of Women will be conducted as followings:

- In addition to attendance in-person, the public may also attend the meeting by phone using the **AUDIO Connection by Microsoft Teams** and dialing the telephone number and conference ID provided on the agenda.
- The public may also attend the meeting with **Remote Access VIDEO by Microsoft Teams** using the link provided on the agenda.
- **Written testimony** may be submitted on any agenda item to smuragin@kauai.gov or mailed to the Committee on the Status of Women, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766. Written testimony received by the Committee on the Status of Women at least 24 hours before the meeting shall be distributed to all members prior to the meeting. Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Commission during the meeting and added to the record thereafter.
- **Oral testimony** will be taken during the public hearing portion of the meeting **in-person at the public meeting location, by audio connection using the Microsoft Teams telephone number, or with video remote access by Microsoft Teams using the link and conference ID number** as listed on the agenda.
 - All testifier audio and video will be disabled until it is your turn to testify.
 - If there are temporary technical glitches during your turn to testify, we may have to move on to the next person due to time constraints; we appreciate your understanding.
- If the remote telephone or link connection is lost and cannot be restored within 30 minutes during the meetings, the Committee on the Status of Women will continue all matters and reconvene at the next scheduled Committee on the Status of Women Meeting.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS PLEASE CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR ADAVIS@KAUAI.GOV AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST. UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

COUNTY OF KAUA'I COMMITTEE ON THE STATUS OF WOMEN
NOTICE OF MEETING AND AGENDA
Wednesday, September 20, 2023
5:00 p.m. or shortly thereafter
Piikoi Building, Boards and Commissions Conference Room
4444 Rice Street, Suite 300, Līhu'e, HI 96766

Remote Access VIDEO by Microsoft Teams
Click on the URL below or type the URL into your computer or smart phone:
<https://bit.ly/3QBJQhr>

AUDIO Connection by Microsoft Teams
Phone: 1-469-848-0234, Conference ID: 510 013 986#

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS AND TESTIMONY

Individuals may orally testify on any agenda item at this time.

APPROVAL OF MEETING MINUTES

- a) Open Session Minutes of October 19, 2022 (No Quorum 1/18/23, Not on Agenda 3/15/23, 5/17/23 and 7/19/23)
- b) Open Session Minutes of July 19, 2023

TREASURER'S REPORT

- a) Treasurer Miura to share 2023-2024 Treasurer's Report dated September 20, 2023.
- b) Treasurer Miura to report on the 1st quarter 2023-2024 Operating Fiscal Budget.
- c) Treasurer Miura to report on the 1st quarter State Grant Budget.
- d) Treasurer Miura to report on the 1st quarter Logo Inventory balance.

COMMUNICATIONS

- CSW 2023-10** Memorandum from former Managing Director Michael A. Dahilig dated December 27, 2022, regarding Meeting Format (in-person, virtual or hybrid). (No Quorum 1/18/23, Not on Agenda 3/15/23, 5/17/23 and 7/19/23)
- CSW 2023-19** Letter from Charter Review Commission Chair Bronson Bautista dated July 10, 2023, requesting proposals to amend the Charter. (Received 7/24/23)

BUSINESS

- CSW 2023-03** Missing Murdered Native Hawaiian Women and Girls' Task Force. (No Quorum 1/18/23, Not on Agenda 5/17/23 and 7/19/23)
- a) Vice Chair Cristobal to share any updates.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-06** 2023-2024 Period Products Event
- a) Member Hoover to share Period Products Report dated September 20, 2023.
 - b) Member Hoover to discuss collaboration with Ma'i Movement Hawai'i and Hawai'i Foodbank for donation of period products to the Maui fire victims.
 - c) Discussion and possible decision-making on other related matters.
- CSW 2023-10** Memorandum from former Managing Director Michael A. Dahilig dated December 27, 2022, regarding Meeting Format (in-person, virtual or hybrid). (No Quorum 1/18/23, Not on Agenda 3/15/23, 5/17/23 and 7/19/23)
- a) Discussion and decision-making on choosing a meeting format.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-15** 2023-2024 Event and Budget Planning
- a) Review Updated Event and Budget Planning Worksheet.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-16** 2023 Breast Cancer Awareness Event
- a) Secretary Carvalho to share Breast Cancer Awareness Report dated September 20, 2023.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-20** Gender Equity and Equality Event
- a) Chair Yukimura, Member Hoover and Member White to share plans and actions.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-21** Domestic Violence Awareness
- a) Member White to share plans and actions.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-22** Women's History Month Event
- a) Vice Chair Cristobal to share plans and actions.
 - b) Discussion and possible decision-making on other related matters.
- CSW 2023-23** Discussion and possible decision-making on changing meeting times.

