

Approved**OPEN SESSION MEETING MINUTES**

Board/Commission		Cost Control Commission	Meeting Date:	December 4, 2025
Location	Pi`ikoi Building, Boards and Commissions Conference Room 4444 Rice Street, Suite 300, Līhu`e, Hawai`i 96766 https://bit.ly/43V4nDm Meeting ID: 219 719 829 385 22 Passcode: QE9bP234		Start of Meeting: 9:06 a.m.	End of Meeting: 9:24 a.m.
Present	Chair Alice Luck, Vice Chair Stacy Waikoloa (<i>via teams</i>); Commissioners Andre Lister and Tyler Rodighiero Also present: Boards and Commissions Support Staff: Administrator Ellen Ching and Support Clerk Celine De Leon. Deputy County Attorney Chris Donahoe.			
Excused	Commissioner Paul Pancho			
Absent				

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SUBJECT	DISCUSSION	ACTION
MEETING CALLED TO ORDER/ROLL CALL TO ASCERTAIN QUORUM	Chair Luck called the Cost Control Commission, December 4, 2025, meeting to order at 9:06 a.m. Chair Luck called on Ms. De Leon to conduct a roll call to ascertain quorum. Commissioner Andre Lister replied here. Commissioner Tyler Rodighiero replied here. Vice Chair Stacy Waikoloa replied here (<i>via teams</i>). Chair Alice Luck replied here. A quorum of four (4) was ascertained.	
APPROVAL OF AGENDA	Chair Luck called for a motion to approve the agenda. There was no one present from the public to provide testimony.	Commissioner Lister moved to approve the agenda of December 4, 2025, meeting. Commissioner Rodighiero seconded the motion. Motion carried 4:0.

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CHAIR'S ANNOUNCEMENT	Next Monthly Meeting, 9:00 a.m., on Thursday, January 8, 2025, at the Līhu`e Civic Center, Mo`ikeha Building Meeting Room 2A-2B 4444 Rice Street, Līhu`e, Kaua`i, Hawai`i	
PUBLIC TESTIMONY	Individuals may testify on any agenda item or wait for the item to come up on the agenda. Chair Luck noted that there was no one physically or virtually present to publicly testify.	
APPROVAL OF MINUTES	<ul style="list-style-type: none">November 6, 2025, Open Session Meeting Chair Luck called for a motion to approve the minutes of the September 4, 2025, meeting.	Commissioner Lister moved to approve the minutes of the November 6, 2025, meeting. Commissioner Rodighiero seconded the motion. Motion carried 4:0.
BUSINESS CCC 2025-7	<p><u>Discussion and decision-making on the 2025 Cost Control Commission Annual Report.</u></p> <p>Ms. Ching stated that she wanted to make a few comments. She noted that the document is an initial draft and thanked Ms. De Leon for preparing it. Upon review, Ms. Ching indicated she would like to make additional amendments to make the document more concise. She outlined two options for the Commission. The Commission can either authorize the Boards and Commissions staff to finalize the draft and submit it to Council or defer the item to the next meeting. However, she cautioned that deferring to the next meeting would result in a late filing of the report.</p> <p>Chair Luck responded that the report is not required to be submitted by the end of the calendar year.</p> <p>Ms. Ching clarified that the report should be submitted by the end of</p>	

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	<p>the calendar year. She acknowledged that the Commission has been late in the past but stated that she does not prefer that approach. Ms. Ching emphasized that any delay or lack of finalization was on her part, noting that she had not yet had time to fully review the draft. She stressed that the document is not in final form and explicitly recognized Ms. De Leon, stating that the draft was not delayed due to Ms. De Leon's work and acknowledging her efforts as a new staff member in preparing the report.</p> <p>Commissioner Rodighiero thanked Ms. De Leon and noted that the draft is more in-depth than reports completed in previous years. He asked whether the intent was to shorten the document slightly.</p> <p>Ms. Ching indicated that she plans to substantially condense the report while improving its organization. She noted the need for a table of contents that clearly identifies all appendices and attached reports, explaining that Council previously required full documentation rather than simple references. She clarified that certain items, including the Charter Amendment submitted by the Cost Control Commission, should be identified as actions already completed by the Commission rather than framed as recommendation. Ms. Ching explained that these are the types of refinement she intends to make. She also suggested reorganizing the recommendations by using broad topic areas, such as collaboration and efficiency, supported by concise bullet points instead of lengthy paragraphs.</p>	

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	<p>Commissioner Rodighiero stated that even the initial draft is very comprehensive and expressed appreciation for the level of detail. He indicated that he would trust Ms. Ching to finalize and submit the report, adding that he believes the rest of the Commission shares that confidence. He noted that Ms. Ching's prior work and revisions have consistently been of high quality and expressed strong confidence in her ability to complete the report.</p> <p>DCA Donahoe asked a question for Ms. Ching and proposed a revision to page 4. He inquired whether, for transparency purposes, it is standard practice to include the proposed language for the two Charter Amendments.</p> <p>Ms. Ching responded that the Charter Amendment, including the contract-related amendment, should not be framed as a recommendation because it was an action already taken by the Commission. She explained that the Commission has already completed and submitted the amendment to the Charter Commission and that it will be reported accordingly. She explained that changing the wording from "recommendation" to "action" is a substantive amendment. She noted that because it will be reported as an action, detailed discussion of findings will not be included; instead, a brief paragraph will summarize what the Commission heard, and the action taken.</p> <p>DCA Donahoe noted a revision on page 4 regarding the acknowledgements. He suggested clarifying the titles by stating "County Attorney Matthew Bracken" and "Deputy County Attorney Chris Donahoe," and confirmed the correct spelling of Donahoe as D-O-N-A-H-O-E.</p>	

