

MINUTES
COMMITTEE ON THE STATUS OF WOMEN

Friday, November 18, 2005, 10:00 a.m.
Kahilu Theatre in Waimea

PRESENT

Dawn Pung, Chair
Carol Kitaoka, Vice-Chair
JoAnne Balberde-Kamalii, Secretary
Ellen Takazawa, Treasurer
Janet Coburn
Paradise Newland
Kathleen Peters

EXCUSED

Charmaine Ka-ipo
Margaret Masunaga

GUEST

Diane Noda, Corporation Counsel

CALL TO ORDER

The meeting was called to order at 10:00 a.m.

ROLL CALL

A quorum was present.

APPROVAL OF AGENDA

D. Pung said she would like to add under New Business, E. Other AAUW Request.
E. Takazawa moved to add AAUW Request under New Business, E. Other. J. Coburn seconded the motion. The motion was passed.

APPROVAL OF MINUTES

K. Peters moved to approve the October 17, 2005 minutes. J. Balberde-Kamalii seconded the motion. The motion was passed.

TREASURER'S REPORT

The treasurer's report was circulated.

J. Viernes noted that expenditures for the Women's Hall of Fame and the GEMS Program have not been processed yet. C. Kitaoka said she will ask M. Masunaga to follow up on the GEMS Program and she will prepare a budget for the Teen Dating Violence Prevention Initiative Training Program.

E. Takazawa moved to accept the treasurer's report. P. Newland seconded the motion. The motion was passed.

STATEMENTS FROM THE PUBLIC

None.

CORRESPONDENCE

A. Email from Amaury Saint-Gilles to CSW regarding regrets from Mariko Hong
D. Pung read the e-mail to CSW members.

B. Memorandum from Patricia O'Toole and Diane Noda, Deputies Corporation Counsel to All Departments Directors, Staff, Boards and Commissions regarding Contested Case Hearings 101, Training Session for All Departments

C. Letter from New West Broadcasting Corp. regarding two employment openings for the position of sales account executive

D. Letter from New West Broadcasting Corp. regarding an employment opening for the position bookkeeper/administrative assistant

E. Letter from Mayor Harry Kim to Council Chairman Stacy Higa and Members of the County Council reappointing E. Takazawa and appointing Nancy Kelly to CSW

D. Pung felt it would be nice to have input from the committee before the administration makes an appointment. P. Newland added that it would be nice if the committee was informed that another person was coming on the committee or given some kind of notice.

D. Noda reported that the Corporation Counsel, Lincoln Ashida, has taken over the responsibility of filling the vacancies on boards and commissions/committees from the Mayor's Office Executive Assistant who is on extended leave. There is no district requirement and the State Statute says as wide a representation as possible. It is extremely difficult to find people who are willing to volunteer their time. There are some boards and commissions/committees that require a person from each district for diversity. She pointed out that everyone is on notice when the member's terms are expiring according to the membership list.

F. NACW Update for October 2005

G. Michigan Women's Commission Newsletter

H. Pennsylvania Commission for Women Newsletter

REPORTS

A. Education

1. Urgent Services Directory
No report.

2. First Female Booklet
No report.

3. Essay Contest

J. Balberde-Kamalii reported that the deadline to submit essays is December 1. She is looking for 12 judges, 3 judges for each grade category 5-6, 7-8, 9-10, and 11-12. The essay contest packet was mailed to all the public schools, private schools, and charter schools on the island. Each school was given a reply card indicating the coordinator for that school. The awards luncheon has been scheduled for Sunday, March 5, 2006 at the Hapuna Beach Prince Hotel.

J. Balberde-Kamalii said that she would finish up the essay contest even though her term ends December 31, 2005 because she enjoys doing it. However, she would like another member to co-chair the event to learn the process.

P. Newland volunteered to co-chair the essay contest.

4. Mentoring

No report.