STATE COMMISSION REPORT

CSW 2023-24 Update from the Hawai'i State Commission on the Status of Women Commissioner Ignacio Neumiller.

ANNOUNCEMENTS:

Next Scheduled Meeting: Wednesday, November 15, 5:00 p.m., B&C Conference Room.

Preview of agenda topics for the November 15, 2023 Meeting:

- Missing Murdered Native Hawaiian Women and Girls Task Force
- 2023-2024 Period Products Event Update
- 2023-2024 Event and Budget Planning Update
- Recap 2023 Breast Cancer Awareness Event
- Gender Equity and Equality Event
- Domestic Violence Awareness
- Women's History Month Event
- 2024 Meeting Schedule

ADJOURNMENT

EXECUTIVE SESSION

Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.

Cc: Stephen Hall

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

a)

Board/Committee:	Committee on the Status of Women	Meeting Date	October 19, 2022
Location	Boards and Commissions Conference Room with video remote access and audio connection by Microsoft Teams.	Start of Meeting: 5:04 p.m.	End of Meeting: 6:47 p.m.
Present	Vice Chair Regina Carvalho (<i>joined the meeting at 5:11 p.m.</i>). Treasurer Deena Fontana Moraes (<i>attended by Teams Audio Connection and left the meeting at 6:35 p.m.</i>). Secretary Darcie Yukimura (<i>attended by Teams Audio Connection</i>). Members: Nicole Cristobal and Monica Kawakami. Hawai'i State Commission on the Status of Women (HSCSW) Commissioner Edith Ignacio Neumiller. Office of Boards and Commissions: Administrator Ellen Ching and Commission Support Clerk Mercedes Omo.		
Excused	Chair Kathy Crowell, Member Angela Hoover and Commission Support Clerk Sandra Muragin		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	<p>Chair Pro Tem Darcie Yukimura called the open session meeting to order at 5:04 p.m.</p> <p>Commission support clerk Mercedes Omo verified attendance; Member Cristobal was present. Member Hoover was excused. Member Kawakami was present. Secretary Yukimura was present. Treasurer Moraes was present. Vice Chair Carvalho was running late and not present. Chair Crowell was excused. Commissioner Ignacio Neumiller was present. Administrator Ching was present. Commission Support Clerk Omo was present.</p>	<p>Quorum established with four members present.</p>
Approval of Agenda		<p>Ms. Kawakami moved to approve the agenda. Ms. Cristobal seconded the motion. Motion carried 4:0.</p>
Public	Chair Pro Tem Yukimura recognized audience members Council Member Felicia Cowden and	

SUBJECT	DISCUSSION	ACTION
Testimony	Patricia Westinghausen. She asked if they wanted to testify. Patricia Westinghouse requested to testify when the NACW (National Association of Commissions for Women) Leadership Conference comes up at the end of the agenda.	
Approval of Minutes	a) <u>Open Session Minutes of July 20, 2022.</u>	Ms. Cristobal moved to approve the Open Session minutes of July 20, 2022, as circulated. Ms. Kawakami seconded the motion. Motion carried 4:0.
Treasurer's Report	a) <u>2022-2023 Fiscal Budget</u> 1. Treasurer Moraes to report on the 1st quarter fiscal budget balance. 2. Discussion and possible action to expend remaining fiscal budget funds. Administrator Ellen Ching stated the report was not updated and requested a deferment.	Treasurer Moraes moved to defer 2022-2023 first quarter fiscal budget balance report to the next meeting. Ms. Kawakami seconded the motion. Motion carried 4:0.
Business	<u>CSW 2022-20</u> Recap and discussion on the 2022 Period Products Distribution Commissioner Ignacio Neumiller reported that on Friday, October 14, 140 period products were distributed to agencies that serviced the homeless; Hale 'Ōpio Kaua'i, Inc., Kaua'i Economic Opportunity, Inc., and Family Life Center Kaua'i. A presentation with Mayor Kawakami was held at the County rotunda.	
	<u>CSW 2022-21</u> Discussion and possible action on Period Products Activity for 2023. a) Select point person (determine what agencies to donate to, draft press release, organize distribution) <i>Vice Chair Carvalho arrived at 5:11 p.m.</i> Ms. Ching stated that at the last meeting the committee decided to purchase period products	

