

Meeting Minutes [DRAFT]

Date: August 7, 2025
Time: 9:00 AM - 11:46 AM
Location (Zoom): <https://us06web.zoom.us/j/83211242897?pwd=Qdaa9r43RJUyKEab9DygFMPsbtIP8y.1>
In Person: Hub Coworking Hawaii
1050 Queen St #100
Honolulu HI 96814

Meeting Minutes [DRAFT]

Call to Order – Patrick Gartside

Roll Call / Attendance – Patrick Gartside

SILC Members Present:

- Brian Hauser, SILC Member
- Philip Ana, SILC Member (Vice Chair)
- Donald Sakamoto, SILC Member
- Patrick Gartside, SILC Member (Chair)
- Catia Garell, SILC Member
- Vickie Kennedy, SILC Member
- Annette Tashiro, SILC Member
- Jodi Asato, SILC Member
- Judy Guajardo, SILC Member
- Nani Watanabe, SILC Member

Other Participants:

- Amanda Lowe (Staff)
- Cheryl Matthews, Division of Vocational Rehabilitation (DSE) Representative
- Curt Kiriū

- Lee-Ann Brewer, Deputy Attorney General (Sunshine Laws Presenter)

Proof of Notice – Patrick Gartside

Hawaii's Sunshine Law (Open Meetings)

Lee-Ann Brewer from the State of Hawaii Office of Information Practices (OIP) delivered a comprehensive training on Hawaii's Open Meetings Law, as defined in Hawaii Revised Statutes (HRS) Chapter 92.

The presentation covered the core principles of the Sunshine Law, including the intent to protect the public's right to know, the legal definition of a "board," and requirements for public notice, agendas, board packets, public testimony, and minutes. Ms. Brewer detailed the specific procedures for conducting open meetings, executive sessions, and remote meetings. She also clarified the rules governing permitted interactions between board members outside of a formal meeting, including the use of Permitted Interaction Groups (PIGs).

Council members expressed their appreciation for the informative session. A discussion followed regarding the need to adjust future meeting agendas to ensure full compliance with best practices. A copy of the OIP's "Open Meetings Guide to the Sunshine Law" was provided as a resource.

Approval of Minutes - June 5 & July 3, 2025 – Patrick Gartside

June 2025 Minutes

- **Corrections requested by Mr. Sakamoto:**
 - Header should read "Statewide Independent Living Council Hawaii (SILC)"
 - Acronyms should be spelled out initially (National Council of Independent Living)
 - Performance Progress Report (PPR) should be defined
- **Motion:** Sakamoto motions to approve June 25, 2025 minutes with amendments
- **Second:** Philip seconds
- **Result:** Motion passes unanimously

July 2025 Minutes

- **Corrections:**
 - Add Statewide Independent Living Council Hawaii (SILC) to header
 - Add Jodi to attendance list
 - Spell out Americans with Disabilities Act (ADA) and other acronyms

- **Motion:** Sakamoto motions to accept July 2025 minutes with amendments
- **Second:** Judy seconds
- **Result:** Motion passes unanimously

SILC Reports

SILC Activities Report – Patrick Gartside (Presented by Amanda)

Amanda's Report on Activities (May-July)

- Activity reports compiled for May, June, and July
- Activities aligned with SILC goals:
 - Goal 3 (Systems Change): Majority of activities, including ADA rally work and community meetings
 - Goal 4 (Emergency Preparedness): Significant progress noted
 - Goal 1 (Capacity Building): New appointees in June, new staff onboard

Data Collection Process

- Monthly activity collection emails to be sent by Amanda
- Information can be submitted to info@silchawaii.org anytime
- Quarterly reports compiled for Division of Vocational Rehabilitation State Services for the Blind (DSSE)
- Open invitation for community organizations to participate and share events

Cheryl's Input on Reporting Importance

- Emphasized quarterly/monthly reporting ensures everyone's work is captured and recognized
- Noted it prevents relying on "two or three of us trying to remember all the little things"
- Advocated for formalized documentation and verification process
- Stressed importance of giving every event proper recognition

