

Meeting Minutes

State Plan for Independent Living (SPIL) Committee Meeting Minutes [DRAFT]

Date: April 29, 2026

Time: 11:02 AM – approximately 12:10 PM

Location: Hybrid — In Person (Hub Coworking Hawaii, 1050 Queen St #100, Honolulu HI 96814) & Zoom videoconference

1. Call to Order — Patrick Gartside (Chair)

Meeting called to order at 11:02 AM. Patrick conducted the meeting.

2. Roll Call and Introductions

SPIL Committee Members Present:

- Patrick Gartside, SILC Member (Chair)
- Philip Ana, SILC Member (Vice Chair)
- Letty Zuno, SILC Member / Executive Director, Access to Independence
- Roxanne Untalan Bolden, SILC Member / Aloha Independent Living Hawaii (AILH)

Staff:

- Amanda Lowe, Executive Director

Opening remarks:

Amanda thanked attendees for their patience with the scheduling of the meeting.

3. Review of Administration for Community Living (ACL) Federal Requirements for a SPIL Amendment

The committee acknowledged the Administration for Community Living (ACL) federal requirements for amending the SPIL. Substantive amendments require a public comment period and public forum process; technical (non-substantive) clarifications do not require sign-off. The committee proceeded with discussion

of possible amendments under Item 4 with the understanding that no final action would be taken at this meeting.

4. Discussion of Possible SPIL Amendments for Committee Consideration

4.a — Resource Plan: Possible Adjustments

Topics: Adjusting the resource plan to accommodate the hiring of a Statewide Independent Living Council (SILC) Executive Director, travel to conferences for council members, community activities, and SILC facilitating meetings on the Hawaiian Islands.

Amanda summarized prior committee discussion. The resource plan may benefit from adjustment to reflect increased SILC activity over the past year, including the hiring of staff, increased conference travel (four members attended the National Council on Independent Living [NCIL] conference), and expanded community activities such as the prior year's Americans with Disabilities Act (ADA) celebration. The original resource plan may not have anticipated this level of activity, and these activities are aligned with the SPIL.

Patrick confirmed that activity has increased meaningfully and that the SILC has remained within budget — slightly under budget — over the past year and a half, though spending has shifted toward travel, training, and community outreach. Several proposed adjustments are non-substantive reallocations between budget categories.

Direction: Continue refinement; carry forward to the next meeting.

4.b — New Staff Position

Patrick proposed adding a new SILC staff position to oversee the establishment of a Youth Leadership Forum and the facilitation of Employment First, in close collaboration with the Center for Independent Living (CILs).

Discussion — collaboration with CILs on outreach and emergency preparedness:

Discussion broadened to community outreach and emergency preparedness more generally, given the proposed position's collaborative scope. Patrick noted that the State Rehabilitation Council (SRC) has made a formal recommendation to the Division of Vocational Rehabilitation (DVR) that DVR work more closely with the SILC on community outreach, and that SILC has supported related activities including a presentation tied to an Aulani youth employment program.

Philip commended Amanda's efforts to work more closely with the CILs and emphasized that emergency preparedness and community outreach are areas of natural collaboration. He cited a recent email exchange

among Annette, Letty, and himself regarding emergency response as a working example of effective coordination.

Patrick referenced SPIL Goal 4 (equal access during emergencies) and ongoing recovery work following the Kona low storm. He cited Disability and Communication Access Board (DCAB) and State Council on Developmental Disabilities (DD Council) coordination on the North Shore as a model and expressed interest in similar joint work with Access to Independence and AILH. The SILC plans to table at Windward Mall on Saturday and is producing laminated emergency-accommodation cards (e.g., "I am deaf, and these are the accommodations I need") for community distribution.

Roxanne reported that AILH staff (Sam and Joanne) have attended the Vibrant Hawaii conference in past years and are likely to attend again. She also confirmed that AILH and Access to Independence have both submitted reports to the relevant statewide partner regarding their response activities for Kona low storm survivors.