SUBJECT	DISCUSSION	ACTION
	<p>using any remaining funds and placed it back on the agenda because a point person was not designated. Commissioner Ignacio Neumiller reminded Ms. Ching that Member Angela Hoover was selected as the point person at the last meeting. With the absence of Ms. Hoover, the committee moved on to the next agenda item.</p>	
	<p><u>CSW 2022-22</u> <u>Recap and discussion on the October 2022 Breast Cancer Awareness event.</u></p> <p>Vice Chair Carvalho said the breast cancer awareness table setup at the Līhu‘e night market event went well and reached out to a lot of people. She voiced her disappointment on the \$100 budget and was unable to purchase additional items. Vice Chair Carvalho expressed confusion as to why the committee was required to pay a \$20 sign permit fee and expressed frustration with the \$1,000 budget.</p> <p>Commissioner Ignacio Neumiller added that Chair Crowell, Ms. Cristobal, and Ms. Kawakami also assisted at the table. Ms. Cristobal commented that it went well, and the objective was met; however, she would like to expand with a more impactful event in the future. Member Kawakami thanked everyone for organizing the event and added that it was important that they respect the advice from the county attorney’s office to stay within the limits of the law.</p>	
	<p><u>CSW 2022-23</u> <u>Recap and discussion on YWCA Candidate Forum.</u></p> <p>Commissioner Ignacio Neumiller shared that despite the advice from the county attorney’s office that the status of women could not partner with the YWCA, she attended as a zonta club member, and the forum went well. She said there were five partners; two Zonta Clubs, KKCR (Kaua‘i Community Radio), Kamāwaelualani, and Mokihana Club.</p> <p>Vice Chair Carvalho recalled that in the past a county attorney was always present at the meetings and requested a written guidance on why the CSW had to pay the \$20 sign permit fee and why the CSW couldn’t co-sponsor the forum.</p> <p>Ms. Ching replied that the county attorney advised that the county (CSW) couldn’t partner, participate, or become involved in campaigns or elections, they couldn’t be involved with a non-profit organization that was involved in campaigns or elections and she would follow-up</p>	