Community Collaboration

- Discussion about including other organizations: Project Dana, Catholic Charities, Dana Keala, Meals on Wheels, Parkinson's Association
- Quarterly meetings open to broader community participation
- Goal to expand independent living network impact

Curt's Question About Activity Emails

- Asked through Philip whether the monthly activity reporting emails were only for SILC members or open to broader community organizations

Financial Report – Judy Guajardo**Current Financial Status**

- Beginning Balance: \$165,215.50
- Subtractions: \$12,412.68
- Current Balance: \$152,791.31
- Gain: \$249 (tax refund)

Expense Breakdown

- Operations costs including accounting and tax liabilities
- Gusto payroll taxes
- Travel expenses (~\$7,503 for National Council of Independent Living conference, budgeted up to \$8,000)

Recent Developments

- Received payment from DSSE for February-May: \$33,871.68
- New bookkeeper (Kim from Supporting Strategies) providing monthly reports
- Monthly income expected: ~\$8,467.92
- Contract execution delays resolved, back on track for timely invoicing

Cheryl's Administrative Updates

- Explained contract execution delays caused backup in invoicing
- Staff turnover at fiscal office caused processing delays
- Vendor address correction needed - check went to Bishop Street instead of Queen Street Hub address
- Put in request to update both physical and mailing addresses in fiscal system
- Confirmed they're back on track for monthly payments

Investment Discussion

- Patrick proposes moving \$100,000-\$150,000 into Certificates of Deposit (CDs) rather than keeping in checking
- **Jodi's recommendation:** Use 6-8 month terms for flexibility, similar to Assistive Technology Resource Centers of Hawaii (ATRC) approach
- American Savings Bank requires "new money" for CDs, so need different bank
- Patrick suggests shopping around for rates, possibly Central Pacific Bank
- Topic tabled for next meeting with rate shopping

Break

10-minute bathroom break (requested by Brian Hauser at 90-minute mark)

Agenda Amendment

Due to time constraints:

- Motion: Donald motions to move unfinished business and new business to next meeting
- Second: Brian seconds
- Result: Unanimous approval to amend agenda

Report Out on Events

ADA 35th Anniversary Events - Annette Tashiro (Reports from Nani and Patrick)

Maui Report (Nani)

- Successful signwaving event with diverse participation
- Maui Deaf Friends, Maui Wheelers, Special Activities Committee (SAC), Developmental Disabilities (DD) clients participated
- Special cupcakes provided
- Post-event tsunami response highlighted accessibility issues
- Governor's television address lacked American Sign Language (ASL) interpreter initially
- Community advocacy led to interpreter being provided
- Planning for future events, not waiting 5 years for 40th anniversary

Statewide Summary (Patrick)

- 100 people participated on Oahu
- Events held on Maui, Big Island (Hilo, Kona), Molokai

- Excellent media coverage, government proclamations
- Budget: \$1,200 allocated, ~\$900 spent
- Planning group meeting monthly with Disability and Communication Access Board (DCAB)
- T-shirts finally arrived for 35th anniversary photos

Donald's Contributions

- Attended post-ADA planning meeting
- Reported on t-shirt availability for group photos
- Noted excellent news coverage and government support

National Council of Independent Living Conference - Amanda Lowe

Conference Overview

- **Dates:** July 22-24, Washington District of Columbia (DC)
- **Attendees:** Amanda, Philip, Donald, Patrick
- Met ACL project officer Heyab in person
- Connected with other SILCs and CILs nationwide

Capitol March and Rally

- March from conference site to Capitol
- Speakers included consumers, Senator Bernie Sanders, Representative Simons (Maryland)
- Traffic was blocked during march
- Powerful advocacy demonstrations

Philip's Reflection on Advocacy Experience

- Noted how the group "actually blocked traffic" during the march to Capitol
- Described the energy of the rally with people calling out "cries and slogans"
- Emphasized seeing "people with disabilities out in force and actually making a statement"
- Observed that "Hawaii tends to be quiet" but stressed importance of advocacy
- Connected ADA work with lobbying against budget cuts to independent living programs, DD support, and university affiliated programs
- Mentioned following "the big House Resolution 1 (HR1) bill"
- Called the experience "something really nice to be a part of"