Amanda reported that, at the most recent SILC leadership meeting with Letty and Roxanne, the committee discussed constituting a SILC standing committee on emergency preparedness. Both Executive Directors expressed interest in participating, including the possibility of CIL staff serving on the committee. Patrick offered to share the draft committee charter and noted that committee members are not required to be SILC members.

Direction: Continue refinement of the proposed staff position (Youth Leadership Forum and Employment First); coordinate with CILs on a shared emergency preparedness committee.

4.c — Objective 1.4, Indicators 1.4.1 through 1.4.4

Topic: Possible changes to consumer referral paths to CILs, CIL resource reporting by county, and quarterly Independent Living Reporting (ILR) requirements.

Proposed amendments (early thoughts; strike-throughs indicate proposed deletions, underscores indicate proposed additions):

Objective #1.4 (unchanged): Determine the demand for and the availability of independent living core service in unserved and underserved communities statewide.

Measurable Indicators:

- Indicator #1.4.1 (unchanged): SILC will report quarterly on the independent living and community needs in unserved and underserved communities.
- Indicator #1.4.2: SILC will refer consumers to the CILs ~~create a referral path to CILs for consumers based on service available by zip code.~~

- Indicator #1.4.3: CILs will provide a resource report on the availability and services in each ~~zip code~~ county.
- Indicator #1.4.4 (unchanged): CILs will provide an Independent Living Report (ILR) to the SILC quarterly, including a CIL narrative and template.

Discussion:

Letty stated that reporting by zip code is not feasible and is largely moot for Oahu, since Access to Independence and AILH have an ACL-approved Memorandum of Understanding (MOU) under which both centers serve the entire island. She noted the expanded coverage was reported as a success in a previous quarterly report and that the simplest plain-language message to the community is: if a person lives on Oahu, they can call either AILH or Access to Independence.

Patrick clarified that the goal is not to require residents to track service availability by zip code, but to enable the SILC to communicate accurately to the community what services are available on each island, since service offerings are not identical across Oahu, Kauai, Molokai, Lanai, Maui, and Hawaii Island.

Letty reported that a joint PowerPoint presentation has already been developed (with Amanda's contribution) and was shared at the DVR transition meeting. She and Roxanne offered to provide brochures and noted that the centers' websites are the most reliable source for accurate descriptions of each center's services.

Defining "underserved" beyond geography:

Philip noted that the CILs already capture relevant data at intake (geography, language, culture, ethnicity) and that intake data flows through to the annual Program Performance Report (PPR). He suggested geography-based capture (by address) is the most practical approach, and that CIL outreach staff already know which areas are underserved (e.g., Waianae and the Windward Coast on Oahu; Kau on Hawaii Island; portions of Maui and Molokai).

Roxanne emphasized that "underserved" must be defined more broadly than geography. The previous SPIL identified veterans, individuals with traumatic brain injury (TBI), immigrants, and people experiencing homelessness as underserved disability populations. Cultural and language barriers are also significant — AILH has produced brochures in Marshallese, Pohnpeian, Tagalog, Japanese, and Hawaiian, and uses State of Hawaii spoken-language interpretation resources for languages such as Vietnamese. She noted that engaging some communities (e.g., the Micronesian community on Hawaii Island) has required cultural education on the part of staff, including awareness of patriarchal community structures.

Letty confirmed that Access to Independence captures the same intake data, which is required for the ACL PPR and which drives the agency's annual operating budget for interpretation and translation services. She described "targeted outreach" (approximately six categories, including language proficiency and cultural factors) as the mechanism centers use to address gaps. She also noted, drawing on her California

experience, that some populations (e.g., certain Chinese American and Native American communities) decline CIL services for cultural reasons; ACL recognizes this as good-faith effort even where service uptake remains low.

Amanda referenced a prior SILC meeting presentation by Dr. Megan Miller (Executive Director, Center for Disability Studies), who reported that the wait time for autism evaluation in Hawaii is approximately three years — illustrating that underserved populations are not solely defined by geography.

Quarterly ILR reporting:

Roxanne reported that the ILR template currently in use was designed by DVR and is patterned on the ACL PPR; it is broken down by county (Honolulu, Kauai, Maui, Hawaii) and includes data sufficient to address the proposed amended Indicator 1.4.3 once "zip code" is replaced with "county." The committee acknowledged that the report's existing structure already meets the proposed amended indicator.