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	<p>Chair Luck asked whether the proposed changes would be made and the revised report sent to the Commission for review via email.</p> <p>Ms. Ching explained the options for proceeding with the report. One option is to authorize the Boards and Commissions staff to finalize and submit it immediately. The Commission could have the revised report sent via email for review before submission and place it on the agenda at the next meeting so members can see what was sent. Another option is to finalize it and include it on January's agenda for formal approval. She emphasized that a decision is needed on how to move forward.</p> <p>DCA Donahoe noted that, from a liability perspective, having the report formally approved at the next meeting limits liability. He explained that any potential issue would arise only if someone complained that the Cost Control Commission missed the deadline.</p> <p>Commissioner Rodighiero expressed continued trust in Ellen's judgement, noting her experience in handling this report annually. He stated he would be comfortable with the report being sent to the Commission at the same time it is submitted to Council and asked if other had any different opinions.</p> <p>DCA Donahoe asked for clarification, inquiring whether Commissioner Rodighiero meant sending just the revisions. Commissioner Rodighiero clarified that he meant sending the report to the Commission at the same time as submitting it to Council.</p>	

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	<p>Ms. Ching stated that the Commission could simply authorize staff to finalize the report and send it out.</p> <p>Commissioner Rodighiero stated that Ms. Ching would make her modifications to the report. He clarified that the Commission has already approved the content, and her changes are related to formatting and presentation. He noted that she plans to shorten the report, which in most years has been about one page.</p> <p>Commissioner Lister suggested that it might be more appropriate to circulate the finalized report to all Commissioners first, allowing them to reply via email with approval before it is sent out.</p> <p>Chair Luck asked if the Commission could proceed with that approach.</p> <p>DCA Donahoe and Ms. Ching explained that it would not be possible due to Sunshine Law restrictions.</p> <p>DCA Donahoe expressed concern that circulating the modified report for email approval could violate Sunshine Law by not allowing the public an opportunity to review the changes.</p> <p>Commissioner Rodighiero asked whether it would be acceptable to send the report to the Commission and Council simultaneously.</p> <p>DCA Donahoe explained that sending the report to the Commission and Council simultaneously could be problematic. He noted that additions to the report must allow the public an opportunity to review and</p>	

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	<p>comment. He emphasized that the report should be distributed in the format approved by the Commission to ensure public transparency before submission to Council.</p> <p>Commissioner Rodighiero asked whether, from a legal standpoint, the report would need to be deferred to the next meeting.</p> <p>DCA Donahoe stated that, legally, his recommendation would be to defer the report to the next meeting.</p> <p>Commissioner Lister expressed full trust in Ms. Ching's ability to finalize the report. He noted, however, that whenever the Commissioners are required to sign or approve a document, it must be the final version.</p> <p>Commissioner Rodighiero stated that, given his previously expressed stance, he understands and accepts the legal requirements regarding Sunshine Law.</p> <p>Ms. Ching noted that while the Commission might have been able to proceed, past circumstances, such as canceled meetings due to member illness, have affected timelines. She acknowledged that reports have been submitted late before and emphasized doing the best they can. She strongly recommended following the guidance provided by the Deputy County Attorney and the Charter.</p> <p>Chair Luck called for a motion to defer agenda item CCC 2025-7 to the next meeting.</p>	<p>Commissioner Rodighiero moved to defer agenda item CCC 2025-7 to the next meeting. Commissioner Lister seconded the motion. Motion carried 4: 0.</p>

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BUSINESS CCC 2025-8	<p><u>Selection of the 2026 Chair and Vice Chair for the Cost Control Commission.</u></p> <p>Commissioner Rodighiero suggested that Vice Chair Waikoloa might be nominated for Chair.</p> <p>Vice Chair Waikoloa asked if the nomination was for Vice Chair.</p> <p>Commissioner Rodighiero stated that he would take the Chair position and that anyone interested could take the Vice Chair role.</p> <p>Chair Luck called for a motion to nominate Mr. Tyler Rodighiero of the Office of Chair for the 2026 Cost Control Commission.</p> <p>Chair Luck called for a motion to nominate Ms. Stacy Waikoloa for Vice Chair for the 2026 Cost Control Commission.</p>	<p>Commissioner Listed moved to nominate Mr. Rodighiero as the Cost Control Commission's 2026 Chair. Vice Chair Waikoloa seconded the motion. Motion carried 4:0.</p> <p>Commissioner Lister moved to nominate Ms. Waikoloa as the Cost Control Commission's 2026 Vice Chair. Commissioner Rodighiero seconded the motion. Motion carried 4:0.</p>
EXECUTIVE SESSION	There was no executive session.	
ADJOURNMENT	There being no further business, Chair Luck called for a motion to adjourn the meeting.	Commissioner Lister moved to adjourn the meeting. Commissioner Rodighiero seconded the motion, at 9:24 a.m., the meeting was adjourned.

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Celine De Leon

Submitted by: _____
Celine De Leon, Staff Support Clerk

Reviewed and Approved by: _____
Alice Luck, Chair

Approved as circulated on **January 8, 2026**
 Approved as amended. See minutes of _____ meeting.