5. Hawaii County Women's Hall of Fame

D. Pung reported that the event was held on October 22, 2005 at the Hilton Waikoloa Village, Water's Edge Ballroom. Although there was a small crowd, it was a nice affair. At the last minute, she decided to have a trophy for the honorees. The trophy was a koa base with a crystal vase and an engraved plaque. Governor Linda Lingle provided a personalized commendation for each honoree. C. Ka-ipo volunteered to chair this event next year. The date and venue to be discussed when C. Ka-ipo is present.

J. Balberde-Kamalii said the setting at the Water's Edge Ballroom is wonderful and an ideal location.

CSW acknowledged D. Pung and J. Viernes for their assistance in coordinating the Women's Hall of Fame. Secondly, CSW acknowledged K. Peters for soliciting the donations and D. Noda for helping to draft the solicitation letter.

B. Health

1. Women's Health Month

C. Kitaoka reported that she attended a seminar on identity theft. The speaker was Chris Young who works for the Attorney General's Office and he did a really good presentation. She would like to bring him over to the Big Island to do a presentation on identity theft for Women's Health Month next year. Perhaps the Bar Association and CSW could co-sponsor an evening session. He agreed to do a presentation if ample notice is provided.

C. Liaison

1. HSCSW

The next HSCSW meeting is scheduled for November 29, 2005 on Oahu.

2. Legislative Update

No report.

D. Marketing

1. Newsletter

No report.

E. Community Reports

P. Newland reported that she picked up a proclamation from the Mayor's Office declaring November as Domestic Harmony Awareness Month and Domestic Harmony Awareness Day on November 11. Last night, she attended the Governor's Advisory Council for East Hawaii and she was able to share a green ribbon which represents Domestic Harmony Awareness Month and also tie it in with Gentle Birth. She was also able to start a program in England this past summer.

D. Noda mentioned that next week the Big Island Coalition Against Physical and Sexual Abuse are recognizing the SANE Nurses since it's their tenth anniversary. The numbers of nurses who are willing to do it are dwindling due to burn out, recruitment, and interest.

UNFINISHED BUSINESS

A. Resignations and appointments

D. Pung read the resignation e-mail from M. Masunaga.

D. Noda clarified that M. Masunaga's position on the HSCSW is an appointed position by the Governor. M. Masunaga is still on the committee, but as a non-voting member until her term expires on the state commission. Her interpretation of the committee's bylaws states there are nine voting members plus the two ex-officios, the Corporation Counsel and the state representative. The statute requires a wide diversity and representation as possible. The whole situation came up in a weird format because HSCSW was not funded for a while. M. Masunaga could also re-apply to serve on the HSCSW, but the Governor needs to make a decision whether she would reappoint M. Masunaga or appoint someone else to be CSW's representative. M. Masunaga could also be appointed by the Mayor and become a voting member on CSW.

K. Peters said that M. Masunaga recommended Katie Nova as her replacement from Kona. She has known K. Nova for many years and K. Nova has been a member of AAUW, Soroptimist, instrumental in GEMS, and has a lot of experience in projects.

After some discussion, P. Newland moved that CSW recommend K. Nova to fill the vacant position in West Hawaii. E. Takazawa seconded the motion. The motion was passed.

B. Teen Dating Violence Prevention Initiative Training Program

C. Kitaoka reported that the program is finally making headway in the schools. She and M. Masunaga will be meeting with the Assistant Superintendent of the DOE on November 29 to discuss the program and get a commitment. The tool kits will be coming out. More information will be provided at the next meeting. In addition, she will be attending a meeting on November 29 on Oahu.

C. GEMS Program

P. Newland reported that there were approximately 250, 5th grade girls. There were 10 different categories of workshops that the girls could attend. She had a lot of fun assisting with the workshops. She feels that 5th grade girls are starting to blossom and they are more pristine. This is a potent time for good input for them.

K. Peters said that the reason why they select grade 5 statistically is because that is when they are interested in Math and Science.

D. Bullying – The Next Step

No report.