Sharing of federal PPRs:

Patrick asked whether the centers would share their federal PPR data with SILC once approved. Letty explained that in California, PPRs are submitted to the SILC in January after board approval at the December annual meeting, with ACL approval following months later. Roxanne confirmed AILH would share its PPR. Patrick noted that SILC plans to publish its own PPR data and governance documents on the SILC website as part of a move toward greater transparency.

Consumer referral forms:

Amanda recalled prior committee discussion of developing a referral form to support tracking. Roxanne noted that AILH and Access to Independence both already have referral forms and offered to send their existing forms to Amanda rather than have SILC design a new one. Amanda accepted the offer.

Direction: The committee confirmed the direction of the proposed amendments to Indicators 1.4.2 and 1.4.3 as drafted in the strike-through above. In addition, Patrick requested the centers consider providing narrative information identifying gaps along non-geographic dimensions (cultural, language, specific disability populations) to inform development of the next SPIL. Roxanne and Letty indicated they could share this information. Final language to be confirmed at a subsequent meeting before public comment.

4.d — Objective 2.2, Indicator 2.2.1

Topic: Possible change of SPIL Committee and CILs joint meeting frequency from quarterly to annually.

Proposed amendment (early thoughts; strike-through indicates proposed deletion, underscore indicates proposed addition):

Objective #2.2 (unchanged): Use information we gather to regularly evaluate progress towards the SPIL goals and objectives, and amend our State Plan with consideration of emerging community priorities.

Measurable Indicator:

- Indicator #2.2.1: The SILC SPIL Committee, and the CILs will meet at least ~~quarterly~~ annually to discuss any proposed amendments to the SPIL, including prioritization of goals and objectives, and adjustments service areas and funding allotments.

Discussion:

Time did not permit substantive discussion of this item. Letty noted that the SPIL Committee has not met consistently in the prior six months and that, before recommending any change in meeting frequency, the committee should resume regular working sessions. Patrick agreed and proposed that the committee meet again the following week (May 6, 2026) to take up this and other unfinished items.

Direction: Carried forward to the next SPIL Committee meeting.

5. Discussion of Public Comment Process for Proposed Amendments

Time did not permit substantive discussion of the public comment process. Amanda confirmed earlier in the meeting that any substantive amendment to the SPIL will require a public forum and public comment process, and committed to circulating a written summary of the procedural requirements (notice timeline, testimony methods, outreach to underserved communities, and comment review process) after the meeting.

Direction: Carried forward to the next SPIL Committee meeting.

6. Public Comment on Non-Agenda Items

No public comment was offered on non-agenda items.

Next Meeting

Date: Wednesday, May 6, 2026

Time: 11:00 AM

Format: To be confirmed; expected hybrid (in person and Zoom).

Anticipated agenda items:

- Status review of current progress against SPIL goals, objectives, and indicators (with outcome notes).

- Continued discussion of possible SPIL amendments (carried forward as unfinished business): items 4.a, 4.b, 4.c (final language), and 4.d.
- Discussion of public comment process for proposed amendments (Item 5).

Members were invited to exchange relevant materials by email in advance — including the centers' ILR templates, referral forms, and approved PPRs — to support a more informed discussion.

Action Items

- Patrick Gartside — share the draft Emergency Preparedness Committee charter with Letty Zuno and Roxanne Untalan Bolden.
- Roxanne Untalan Bolden — share AILH consumer referral form with Amanda; share AILH PPR once board-approved.
- Letty Zuno — share Access to Independence consumer referral form with Amanda; share PPR once board-approved.
- Amanda Lowe — publish agenda for the May 6, 2026 SPIL Committee meeting on the State electronic calendar and at HawaiiSILC.org; circulate to participants.
- Committee — confirm final language of proposed amendments to Indicators 1.4.2, 1.4.3, and 2.2.1 at a subsequent meeting; substantive amendments will require public comment process before adoption.

7. Adjournment

Meeting adjourned at approximately 12:10 PM.