Congressional Meetings

- Met with staffers from Senators Schatz and Hirono
- Met with Representative Case's staff (Case was on House floor)
- In-person meeting with Congresswoman Jill Tokuda
- **Focus:** Increased funding for independent living programs, opposing cuts to Protection Advocacy Agencies and University Centers for Excellence in Developmental Disabilities (UCEDDs)

Key Advocacy Points (Donald)

- Airline accessibility for wheelchair users - new aircraft by 2026-2028 should improve bathroom accessibility
- Hawaii handicap parking issues - working with State Rep. Scott Matoshi on legislation for driver-side access
- Federal vs. state/local approach under Trump administration

Collaborative Opportunities

- Offered SILC as resource to congressional offices for disability-related constituent issues
- Learned how to submit stories through Senator Schatz's website
- Encouraged to engage with representatives in other districts

Post-ADA Events (Nani)

- Kupuna luncheon day after ADA signwaving on Maui
- Joe Tokuda attended, deaf community advocacy
- Two ASL interpreters provided (improvement from previous years)
- Maui Economic Opportunity (MEO) ensured proper accommodations
- Deaf community approached council members and apologized for not being able to join ADA signwaving but saw everyone the next day
- Deaf community advocated about importance of accommodations
- Number one challenge they always have at kupuna luncheon is sign language interpreter - this year they had two
- Maui Island Minority Affairs (MIMA) presentation scheduled for deaf community meeting to get feedback about ADA accommodations

Unfinished Business (Moved to Next Meeting)

1. State Plan for Independent Living (SPIL) Amendments – Patrick Gartside
2. SILC Policies and Procedures Manual (Policy Committee) – Patrick Gartside

3. Honolulu and Kauai Mayor's Committees on Disabilities – Donald Sakamoto

New Business (Moved to Next Meeting)

1. Emergency Preparedness Tsunami Update – Donald Sakamoto

Announcements / Upcoming Events

Scheduled Events

- **Maui Abilities Fair:** August 23, 10 AM - 2 PM, Queen Kaahumanu Center
- **Lanai Health Fair:** November 1, 10 AM - 2 PM, Dole Park
- **Citizens for Fair ADA meeting:** August 21, 9:45-11:45 AM (Zoom and in-person)
- **Curt's Building Industry Association of Hawaii (BIA) Home Show presentation:** August 9, 9:30-10:15 AM, Blaisdell Center - "Home Modification Design Solutions for All in the Ohana"

Curt's Upcoming Presentation

- Submitted information about his upcoming presentation at the BIA Home Show
- Date: Saturday, August 9th from 9:30 to 10:15 AM at the Blaisdell Center
- Title: "Home Modification Design Solutions for All in the Ohana"
- Content: Short presentation on how home modifications can address safety, accessibility, and function with existing homes and aging in place
- Features many photos of projects he has completed
- Recognized by Patrick for providing valuable information to building industry and consumers, especially seniors at risk of falls

Cat's Grant Program

- Three-year federal grant for seniors who have fallen and been hospitalized in urban Honolulu
- Free home modifications provided to qualifying seniors
- Cat expressed excitement about the program's potential impact
- Details to be discussed at next meeting due to time constraints
- Patrick's recognition: Acknowledged Cat and Curt for providing valuable information to building industry and consumers, especially seniors at risk of falls

Open Discussions / Q&A

Donald's Announcement

- Citizens for a Fair ADA meeting: August 21st, 9:45-11:45 AM at this location (both Zoom and in-person)
- Donald will send out the announcement later

Patrick's Request to Cat

- Patrick asked Cat to briefly share about her program that helps kupuna
- Cat mentioned she has a three-year federal grant for seniors who have had a fall and hospitalization in urban Honolulu
- Provides free home modifications
- Cat expressed excitement about the program
- Patrick noted it's a valuable program for seniors who are falling
- Details to be discussed at next meeting due to time constraints

General Discussion

- Brief open discussion period before adjournment
- Patrick acknowledged the valuable work that both Cat and Curt provide to the building industry and consumers, particularly seniors at risk of falls

Meeting Adjournment

- Motion to adjourn: Made and seconded by Philip
- Result: Meeting adjourned at 11:00 AM
- All participants thanked for attendance