E. Rotation of Meeting Place

D. Pung reported that CSW's program objectives indicated that the committee would meet in Ka'u. The committee met in Ka'u the year before, but not last year or this year. She asked if CSW would like to continue to keep it on as an objective. After some discussion, C. Kitaoka moved that CSW not meet in Ka'u unless there is a specific request. K. Peters seconded the motion. The motion was passed.

NEW BUSINESS

A. New Committees

None.

B. Sponsorships and Co-Sponsorships

None.

C. Guest Speakers

C. Kitaoka reported that Chris Young would be invited to be a guest speaker and speak on estate planning during Women's Health Month.

D. Sunshine Law – Overview – D. Noda

D. Noda circulated a handout on The Sunshine Law to CSW members. She will conduct another overview in the beginning of the year after the two new members start their appointment. The Sunshine Law is called the "Open Meetings" Law so that it's open to the public for scrutiny and participation. The agenda is posted. If there are guest speakers either at the meeting or at lunchtime, it should also be listed on the agenda. She has not made a decision on her recommendation on what to do with the lunchtime guest speakers. Anyone who proposes a guest speaker should do so by motion so that it is a committee approved speaker. It should be

listed on the agenda so the public can participate during lunch and pay for their own lunch if it's a lunchtime speaker. If the guest speaker is providing information that may eventually be information considered or voted on by the committee, the meeting should not adjourn until after lunch.

K. Peters suggested having the speaker at the meeting rather than at lunch then adjourn the meeting and do not have a lunch speaker and just have informal talking. D. Noda pointed out that boards and commission/committees do not have lunch speakers. If the meeting is already adjourned, there should not be any lunchtime discussion on any items for consideration or deliberation of things that may be voted on at a later time.

D. Noda recommended that if any committee member wishes to add an item to the agenda, it should be through the chair. Therefore, a committee member would e-mail D. Pung with a carbon copy to J. Viernes so she is alerted that there is something pending.

Any communication outside of this schedule posted meeting is discouraged or not allowed, except if it's a subcommittee or informal interaction of two committee members. Generally, e-mail to the entire committee is not allowed, especially if it's an item that should be presented at the meeting by motion and then a vote.

C. Kitaoka raised a concern about the solicitation letter and whether it was appropriate. D. Noda said the letter should have been e-mailed to her by K. Peters with a carbon copy to D. Pung. The letter should not have been e-mailed to all CSW members for input. Committee input probably should have been best done at the time K. Peters volunteered to draft the letter. However, the letter was okay because there was no further vote on it. But, had the committee not been under a time constraint, K. Peters' draft letter and D. Noda's recommended changes and edit would have been brought up at the next meeting.

J. Coburn suggested that CSW needs to be more formal about establishing who is on the subcommittee.

C. Kitaoka asked if J. Balberde-Kamalii could request through e-mail that she needs recommendations from CSW members for 12 judges. D. Noda said it would be okay because J. Balberde-Kamalii already made the request at this meeting. Actually, CSW is on notice and it would be reflected in the minutes. It is just a reminder follow up of what is on the record and in the minutes. In addition, it will not be deliberated or voted upon at a later date.

D. Noda will follow up on the next Sunshine Law Training sponsored by the County of Hawaii.

E. Other – AAUW Request

D. Pung reported that the East Hawaii AAUW would like assistance in appropriating funds for 7th graders focusing on Math and Science. D. Noda replied that it's not within the scope and duties of CSW. However, CSW could provide some suggestions, directions, or places they may be able to contact. D. Noda recommended that the request be in writing if there is a request for a specific dollar amount out of a specific fund. J. Balberde-Kamalii suggested that the AAUW look into the Gates Foundation since their foundation is for education, especially in the areas of Math and Science. J. Coburn added that the Castle Foundation is earmarked for girls ages 11 and 17.

ANNOUNCEMENTS

A. Next meeting

The next meeting will be held on Friday, December 9, 2005, at 10 a.m. in Kona. Location to be announced.

B. Schedules

None.

ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

RESPECTFULLY SUBMITTED,

JEAN VIERNES, STAFF SECRETARY