

**Joy Kono**  
Chair

**Kai Duponte**  
Vice Chair



SERVE HAWAII WITH ALOHA

**Hawai'i Commission for National and Community Service  
Meeting Minutes  
Thursday, March 31, 2022  
11:00 a.m.  
Teleconference via Zoom**

**Quorum (11):** Chair Joy Kono; Vice Chair Kai Duponte; Commissioner John Anderson, Ph.D.; Commissioner Perry Arrasmith; Commissioner Alan Clinton; Commissioner Gail Makuakane-Lundin; Commissioner Anne Marie "Mahealani" Matsuzaki; Commissioner Monique Mironesco, Ph.D.; Commissioner Raga Nadella; Commissioner Sylvia Yuen, Ph.D., and Commissioner Elwyn Watkins.

**Excused:** Commissioner Janice Bond; Commissioner Jennifer Li Dotson; and Phyllis Unebasami for Commissioner Christina Kishimoto, Ph.D.

**Others Present:** Dominic "Nic" Estella, Executive Director, HCNCS; Keala Monaco, Authorized Representative, HCNCS; Joyce Santiago, Program Officer, HCNCS; Brian Higaki, Administrative and Fiscal Specialist, HCNCS; Gary Takeuchi, University of Hawai'i (U.H.), Office of the General Counsel; Blanche Fountain, Director, System Administrative Services, University of Hawai'i; Erica Taomae, Fiscal Administrator, System Administrative Services; University of Hawai'i; Cory Kubota, Managing Partner, Accuity; Ryan Horiuchi, Audit Principal, Accuity; and Jamie Asato, Audit Managing Director, Accuity.

**I. CALL TO ORDER**

Chair Kono called the meeting to order at 11:04 a.m. The meeting was conducted with commissioners and the other attendees participating from various locations.

**II. ACCUITY COMPLIANCE AUDIT OF HCNCS 2021 FINANCIALS REPORT**

Ms. Fountain introduced herself and the team from Accuity who provided an overview of their draft Program-Specific Audit, Year Ended June 30, 2021. Of particular note, there were two findings and questioned costs for separate amounts of \$13,420 and \$5,750. Accuity recommended that the university ensure that a purchase order is properly executed and approved prior to the receipt of goods or services from a vendor.

Chair Kono asked for a motion to approve acceptance of Accuity's draft program-specific report. Commissioner Watkins so moved and Commissioner Makuakane-Lundin seconded the motion. The motion carried, with all members present voting in the affirmative.

**III. HOUSEKEEPING: SUNSHINE LAW**

Chair Kono provided a summary of procedural requirements from CHAPTER 92, HAWAII REVISED STATUTES: PUBLIC AGENCY MEETINGS AND RECORDS, as amended. To satisfy one of the requirements of the revised statute, Chair Kono verbally identified participants on the call during this point of the meeting.

#### **IV. APPROVAL OF MINUTES OF THE NOVEMBER 18, 2021 MEETING**

Chair Kono stated that the minutes of the November 18, 2021 Commission meeting had been distributed and inquired as to whether committee members had any recommended corrections. Hearing none, Chair Kono asked for a motion to approve the minutes of the November 18, 2021 commission meeting. Commissioner Bond so moved and Commissioner Kai seconded the motion. The motion carried, with all members present voting in the affirmative.

#### **V. PUBLIC COMMENT ON AGENDA ITEMS**

Chair Kono stated that there were no public comments submitted on any of the agenda items.

#### **VI. STANDING COMMITTEE REPORTS**

##### **A. Nomination & Bylaws Committee**

- i. Committee Chair Watkins stated that due to suggested changes to the bylaws, legal counsel needs to weigh in on the bylaws before they are presented to the full commission for approval. Mr. Gary Takeuchi, as the current legal counsel representative, will review the bylaws before the May 12, 2022 HCNCS Commission Meeting.
- ii. Committee Chair Watkins reported that nominations (including self-nominations) for Chair and Vice Chair will be accepted for elections at the May 12, 2022 HCNCS Commission Meeting. All nominations should be forwarded to Committee Chair Watkins.