SUBJECT	DISCUSSION	ACTION
	<p>on the written guidance request. Commissioner Ignacio Neumiller requested to add an explanation on the difference between a sign permit for a banner and a public informational banner.</p>	
	<p><u>CSW 2022-24</u> <u>Recap, discussion and possible action on Career Day.</u></p> <p>a) Girls Youth Summit – Spring Break 2023, March 13-17 from 8-5pm daily. Covers breakfast, lunch, and snacks. Cost approx. \$2,000 (flight, hotel and car) would go with \$3,000 budget (\$5,109 this year’s budget for NACW conference; \$2,334 per diem, \$2,600 flight, \$175 car)</p> <p>Treasurer Moraes shared that she contacted Patsy T. Mink Center for Business & Leadership (MCBL) Director Colleen McAluney and found out that they had a new format for the Girls Summit which would be held on O‘ahu and not on Kaua‘i. She said it would be a 5-day event for middle school aged girls on O‘ahu to attend during spring break. They discussed the possibility of sponsoring a middle school aged girl to attend the Girls Youth Summit on O‘ahu.</p> <ul style="list-style-type: none"> • Vice Chair Carvalho asked about any fee cost to attend the Girls Youth Summit. Treasurer Moraes replied that MCBL funded the summit and the committee would be responsible for airfare, hotel, and car. • Commissioner Ignacio Neumiller asked what the process was to select the student. Treasurer Moraes replied that was not discussed and stated the committee would need to decide if this was possible for the committee to sponsor, want to sponsor or utilize funds in a different manner. • Chair Pro Tem Yukimura asked if she was able to explore other on island options. Treasurer Moraes replied she had not but there were probably many options. • Chair Pro Tem Yukimura commented that there may not be enough time. • Ms. Ching shared that in addition to the \$1,000 budget she allocated \$5,000 for the NACW but the committee did not designate anyone to attend, so they could move the \$5,000 to something else. The committee could use that to sponsor a student(s) to attend the summit. 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Treasurer Moraes suggested linking the essay contest winner with a paid trip to attend the summit on O‘ahu. • Commissioner Ignacio Neumiller was concerned about the timeline. • Ms. Cristobal was concerned with the selection process and if it would be fair and would not support it without a clear and fair selection process in place. She was also worried about the timeline and would have started the process in November. • Commissioner Ignacio Neumiller asked if the chaperone would be a parent. Ms. Ching said she checked with Hawaiian Airlines and was quoted about \$3,000 for two persons. • Vice Chair Carvalho said to not limit the benefit to one student they could sponsor one student from each middle school and a committee member be the chaperone. • Ms. Cristobal suggested they table this idea for the future due to the high cost and logistically there was not enough time to make this program right. <p>Chair Pro Tem Yukimura said based on the discussion this agenda item should be tabled and due to Ms. Moraes terming out at the end of this year they would need another point person for career day. Ms. Ching suggested this be discussed at the end of next year.</p>	
	<p><u>CSW 2022-25</u> <u>Discussion and possible action on 2023 Women’s History Month.</u></p> <p>Ms. Cristobal said no updates but would start in November to get the word out to counselors, teachers, administrators and then do a strong push in January with marketing, recruit essay participants and social media rollout.</p> <p>Vice Chair Carvalho suggested to increase the budget. Ms. Cristobal agreed that an increase would be incentive to improve participation.</p> <p>Ms. Ching reminded the committee that they allocated \$50 to the forum and \$250 for career day for a total of \$300 additional funds. There was also \$5,000 travel funds that could be used and suggested the committee allow Ms. Cristobal to make decisions on Women’s History Month.</p>	<p>Vice Chair Carvalho moved to increase Women’s History Month Essay Contest Awards from \$400 to \$1,400 with lead</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching requested Ms. Cristobal meet with B&C to finalize the essay contest.</p>	<p>Nikki Cristobal to decide on the award distribution. Ms. Cristobal seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2022-26</u> Annual election of officers for calendar year 2023; Chair, Vice Chair, Secretary, and Treasurer.</p> <p>Vice Chair Carvalho nominated Monica Kawakami. Ms. Kawakami respectfully declined due to work obligations and asked to assist Ms. Cristobal with the essay contest.</p> <p>Ms. Ching suggested the committee table the nomination for secretary and treasurer for the next meeting.</p>	<p>Ms. Cristobal nominated Darcie Yukimura for Chair. Ms. Kawakami seconded the motion. Motion carried 5:0.</p> <p>Vice Chair Carvalho nominated Nikki Cristobal for Vice Chair. Secretary Yukimura seconded the motion. Motion carried 5:0.</p> <p>Vice Chair Carvalho moved to defer the election of treasurer and secretary to the January 2023 meeting. Ms. Cristobal seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2022-27</u> Discussion and possible decision-making on 2023 Meeting Schedule: January 18, March 15, May 17, July 19, September 20, and November 15.</p>	<p>Ms. Kawakami moved to adopt the 2023 meeting schedule; January 18, March 15, May 17, July 19, September 20 and November 15. Ms. Cristobal seconded the motion. Motion carried 5:0.</p>
	<p><u>CSW 2022-28</u> Discussion and possible decision-making on the 2023 Hawai‘i Women’s Coalition Legislative Package.</p> <p>a) List of Measure Descriptions</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Commissioner Ignacio Neumiller referred to a list of bills on the 2023 Hawai'i Women's Coalition Legislative Package from the Hawai'i State Commission on the Status of Women that was included in their packet.</p> <p>Vice Chair Carvalho suggested sponsoring and hosting information on the legislative process. Chair Pro Tem Yukimura suggested adding guest speakers and invite groups to add to the January and March agenda to educate and learn about these proposed bills.</p> <p>Ms. Patricia Wistinghausen shared that www.capitol.hawaii.gov was the website to find out the status and submit legislative bills. The state offered a public access room that trained and educated the public on the legislative process, and they would send a person to conduct trainings.</p>	
<p>State Commission Report</p>	<p><u>CSW 2022-19</u> Update by Edie Ignacio Neumiller on task force created by lawmakers to study Missing, Murdered Native Hawaiian Women and Girls (MMNHWG).</p> <p>a) Discussion and decision-making on other related matters.</p> <p>Commissioner Ignacio Neumiller said Ms. Cristobal was on the task force for this study. Ms. Cristobal reported the draft report was due on December 1, and the final report would be due by the end of 2023.</p>	
	<p><u>CSW 2022-29</u> Update from the Hawai'i State Commission on the Status of Women Commissioner Ignacio Neumiller.</p> <p>Commissioner Ignacio Neumiller shared updates from the HSCSW meeting held September 20;</p> <ul style="list-style-type: none"> • Executive Director Khara Jabola Carolus was invited to speak in Austria at the Salzburg Global Seminar on Gender Equity • Ms. Jabola Carolus would like to attend the CSW's May 2023 meeting to speak on MMNHWG and also the legislative process. • Department of Human Services new secretary was Kaila Vasquez who replaced Laney • The HSCSW 4th quarter budget was \$4000 through December 2022 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Hawai‘i abortion collective launched in August 2022. A link will be placed on the Kaua‘i County Committee on the Status of Women webpage. • Doula Coach training offered on Kaua‘i • Secured \$100,000 national grant for the MMNHWG task force to continue data collection and outreach through 2023 	
	<p><u>CSW 2022-30 Recap by Edie Ignacio Neumiller on the National Association of Commissions for Women Leadership Conference held at the Atlantis Casino Resort & Spa, Reno, Nevada from July 25-July 28, 2022.</u></p> <p>a) Discussion and possible decision-making on the 2023 NACW Conference; time & date to be announced.</p> <p>Commissioner Ignacio Neumiller</p> <ul style="list-style-type: none"> • Two boxes of CSW logo items were distributed at the conference • Mandy’s Treasure Box – passed out crayons that reflect how the different shades of colors reflect a variety of ethnic girls. Her website www.many’s-treasurebox.com • Went over the conference agenda. • Patricia Westinghausen was appointed as the NACW Associate Director in charge of the newsletter • Boston was confirmed for next years conference and Oklahoma and Baltimore was unsure. <p>NACW Associate Director Patricia Westinghausen said she presented “Destigmatizing the Act of Being Yourself: Mental Health, Mindset and Self-Care as Women Leaders” at the NACW conference and oversaw communications. Their focus was on enhancing social media platform, newsletter and revamping the website. Connected with Kelly Jenkins Hope with the US women’s bureau who had a data base of women information.</p> <p>Vice Chair Carvalho asked if they could request funding from the state for a grant. Commissioner Ignacio Neumiller shared that it would need to go through County Council and there was only \$4000 in the state budget. Ms. Ching said the committee would need to get permission from the council to apply for the grant, possibly receive the grant and then expend</p>	

