

Policy & Procedures Committee Meeting Minutes [DRAFT]

Date: August 25, 2025

Time: 1pm - 2pm

Location (Zoom):

<https://zoom.us/j/96293307058?pwd=DTqtf7fu09ylbdGkkkcbvRbzGX4jba.1>

Location (In Person): Hub Coworking Hawaii

1050 Queen St #100

Honolulu HI 96814

Attendees

- Patrick Gartside
- Annette Tashiro
- Philip Ana
- Amanda Lowe
- Catia Garell

Meeting Purpose

To coordinate and develop the SILC Policies and Procedures Manual required for federal compliance, review committee structures in bylaws, and establish a collaborative workflow for drafting required policy sections.

Discussion Summary

Committee Structure and Bylaws

- Discussion regarding the Engagement Committee not being explicitly listed in bylaws, though other committees (Budget & Finance, Legislative, Bylaws) are specified
- Annette Tashiro noted that the Engagement Committee functions similarly to the State Rehabilitation Council (SRC) Membership Committee
- Discussion about committee descriptions and roles needing to be documented
- Bylaws state committees should include but not be limited to those specified, allowing flexibility for additional committees

Membership Recruitment Process

- Patrick reviewed the Engagement Committee outreach letter describing the recruitment process

- Applications accepted year-round via website
- Engagement Committee recommends candidates at March quarterly meeting
- Council votes on new members
- Recommendations forwarded to Governor's office for July 1st appointments

Ex-Officio Members

- Discussion about ex-officio members (such as state agency representatives) following the same application process
- Key exceptions for ex-officio members identified:
- Not subject to three-year term limits
- Residency requirements may be adjusted

Review of Other States' Policies

California SILC:

- Reviewed their policies and procedures document with articles covering membership, expectations, term limits, and termination procedures
- Noted their anti-bullying and anti-harassment policy as a separate three-page document
- Group agreed California's extensive policies may not all be necessary for Hawaii

Oregon SILC:

- Reviewed their policy framework but noted significant differences from California's approach

Document Development Strategy

- Consensus to keep policies and procedures simple and Hawaii-focused rather than adopting other states' documents wholesale
- Annette Tashiro emphasized the importance of creating Hawaii-specific policies rather than copying California or Oregon
- Agreement to focus initially on the seven federally required policy sections for compliance
- Additional sections (HR policies, financial policies, etc.) can be added later through committee work
- Format structure agreed upon: policy statement followed by implementation procedures

Collaborative Workflow

- Amanda will import mandatory sections into Patrick's skeleton framework document
- Most members will collaborate via Google Docs with suggestion/edit capabilities
- Philip will receive Word documents and provide feedback via email or Zoom meetings with Amanda
- All members agreed to review the bylaws before the next meeting

SRC Observations

- Patrick and Annette attended State Rehabilitation Council meeting and observed lower engagement compared to SILC
- Noted that quarterly meetings (vs. SILC's monthly meetings) may contribute to less momentum and engagement
- Patrick volunteered for SRC's State Plan Committee along with other members
- Discussion about potential collaboration between SILC and SRC, with SILC members potentially helping with SRC recruitment

Key Decisions

- Agreed to prioritize the seven federally mandated policy sections for initial compliance
- Adopted a simple, Hawaii-specific approach rather than wholesale adoption of other states' policies
- Established Google Docs as primary collaboration tool with Word doc alternative for Philip
- Confirmed that bylaws can be amended if conflicts or issues arise
- Decided to include code of conduct and annual conflict of interest policy in procedures manual

Action Items

- **Amanda Lowe:** Import mandatory sections from draft into Patrick's skeleton framework; create and distribute Google Doc for review; coordinate separately with Philip via Word document
- **All Members:** Review the bylaws before next meeting
- **All Members:** Provide feedback on draft policies and procedures document via Google Docs or directly to Amanda
- **Greg (referenced):** Send out SRC bylaws for reference
- **Patrick Gartside:** Report back to full Council on September 4th about working group progress

Next Meeting

- Tentatively scheduled for two weeks from meeting date (approximately September 8th)
- Patrick Gartside will be traveling to Japan (September 7-24) and unable to attend but will provide feedback beforehand
- Catia Garell will also be traveling but will provide comments via Google Docs
- Meeting will proceed with Annette Tashiro, Philip Ana, and Amanda Lowe to review suggestions and draft next steps

Additional Notes

- Amanda and Philip attended a compliance session at NICL (National Independent Living Council conference) that emphasized the urgency of completing the policies and procedures manual
- Paula McGoway was a presenter at the NICL compliance session
- The group acknowledged they are currently operating without formal policies and procedures but are actively working toward compliance
- Discussion noted that SILC has strong member engagement and passion compared to SRC, attributed in part to monthly vs. quarterly meeting frequency

