

Joy Kono
Chair

Kai Duponte
Vice Chair



SERVE HAWAII WITH ALOHA

**Hawai'i Commission for National and Community Service
Meeting Minutes
Thursday, November 18, 2021
11:00 a.m.
Teleconference via Zoom**

Quorum (13): Vice Chair Kai Duponte; Commissioner John Anderson, Ph.D.; Commissioner Perry Arrasmith; Commissioner Janice Bond; Commissioner Alan Clinton; Commissioner Jennifer Li Dotson; Commissioner Umi Kai; 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.

Absent: Chair Joy Kono and Commissioner Phyllis Unebasami (for the DOE Superintendent, TBN)

Others Present: Dominic "Nic" Estella, Executive Director, HCNCS; Keala Monaco, Authorized Representative, HCNCS; and Joyce Santiago, Program Officer, HCNCS.

I. CALL TO ORDER

Vice Chair Duponte called the meeting to order at 11:03 a.m. The meeting was conducted with commissioners and the other attendees participating from various locations.

II. APPROVAL OF MINUTES OF THE SEPTEMBER 30, 2021 MEETING

Vice Chair Duponte asked for a motion to approve the minutes of the September 30, 2021 commission meeting, as corrected. Commissioner Bond so moved and Commissioner Mironesco seconded the motion. The motion carried, with all members present voting in the affirmative.

III. PUBLIC COMMENT ON AGENDA ITEMS

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

IV. STANDING COMMITTEE REPORTS

A. Nomination & Bylaws Committee

- i. Committee Chair Watkins stated that the committee will reconvene sometime between January 10, 2022 and February 9, 2022, to review suggested changes to the Bylaws (annual review required). In advance of the meeting, Chair Watkins asked the commissioners to review the current Bylaws and to send to him suggested changes, via email or direct edits in the shared document (formatted to track changes), before

January 10, 2022. Results of the review of the Bylaws will be presented at the March 12, 2022 HCNCS Commission Meeting for discussion and voting.

B. Review & Selection Committee

- i. Committee Chair Clinton provided updates on the committee activities:
 - a. Following-up on the two short form applications that were submitted for additional funds by existing organizations:
 - 1. Huliauapa'a will be discontinuing their AmeriCorps programs, negating their request for additional funds.
 - 2. Hui Aloha 808 submitted additional information that was requested, satisfying the condition for approval of additional funding.

C. Media Promotion Committee

- i. Committee Chair Clinton provided updates on the committee activities;
 - a. Committee members: Commissioner Clinton (Chair); Commissioner Bond; Commissioner Dotson; and Commissioner Mironesco.
 - b. The committee discussed whether to proceed with a name change for HCNCS.
 - 1. There was consensus to postpone the name change for future discussions.
 - 2. Chair Clinton presented Commissioner Mironesco's table showing name change options (with notes and things to consider).

V. 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

Mr. Nic Estrella provided updates for items 1-4 above. The highlights of the update were:

- A. As mentioned above, Huliauapa'a declined funding due to loss of key personnel resulting in reduced capacity to carryout activities for the remaining months of the program year.
- B. Catholic Charities Hawaii also declined funding after realizing that did not have sufficient staffing to meet the amount of time and effort needed as planning grant.
- C. Two proposals were submitted for funding:
 - 1. UH CTAHR 4-H submitted an application for a new planning grant that was reviewed, vetted, and supported by HCNCS staff.
 - 2. Legal Aid Society of Hawai'i submitted an application for additional funding that was reviewed, vetted, and supported by HCNCS.

Mr. Estrella requested commission approval for these two applications for funding, conditional upon additional information that will be required from the applicants.

Vice Chair Duponte asked for a motion to approve the budget as presented and to approve funding for the two application that were submitted for funding. Commissioner Watkins so moved and Commissioner Clinton seconded. The motion carried, with all

members present voting in the affirmative.

Commissioner Matsuzaki asked whether there are criteria on solicited and non-solicited applications by which prospective organizations are recruited based on alignment with the Commission's goals and criteria. Mr. Estrella said that there is evidence documented guidance undertaken by staff in reviewing, vetting, and supporting applications for funding. However, he plans to use past approaches and existing guidelines to create a new HCNCS Standard Operating Procedure manual for reviewing, vetting, and supporting applications for funding.

VI. 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.

Mr. Estrella provided a table on what means are available to someone who wants to report perceived violations and/or perceived abuse of public funds. The table showed four options (three free and one paid) for consideration by the commission.

Commissioner Watkins moved to approve the paid, third-party option and Commissioner Bond seconded. After ensuing discussion, Commissioner Watkins and Commissioner Bond withdrew their motions. Vice Chair Duponte asked for a motion to table this discussion for a future meeting. Commissioner Clinton motioned and Commissioner Watkins seconded. The motion carried, with all members present voting in the affirmative.

HCNCS staff will collect more information on this topic for additional discussion and deliberation by commissioners at a future meeting.

B. Name Change

1. See IV. C. b. above.

C. HCNCS Legislative charge

1. To determine whether an audit is needed to confirm whether the commission is meeting HRS 90D, Commissioner Yuen suggested that HCNCS staff conduct an assessment and present their findings to the commission for deliberation at a future meeting.

D. Commission's Strategic Plan 2023

1. HCNCS staff will plan to draft an outline of the process with timeline for the new State Service Plan 2024-2027, with the help from external stakeholders and/or HCNCS Commissioners, or with the hiring a consultant to assist staff.

E. Training Programs for funded organizations

1. Training and professional development for 2022 will resemble training offerings that were budgeted for 2021. Mr. Estrella will provide to the Commission a list of offerings, after the associated budget is approved by AmeriCorps.

VII. EXECUTIVE SESSION

There being no consideration of matter affecting privacy, this session remained open to the public and Mr. Estrella updated the Commission on the current status of HCNCS staffing.

- A. Recruitment for a full-time Administrative & Fiscal Specialist has been completed and reference checks of the top two applicants are underway. When the final selection is made and approved by the university's Office of Human Resources, an offer letter will be sent to the top candidate. After the offer has been accepted, the start date for the new hire is planned for early January 2022.
- B. Recruitment for the replacement, or return of, an employee who is currently on leave of duty from HCNCS will be considered after the university completes its investigation of the employee in mid-December 2021.

VIII. ANNOUNCEMENTS AND INFORMATION

- A. FY 2022-23 Applications Timeline
 - 1. Mr. Estrella presented the 2022 calendar of due dates for applications and dates and times of the Commission meetings. The Commission meeting dates, times and locations will be adjusted as necessary.
- B. Next Event
 - 1. Next Quarter Meeting – March 10, 2022 at 11:00 AM, blended venue (in-person and virtual), subject to change.

IX. ADJOURNMENT

There being no other discussions, Vice Chair Duponte adjourned the meeting at 12:41 p.m.