##### **B. Review & Selection Committee**

- i. Committee Chair Clinton reported that applications for funding will be accepted up to the April 15, 2022 deadline. HCNCS staff will send their reviews, ratings and recommendations to the committee by April 28, 2022. The committee will meet to do final review/ratings and submit its recommendations to the full commission for approval at the May 12, 2022 meeting. Committee Chair Clinton encouraged other commissioners to volunteer to serve on this committee.

##### **C. Media Promotion Committee**

- i. Committee Chair Clinton stated that the name change for HCNCS will be revisited when the new 3-year State Service Plan is being developed.

#### **VII. PROGRAM FUNDING UPDATE**

##### **A. FY 2021-22**

1. Current Funding Report/Balance
  2. Currently Funded Planning Grants
  3. Currently Funded Program Grants
  4. New Planning Grants Proposals
- a. Mr. Brian Higaki reported that total Formula Funds available to be awarded during this period were approximately \$1M, of which ~\$600k was awarded, resulting in an unallocated balance of ~\$400k.

- b. Ms. Joyce Santiago reported that five (5) new organizations will be applying for New Planning Grants, six (6) existing Planning Grant recipients will be applying for Operational (Program) Grants, three (3) existing Operational (Program) Grant recipients will be separately applying for AmeriCorps funds for National Direct Grant, Competitive Fixed Grant, and Formula Fixed Grant, and one (1) new organization has applied for AmeriCorps Competitive Grant funds.

## **VIII. AGENDA ITEMS FOR DISCUSSION & APPROVAL**

- A. Commission Immediate Controls
  1. Tip line/Hotline to report perceived misuse of funds and a process to manage/investigate it.

Chair Kono reminded the commissioners that the U.H. has an existing whistleblower hotline that can be used for complaints related to HCNCS. Mr. Dominic “Nic” Estrella added that having the U.H. hotline as the default would allow staff to focus more on their core duties and responsibilities.

Chair Kono asked for a motion to use the existing U.H. hotline, with the caveat that the Commission will hold future discussions on having HCNCS develop or purchase its own hotline. Commissioner Yuen so moved and Commissioner Duponte seconded the motion. The motion carried, with all members present voting in the affirmative.

- B. Name Change
  1. See VI. C. i. above.
- C. HCNCS Legislative charge
- D. Commission’s Strategic Plan 2023

To address agenda items C. & D. above, Mr. Estrella spoke about the America’s Service Commission’s (ASC) Commission Strengths Accelerator. This is a continuous improvement and technical assistance process for state service commissions that are interested in having a team of ASC staff, commission peers and/or consultants experienced in the national service field visit our commission. The team would spend three days on-site (tentatively for fall this year) and walk us through the ASC State Service Commission Strengths Accelerator Framework, as well as provide us with guidance on building our next 3-year State Service Plan. Following their visit, they will provide us with feedback on areas of strengths, opportunities for improvement, and recommended priorities in areas of commission operations and programming. Cost for this technical assistance has been budgeted for \$11,250.

Chair Kono asked for a motion to engage with ASC for their Strengths Accelerator training. Commissioner Watkins so moved and Commissioner Arrasmith seconded the motion. The motion carried, with all members present voting in the affirmative.

## **IX. EXECUTIVE SESSION (CLOSED TO THE PUBLIC)**

- A. Status of the ongoing personnel investigation

Chair Kono convened the executive session at 12:50 p.m.

The regular meeting reconvened at 12:56 p.m.

**X. ANNOUNCEMENTS AND INFORMATION**

- A. FY 2022-23 Applications Timeline
  - 1. See VI. B. i. above.
- B. Next Event
  - 1. Next Quarter Meeting – May 12, 2022 at 11:00 AM, blended venue (in-person and virtual), subject to change. Primary focus will be on holding election of officers and review of changes to the bylaws.
  - 2. Separate Strategic Planning & new 3-year State Service Plan Meeting will be held in-person and virtually in June. Date/time/venue to be determined.

**XI. ADJOURNMENT**

There being no other discussions, Chair Kono asked for a motion to adjourn. Commissioner Mironesco so moved and Commissioner Makuakane-Lundin seconded the motion. The motion carried with all members present voting in the affirmative and the meeting was adjourned at 12:58 p.m.