

Alan Clinton
Chair

Richard Seder
Vice Chair



Hawai'i Commission for National and Community Service
1601 East-West Road, JAB 4082
Honolulu, HI 96848
Phone: (808) 956-8145
Fax: (808) 944-7677
Email: hicncs@hawaii.edu

Meeting Minutes

Hawai'i Commission for National and Community Service

Date: Wednesday, September 18, 2024

Time: 11:00 a.m.

Place: Virtual Meeting (Zoom)

AGENDA

Serve Hawai'i With Aloha

- I.** Call to Order
Chair Alan Clinton called the meeting to order at 11:02am.
- II.** Introductions and Welcome to New Commissioners
Commission Members present: Alan Clinton, Frank Haas, Anne Marie Matsuzaki, Karen Mukai, Raga Nadella, Anne Nakakura, Diane Peters-Nguyen, Suzette Robinson, Richard Seder, and Elwyn Watkins

Commission Members excused: Elizabeth Higashi

Others in Attendance: Commission staff Keala Monaco and Brian Higaki; Guests Kylie Alarcon, Ray Galas, and Sandra Larsen
- 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 July 24, 2024 Meeting
Elwyn Watkins moved to approve the minutes of the July 24, 2024 meeting, seconded by Diane Peters-Nguyen, and the motion carried with all members present voting in the affirmative.

- V.** Program Spotlight – Legal Aid Society of Hawaii
Legal Aid Society of Hawaii was unable to attend today's meeting. They will be invited to present at the next commission meeting.

VI. Executive Director Updates

a. Current programs

Keala Monaco shared that the 2024-25 award status hasn't changed since the last meeting. We are still waiting for UH Office of Research Services to process the awards.

All programs are generally current on their reimbursements for the 2023-24 year.

b. Cross-stream activities

Keala reported that the National Civilian Conservation Corps (NCCC) approved a team to assist All Hands and Hearts in Maui in late October/November. The team will assist with various initiatives, food security and general manual labor. HCNCS is in touch and will assist however we can.

c. AmeriCorps State and National initiatives

The 2025-26 Notice of Funding Opportunity (NOFO) has been released. We will be forwarding this to our subs after reviewing new changes and preparing our own process. We anticipate a timeline similar to last year, with formula submissions due in May.

Frank Haas asked about how we publicize HCNCS. Keala responded that we post the NOFO on our website, inform our current programs and other programs that have expressed interest over the past year, and general word of mouth. While we have kept our portfolio small and controlled for the past couple years, we hope to add one or two planning grants this cycle so we can start building our portfolio.

Alan Clinton asked about the modernization of AmeriCorps grantmaking platform. Keala responded that we are still using the eGrants system for now and that the new platform will roll out in 2025. Raga Nadella added that the new system is still undergoing testing and she will forward any new updates to Keala.

d. Commission Updates

Brian and Keala have been working on commission policies and procedures the past couple months. Diane Peters-Nguyen asked if we utilize national resources or policies from other commissions. Keala responded that we do borrow some policies from other commissions, but most of our procedures are focused on UH fiscal and research procedures.

Brian and Keala are doing interviews tomorrow and Friday for the program officer position. We have three good candidates and hope to bring this person on as soon as possible to work on the grantmaking process.

VII. Announcements and Information

Keala announced the HANO conference on October 4th at Windward Community College. If anyone is interested in attending, please contact Keala.

Keala requested that commissioners respond to the doodle poll for our November meeting so we can meet our requirement to hold four commission meetings per year. As we work out timeline for formula awards, we'll schedule meetings for 2025.

VIII. Adjournment

Chair Alan Clinton adjourned the meeting at 11:19am.