SUBJECT	DISCUSSION	ACTION
	<p>the grant.</p> <p>Chair Pro Tem Yukimura thanked Commissioner Ignacio Neumiller for the thorough report and congratulated Patricia Westinghausen on her appointment to the NACW board.</p> <p><i>Treasurer Moraes left the meeting 6:35pm</i></p> <p>Commissioner Ignacio Neumiller recommended the committee select the Chair and Vice Chair to attend next year's NACW conference. Chair Pro Tem Yukimura asked if this could be discussed at the next meeting.</p> <p>Commissioner Ignacio Neumiller passed out information o the Na Wahine dinner on November 18, 2022.</p>	
Announcements	<p>Chair Pro Tem Yukimura thanked Deena Moraes and Kathy Crowell for their service on the committee and appreciated their service and all they have done during their term.</p> <p>Ms. Ching asked they email any suggestions for new committee members.</p> <p>Next Scheduled Meeting: Wednesday, January 18, 2023, 5;00 p.m., Boards and Commission Conference Room with remote access by Microsoft Teams Teleconference and Audio Connection.</p>	
Adjournment		<p>With no objections, Chair Pro Tem Yukimura adjourned the meeting at 6:47 p.m.</p>

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

Reviewed and Approved by: _____
Darcie Yukimura, Chair Pro Tem

- Approved as circulated.
- Approved with amendments. See _____ meeting minutes.

