

Alan Clinton
Chair

Richard Seder
Vice Chair



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Meeting Minutes

Hawai'i Commission for National and Community Service

Date: Thursday, April 18, 2024
Time: 12:00 p.m.
Place: Virtual Meeting (Zoom) and in-person at HCNCS office

AGENDA

Serve Hawai'i With Aloha

I. Call to Order

Chair Alan Clinton called the meeting to order at 12:04pm. Chair Clinton announced that agenda items IV. Approval of Minutes and V. Election of Officers would be moved to after Executive Session.

II. Introductions

Commission Members present: Alan Clinton, Frank Haas, Elizabeth Higashi, Anne Marie Matsuzaki, Karen Mukai, Raga Nadella, Diane Peters-Nguyen, and Richard Seder

Commission Members excused: Anne Nakakura, Suzette Robinson, and Elwyn Watkins

Others in Attendance: Commission staff Keala Monaco and Brian Higaki, UH Associate VP for Legal Affairs Gary Takeuchi, and Hawaii Supervising Deputy Attorney General John Price

III. Public Comments on Agenda Items

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

IV. Approval of Minutes of the October 11, 2023 Meeting

Diane Peters-Nguyen moved to approve the minutes of the October 11, 2023 meeting, seconded by Richard Seder, and the motion carried with all members present voting in the affirmative.

V. Election of Officers – Chair and Vice Chair

Richard Seder nominated Alan Clinton to serve as Chair for the upcoming year, seconded by Diane Peters-Nguyen. Frank Haas made a motion to elect Alan Clinton as chair, seconded by Richard Seder, and the motion carried with all members present voting in the affirmative.

Diane Peters-Nguyen nominated Richard Seder to serve as Vice Chair for the upcoming year, seconded by Alan Clinton. Frank Haas made a motion to elect Richard Seder as vice chair, seconded by Diane Peters-Nguyen, and the motion carried with all members present voting in the affirmative.

VI. Executive Session (closed to the public):

The board moved into executive session at 12:10pm to consult with the Commission's attorneys on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities, pursuant to Sections 92-5(a)(2) and 92-5(a) (4), Hawai'i Revised Statutes, concerning AmeriCorps manual review, annual audit, and status of personnel hiring.

Chair Clinton called the meeting back to order at 12:52pm.

VII. Approval of Subapplications for Program Year 2024-2025 Funding

Keala Monaco provided a brief overview of Formula funding and stated that although we do not have our official allocation for this year yet, we anticipate receiving a similar amount to last year, which was approximately \$920,000.

Chair Clinton shared that the Review & Selection Committee met on April 4, 2024 to discuss the applications and recommended continued funding for Papahana Kuaola and Teach for America.

Diane Peters-Nguyen moved to approve Papahana Kuaola's request for \$219,783, subject to available funds, for the 2024-25 program year. Richard Seder seconded the motion. The motion carried with one abstention (Anne Marie Matsuzaki) and all other members present voting in the affirmative.

Anne Marie Matsuzaki moved to approve Teach for America's request for \$140,000, subject to available funds, for the 2024-25 program year. Diane Peters-Nguyen seconded the motion. The motion carried with all members present voting in the affirmative.

VIII. Discussion and Approval of AmeriCorps Hawai'i State Service Plan 2024-2027

Keala Monaco shared that while we had planned to complete the plan by March 31, we were not able to due to the cancellation of the March 6 meeting. She stated that we can request an extension from AmeriCorps, as the most important thing is to have a plan that everyone can agree is best for our commission. She asked for provisional approval of

the plan and stated that the plan would be posted on the AmeriCorps Hawaii web site for public comment. If there are comments that require significant changes to the plan, the board can discuss it at the next meeting.

Members requested minor edits to the plan – to specify the number of buildings, as opposed to homes, destroyed in the Lahaina fire and to more clearly differentiate AmeriCorps national focus areas from Hawaii focus areas.

Diane Peters-Nguyen moved to provisionally approve the State Service Plan 2024-2027, with the understanding that it would be posted for public comment and the board would meet again to discuss if any substantive comments are submitted. Anne Marie Matsuzaki seconded the motion, and the motion carried with all members present voting in the affirmative.

IX. Executive Director Updates

Keala Monaco shared that while we are officially off of manual review, we will continue to review and process all program reimbursements in the same manner. Kupu, which was our largest subgrantee, has been closed out now that they have moved on to become an AmeriCorps national direct grantee. With the end of manual review and the exit of Kupu, commission staff now has time to bring all reimbursements current, better organize, and prepare for the future.

We are catching up on reimbursements for subgrantees Legal Aid Society of Hawaii, Teach for America, and Papahana Kuaola. Planning grant subgrantee Ewalu has not yet signed their subaward agreement for this year and we are working with them to resolve this. UH Office of Research Services delays continue to be a problem and we are doing all we can in our internal processes to mitigate these issues.

HCNCS hosted a cross-stream meeting on March 22. About 40 representatives from various AmeriCorps programs in Hawaii – VISTA, Seniors, State and National – and our AmeriCorps portfolio managers came together to network, learn about each other's programs, and discuss common issues. The meeting was a great success, with calls to continue meeting regularly in the future. We will invite board members to future meetings.

At the national level, AmeriCorps is embarking on a major effort to modernize its grantmaking system, with a new grantmaking platform expected to debut in October. The change is not expected to significantly affect HCNCS since we are a fairly small commission with a small portfolio of subgrantees. AmeriCorps has also simplified the background check process by moving towards a one-vendor system.

Keala Monaco announced that the position description for the program officer position will be posted soon. Raga Nadella requested that the job posting be distributed to the commissioners.

X. Announcements and Information

The next meeting will be sometime in the next 3 to 4 months. We will poll the members to see what date is best.

XI. Adjournment

Chair Alan Clinton adjourned the meeting at 1:27pm.