

**Alan Clinton**  
Chair

**Richard Seder**  
Vice Chair



**AmeriCorps**  
Hawai'i

Hawai'i Commission for National and Community Service  
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### **Meeting Minutes**

#### **Hawai'i Commission for National and Community Service**

**Date:** Thursday, August 10, 2023

**Time:** 11:00 a.m.

**Place:** College Hill  
2234 Kamehameha Avenue  
Honolulu, HI 96822

#### **Serve Hawai'i With Aloha**

**I.** Call to Order

Chair Alan Clinton called the meeting to order at 10:04am.

**II.** Public Comments on Agenda Items

No written comments were received and no individuals signed up for oral testimony.

**III.** Introductions

Commission Members present: Alan Clinton, Frank Haas, Anne Nakakura, Raga Nadella, Suzette Robinson, Richard Seder, Elwyn Watkins

Others in Attendance: Commission staff - Keala Monaco, Brian Higaki

**IV.** Approval of Minutes of the April 19, 2023 Meeting

Haas moved to approve the minutes of the April 19, 2023 meeting, seconded by Robinson, and the motion carried with all members present voting in the affirmative.

**V. Program Spotlight – Legal Aid Society of Hawai'i**

Legal Aid Society was not able to attend today. Staff are busy preparing for and coordinating disaster legal assistance due to the wildfires on Maui. They will be invited to present at a future commission meeting.

**VI. Update on Operations and Programs**

Monaco reported that the Executive Director and Program Officer positions are still vacant. HCNCS would like applicants for these positions to have significant AmeriCorps experience. For now, Monaco and Higaki will continue to manage all operations and will hire consultants to assist with programs.

HCNCS continues to be on manual review status, meaning that all commission fiscal transactions (both the commission administration and all programs) are reviewed and approved by AmeriCorps Office of Monitoring before reimbursements are issued. We do not know when we will be released from this status.

Monaco reported on the status of our current programs. For the 2023-24 program year, Legal Aid Society of Hawai'i received a \$299,000 competitive award from AmeriCorps that funnels through our commission. Formula awards of \$145,000 for Teach for America and \$75,000 for Ewalu were approved by AmeriCorps. We are awaiting UH Office of Research Services subaward agreements for these recent awards.

For the 2022-23 program year, Legal Aid and Papahana Kuaola are both active but behind on their reimbursement requests. Higaki will continue to work with these agencies to bring them current. Teach for America is current on their reimbursements and will be closing out their award soon.

HCNCS is still working through Kupu reimbursements from the 2021-22 program year. Anticipated final closeout is expected in December.

Commissioner Nadella joined the meeting at 11:50am.

**VII. State Service Plan**

Members discussed how to move forward on the State Service Plan (SSP), whether to create a brand new SSP for 2024-27 or to revise and update current plan. Members discussed who the SSP audience is, who would be reading it, and if it could help with bureaucratic barriers. Nadella responded that the SSP is a public document that would be reviewed by AmeriCorps Office of Monitoring. Nadella recommended that the commission keep Hawaiian Values as part of the plan.

After some discussion, members agreed that we would like a plan with a clearer mission that aligns more closely with both AmeriCorps and Hawai'i State priorities, with more manageable, clearly defined and measureable goals. It was recommended to have less focus areas than the current plan and priorities that reflect HCNCS' current "rebuilding" status as well as helping to build capacity within the local nonprofit community.

Clinton and Seder will set a meeting soon to discuss a framework for a new SSP. Seder will prepare first draft framework. An outline will be ready for all commissioners to review before the the November 7th meeting, which will focus mainly on the SSP.

**VIII. Announcements and Information**

Haas requested information about the HANO conference on October 6th. Monaco will send information and invite any commissioners who wish to attend.

Robinson asked about the status of the commission bylaws. Monaco responded that the UH Office of Legal Affairs & University General Counsel is reviewing the bylaws.

Clinton announced that the next meeting will be November 7th, 11am-1pm at College Hill. This meeting may be changed to 10am-2pm to accommodate larger discussion about the SSP.

Monaco announced that we are down to 11 commissioners and are technically non-compliant. We need minimum of 15 commissioners. Monaco will send a list of the required seats that must be filled. Current commissioners may send names of potential applicants to Monaco.

**IX. Adjournment**

Chair Clinton adjourned the meeting at 12:14pm.