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

b)

Board/Committee:	Committee on the Status of Women	Meeting Date	July 19, 2023
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
Call To Order Roll Call	<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>
Approval of Agenda		<p>Ms. White moved to approve the agenda. Treasurer Miura seconded the motion. Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
Public Testimony	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.	
Approval of Minutes	a) None for this meeting	
Treasurer's Report	<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>
Business	<p><u>CSW 2023-06 2023-2024 Period Products Event</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"> • Boys and Girls Club of Hawai'i <ul style="list-style-type: none"> ○ West Kaua'i Club ○ Kapa'a Clubhouse ○ Līhu'e Clubhouse • Catholic Charities Hawai'i – Kaua'i • Kaua'i Independent Food Bank 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Hawai‘i Food Bank Kaua‘i <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><u>CSW 2022-15</u> 2023-2024 Event and Budget Planning</p> <ul style="list-style-type: none"> a) CSW Event Criteria Document b) Event and Budget Planning Worksheet c) Discussion and possible action on the allocation of funds for each event <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>	

SUBJECT	DISCUSSION	ACTION
	<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"> 1. Breast Cancer Awareness Month, 2023, Leader Secretary Regina Carvalho, Final Budget \$200 2. Women’s History Month Event, March 2024, Leader Vice Chair Nicole Cristobal, Final Budget \$1,400 3. NACW Membership Fee, Spring 2024, Leader B&C, Final Budget \$100 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 5. Period Products, 2024, Leader Angela Hoover, Final Budget \$460 	<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>

SUBJECT	DISCUSSION	ACTION
	<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"> -Breast Cancer Awareness Month led by Regina Carvalho budget \$200 -Women’s History Month Event led by Nicole Cristobal budget \$1,400 -NACW membership fee \$100 -National Strategy for Gender Equity and Equality Event led by Darcie Yukimura, Emma White, and Angela Hoover budget \$4,000 -Period Products led by Angela Hoover budget \$460 -Denim Day led by Edie Ignacio Neumiller budget none -Domestic Violence Awareness Campaign led by Emma White budget \$1,000 <p>Total Budget \$7,160. Ms. Hoover seconded the motion. Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CSW 2022-16</u> <u>2023 Breast Cancer Awareness Event.</u></p> <ul style="list-style-type: none"> a) Secretary Carvalho to share the 2023 Breast Cancer Awareness Report b) Discussion and possible decision-making on other related matters <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><u>CSW 2023-17</u> <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"> a) Deputy County Attorney Stephen Hall to provide counsel. <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>	

SUBJECT	DISCUSSION	ACTION
	<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>State Commission Report</p>	<p><u>CSW 2023-18 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>Announcements</p>	<p>Next Scheduled Meeting: Wednesday, September 20, 5;00 p.m., Boards and Commission Conference Room.</p>	
<p>Adjournment</p>		<p>With no objections, Chair Yukimura adjourned the meeting at 5:54 p.m.</p>

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

Reviewed and Approved by: _____
Darcie Yukimura, Chair

- Approved as circulated.
- Approved with amendments. See _____ meeting minutes.



COMMITTEE ON THE STATUS OF WOMEN

DARCIE YUKIMURA, CHAIR
NICOLE CRISTOBAL, VICE CHAIR
SARA MIURA, TREASURER
REGINA CARVALHO, SECRETARY

ANGELA HOOVER, MEMBER
MONICA KAWAKAMI, MEMBER
EMMA WHITE, MEMBER
EDITH IGNACIO NEUMILLER, EX OFFICIO,
Hawai'i State Commission on the Status of Women,
Kaua'i Commissioner

MEMORANDUM

September 20, 2023

TO: Chair Darcie Yukimura
Committee on the Status of Women Members

FROM: Treasurer Sara Miura

RE: 2023-2024 Treasurer's Report – 1st Quarter

On 8/2/23, three permit applications were filed @ \$20 each, total \$60 to display Breast Cancer Awareness banners at three different locations.

On 8/11/23 the HSCSW paid Invoice#080178 \$100 NACW dues. This created a \$100 surplus.

The 2023-2024 Operating Fiscal Budget of \$7,160 is now \$7,100.

STATE GRANT BUDGET:

The committee did not use any of these funds during the 1st quarter of 2023-2024 fiscal year and the balance remains at \$567.04.

