

## Meeting Minutes

**Date:** November 7, 2024  
**Time:** 9:00am - 11:00am  
**Location (Zoom):** [www.HawaiiSILC.org/zoom.php](http://www.HawaiiSILC.org/zoom.php)  
**Location (In Person):** 1050 Queen Street, Suite 100, Honolulu HI 96814

### Attendees:

- Patrick Gartside (SILC Chair, Executive Director of Work Now Hawaii)
- Phillip Ana (SILC Vice Chair)
- Judy Guajardo (SILC Treasurer, Volunteer Coordinator with Na Hoaloha on Maui)
- Sam Nagasawa (SILC Secretary, Deputy Director, Aloha Independent Living Hawaii)
- Brian Hauser (SILC Member, Advocacy Coordinator, Aloha Independent Living Hawaii)
- Catia Garell (SILC Member)

### Absent:

- Linda Lambrecht (Excused)
- Letty Zuno (Executive Director for Access to Independence of San Diego)

### 1. Call to order

The meeting was called to order at 9:17am by Patrick Gartside.

### 2. Approval of Minutes

- a. Corrections were made to the October 3rd, 2024 meeting minutes.
- b. Brian Hauser made a motion to approve the minutes, seconded by Phillip Ana.

### 3. Mission and Meeting Conduct

- a. Patrick emphasized the SILC's mission to promote independent living and integration of persons with disabilities into the community.
- b. Discussion on implementing Robert's Rules for future meetings, led by Brian.

- c. Phillip shared insights on meeting conduct rules from California SILC.
- d. General agreement to explore both Robert's Rules and the California model.

#### 4. Reports

- a. **Financial Report:** Judy presented the financial report with a bank balance of \$188,124.70. Recent expenses included back taxes, workers' compensation, and general excise tax, and a final month of rent.
- b. **SPIL Committee Report:** Patrick provided an update on the SPIL work plan, noting it is a living document. Discussion on the need for PPR (Performance and Progress Report) reporting alignment within the work plan. A SPIL Committee meeting was scheduled for November 15th at 10 AM to discuss PPR reporting.
- c. **Engagement Committee Report:** Brian discussed the committee's work on the application process for new SILC members, including onboarding and accommodations. Potential new members were identified, including ex-officio members and representatives from various organizations. The committee is working on a PowerPoint presentation for onboarding new members. An Engagement Committee meeting was scheduled for November 20th at 10:30 AM
- d. **Executive Committee Report:** Patrick discussed how the Executive Committee suggests hiring part-time administrative staff to support the council's activities. Discussion on the need for a job description for the administrative staff role. The executive committee will continue working on the staffing plan and additional job descriptions. An Executive Committee meeting was scheduled for November 20th at 1 PM.
- e. **SILC Activity Report:** Patrick presented a summary of recent SILC activities, including attendance at various events, webinars, and meetings. Discussion on developing a streamlined process for SILC members to report their individual activities.

#### 5. Unfinished Business:

- a. The move out of Davies Pacific Center was completed on October 28th.

#### 6. New Business

- a. **Housing Group:** The SILC Housing Group is working to convene a coalition of state and county agencies, people with disabilities, and advocates for housing to address the need for accessible and affordable housing. The group is also working on an application for the Housing and Services Partnership Accelerator program, which aims to provide technical assistance to communities to develop and implement housing and service solutions for people with disabilities and aging populations.
- b. **Activity Tracking:** A form has been created to help SILC members report on their activities, including attending meetings, webinars, and conferences. This information will be used to generate monthly activity reports and track progress towards SPIL goals.
- c. **Expense Policy and Credit Card:** A new expense policy has been drafted and will be sent out to all members for review. The council will vote on approving the new policy and a ramp.com corporate credit card account at the next meeting.
- d. **SILC Contract:** The new SILC contract (DHS 25-VR-0017) is awaiting approval for exemption from competitive bid at the State Procurement Office. The contract will be retroactive, and the budget and COI (Certificate of Insurance) have been submitted to the DSE (Department of Secondary Education). The possibility of receiving Part B funding from the previous contract (DHS 22-VR-0123) is being explored.
- e. **State of Hawaii Compliance:** SILC has obtained compliance with all necessary state agencies, including the Hawaii Department of Tax, IRS, Department of Labor and Industrial Relations, and DCCA (Department of Commerce and Consumer Affairs).
- f. **Councilmember Brian Hauser's Presentation:** Brian's presentation on Independent Living has been recorded and is available on the SILC website. The presentation will also be given at the Annual Traveling Mini Conference on Oahu.
- g. **Upcoming Events**

- i. The 17th Annual Traveling Mini Conference will be held on November 9th, 2024, at the Hawaii Tokai International College.
- ii. The National Federation for the Blind Annual Conference will be held on November 8th, 2024, at the Elks Club in Waipahu.
- iii. SILC will be tabling at both events, as well as the Lanai Health Fair on November 9th, 2024.

**h. Pacific Rim International Conference on Disability and Diversity (PacRim)**

- i. SILC's presentation proposal for PacRim has been accepted, and a panel will be presenting on November 15th or 16th, 2024.
- ii. A motion to approve \$450 for an exhibitor booth registration at PacRim was made by Phillip and seconded by Brian.
- iii. A motion to budget \$2,500 for conference attendance at PacRim was made by Sam and seconded by Brian.

**7. Announcements**

- a. Donald Sakamoto has been asked to head up the Transportation Group.

Motion to adjourn was made by Brian, and seconded by \_\_\_\_\_?