LOGO INVENTORY:

The committee used some of the CSW logo items for the July meeting and the remaining balance is approximately as follows;

- Rise of the Wahine DVD – 12
- Pink Tote Bags – 188
- Note Pads – 61
- Pens – 158
- Key Chain with Flashlight – 432
- Webcam Covers - 250

**COMMITTEE ON THE STATUS OF WOMEN
FIRST QTR OPERATING FISCAL BUDGET for Year 2023-2024**

Description (Include date and location of event)	Expenses					Total Expenses	Budget	
	Supplies	Food	Travel	Fees	Printing & Advertising			
2023 Breast Cancer Awareness Month				60.00		60.00	\$200.00	
Women's History Month							\$1,400.00	
Domestic Viloence Awareness							\$1,000.00	
Gender Equity and Equality Event							\$4,000.00	
Period Products							\$460.00	
Denim Day							\$0.00	
Surplus - Unallocated Funds							\$100.00	
TOTAL	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00	\$7,160.00	
TOTAL EXPENSES								60.00
TOTAL REVENUE								7,160.00
REMAINING BALANCE								7,100.00

OFFICE OF THE MAYOR

DEREK S.K. KAWAKAMI, MAYOR

MICHAEL A. DAHILIG, MANAGING DIRECTOR

**MEMORANDUM**

TO: All Board, Commission, and Committee Chairs

FR: Michael A. Dahilig
Managing Director

A handwritten signature in blue ink, appearing to read "Michael A. Dahilig".

DATE: December 27, 2022

RE: Meeting format (in-person, virtual or hybrid)

In the early months of 2020 and at the start of COVID-19, County functions pivoted in variety of ways to maintain County operations and to safeguard public health and safety.

As we learned more about how to mitigate the impacts of COVID-19 and the Governor ended the last emergency proclamation related to COVID-19 in March 2022, we started a return to our normal operations.

Since then, the County's Boards, Commissions, and Committees have conducted in-person meetings, virtual meetings, or a hybrid of both – and both types of meeting formats are allowed under a newly revised Chapter 92, Hawaii Revised Statutes.

We understand each Board, Commission, Committee, and its members are unique and have unique needs. Thus, rather than issue a blanket directive from our office on how meetings should be conducted, it is prudent to leave that decision to each individual Board, Commission and Committee to determine what works best for your members as a body to be able to conduct business accordingly whether it be hybrid, all digital, or only in-person.

If you have any questions, please do not hesitate to contact myself or Ellen.

Happy New Year and Mahalo for your service!

OFFICE OF BOARDS & COMMISSIONS
ELLEN CHING, ADMINISTRATOR



DEREK S.K. KAWAKAMI, MAYOR
MICHAEL A. DAHLIG, MANAGING DIRECTOR

July 10, 2023

Chair Darcie Yukimura
Committee on the Status of Women
c/o Office of Boards and Commissions
4444 Rice St., Ste. 300
Lihue, Hawaii 96766

RE: Requesting proposals to amend the Charter

Dear Chair Yukimura and Members of the Committee on the Status of Women
:

The Charter Review Commission invites the Committee on the Status of Women to present any proposals on any Charter amendments for the Charter Commission to consider for the 2024 ballot.

Please provide a brief background on the issue and how the amendment will address or solve the issue to the Charter Review Commission by September 30, 2023. As part of the deliberations of the Commission, should the Commission in earnest consider your proposal, they may be requesting more information at that time.

Please note that the September 30, 2023, is not a flexible deadline. Once the Commission decides to place a question on the ballot, the Commission works over the next 10 months on the wording of the question, the background information, and the purpose to give the ballot question the best chance of adoption.

Should you have any questions, please feel free to contact, Ellen Ching at eching@kauai.gov or at 241-4922.

Sincerely,

Bronson Bautista, Chair
Charter Review Commission



COMMITTEE ON THE STATUS OF WOMEN

DARCIE YUKIMURA, CHAIR
NICOLE CRISTOBAL, VICE CHAIR
SARA MIURA, TREASURER
REGINA CARVALHO, SECRETARY

ANGELA HOOVER, MEMBER
MONICA KAWAKAMI, MEMBER
EMMA WHITE, MEMBER
EDITH IGNACIO NEUMILLER, EX OFFICIO,
Hawai'i State Commission on the Status of Women,
Kaua'i Commissioner

MEMORANDUM

September 20, 2023

TO: Chair Darcie Yukimura
Committee on the Status of Women Members

FROM: Committee Member Angela Hoover

RE: Period Products Report

At it's July 19, 2023, meeting the Committee allocated \$460 to Period Products from the 2023-2024 Operating Fiscal Budget.

No funds were used during the 1st quarter and the balance remains at \$460.

Ms. Hoover to update the committee on changes in donation plans to the Ma'i Movement Hawai'i and Hawai'i Foodbank Kaua'i for the Maui fire victims.

Next steps:

- Ms. Hoover Action:** Coordinate pick up of products with Ma'i Movement Hawai'i and Hawai'i Food Bank Kaua'i
 - If possible, B&C will schedule the photo op on the same day.
- B&C Action:** Coordinate photo op with Mayor Kawakami
 - B&C will notify date and time of photo op to all Committee Members.
- Public Information Officer Action:** Press Release

Inventory list of items stored in the B&C office:

- 30/10 count pack period kits (*300 individual kits*)
- 4/60 count pack period kits (*240 individual kits*)
- 4/80 count box Always Pure Cotton pads
- 9/76 count box Always Ultra Thin pads
- 7/88 count box Always Ultra Thin Advance pads
- 11/96 count box Tampax Pearl
- 1/66 count pack Stay Free Maxi Regular pads

Committee on the Status of Women, Event and Budget Planning Worksheet for Period July 1, 2023-June 30, 2024

Revised: September 20, 2023

REVENUE	2023-2024 OPERATING FISCAL BUDGET
Events/Activities	1,000.00
Travel	6,160.00
TOTAL REVENUE	7,160.00

2023-2024 EVENTS	MONTH	LEADER(S)	CHAIR'S SUGGESTION	Final Budget
Breast Cancer Awareness Month	2023/2024	Secretary Regina Carvalho	200	200
Women's History Month - Event	March 2024	Vice Chair Nicole Cristobal	1,400	1400
NACW Membership Fee (National Association of Commissions for Women)	8/11/23 HSCSW paid Invoice#080178 \$100	B&C Sandra	100	0
Early NACW (National Association of Commissions for Women) Registration	7/19/23 Reallocated \$1,000 to Domestic Violence Awareness Spring 2024	B&C Sandra	1,000	0
Gender Equity and Equality Event	2023	Chair Darcie Yukimura Member Emma White Member Angela Hoover	4,000	4,000
Period Products	2023-2024	Member Angela Hoover	460	460
Domestic Violence Awareness	October 2023	Member Emma White	1,000	1,000
Denim Day	April 2024	Commissioner Ignacio Neumiller	0	0
			7,160	7,060
			Surplus Not Allocated	100

Approved 7/19/23



COMMITTEE ON THE STATUS OF WOMEN

DARCIE YUKIMURA, CHAIR
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Hawai'i State Commission on the Status of Women,
Kaua'i Commissioner

MEMORANDUM

September 20, 2023

TO: Chair Darcie Yukimura
Committee on the Status of Women Members

FROM: Secretary Regina Carvalho

RE: 2023 Breast Cancer Awareness Report

At its July 19, 2023, meeting the Committee allocated \$200 from the 2023-2024 Operating Fiscal Budget. On 8/2/23, three permit applications were filed @ \$20 each, total \$60, to display banners at the following locations;

1. Historic County Building Lawn along Rice Street
2. Kapa'a Beach Park Fence along Kūhiō Highway
3. County of Kaua'i Round Building Railing facing Kūhiō Highway

The budget of \$200 is now \$140.

2023 BREAST CANCER AWARENESS EVENT:

A gathering of county employees and interested members of the public will gather at the rotunda on Monday, October 2, 2023, from 11:30am to 12:30pm. There will be a short warm-up and mini group walk from the rotunda to Wilcox Hospital and back. Everyone will be encouraged to wear pink, comfortable walking shoes, hat, umbrellas, and KPD will escort the walkers. There will be a refreshment table with snacks. A press release will be submitted to the Public Information Officer for publication in the Garden Island Newspaper, COK Facebook and CSW website.

Committee Members responsible for:

Action: Help with rotunda setup and cleanup

Action: Setup and remove banner displays from the three locations

Breast Cancer Products:

- 24 pins Pink Heart and Ribbon pins
- 6/ 12 count pack Pink Ribbon pins
- 200 count assorted Pink Ribbon mini pins
- 24 count assorted Pink Ribbon large pins
- 9/24 pc Pink Napkins
- 4/54"x108" plastic rectangle Dark Pink Table Covers

- 4/54"x108" plastic rectangle Light Pink Table Covers
- 9/15 count 12" Rose Petal Pink Balloons
- 10/15 count 12" Diva Pink Balloons
- 1 spool Pink Curling Ribbon
- 1 Balloon Time Helium Kit
- 1/48 bar count box Chewy Fruit & Nut Granola Bars
- 1/40 twin pack box Natures Bakery Fig Bars
- 1/98 bar count box Nature Valley Crunchy Oat's & Honey Granola Bars