

HAWAI'I STATE - COMMISSION ON FATHERHOOD



Approved

11.20.2020 km

MEETING MINIUTES

Friday, October 16, 2020 - Time: 1:00pm

Location: virtual meeting via Zoom / Meeting ID #951-077-7690
(Zoom waiting room opened at 12:50pm for 1:00pm meeting)

Commissioners present: David “Kawika” Mattos, Alan Sunio, Allen Cardines, Anthony Mendez, Chad Hasegawa, Charles Woolfork, Rick Kang and Sam Kippen
Commissioner missing: David Lunceford
Ex-Officio(s) present: Malia Taum-Deenik (DHS), Matthew Shim (DOH) and Chet Okayama (OYS)
Counsel present: Erin Yamashiro (Attorney General Office)
Community participants present: Henny Saraswati (DHS), Dr. Michael Conner and Riley Fujisaki

- I. Call to Order - Meeting was held virtually via Zoom and called to order at 1:00pm by Commissioner Mattos, Interim Chair.

Welcome was expressed and quorum was recognized with the presence of seven commissioners: Mattos, Cardines, Mendez, Hasegawa, Woolfork, Kang and Kippen.

- Commissioner Sunio also join meeting at 1:20pm as the meeting continued.

HS-COF MISSION Statement was read by Mattos

The mission of the Hawaii State - Commission on Fatherhood (HS-COF) is to promote healthy family relationships by emphasizing the important role fathers play in the lives of their children. The commission serves in an advisory capacity to state agencies and makes recommendations on programs, services, contracts, policies, and laws relating to children and families.

- I. Introductions were made:
- Fatherhood Commissioners:
 - Ex-Officio(s)
 - Counsel to the Commission
 - Community Guests
- II. Conduct reminder: The Hawai'i State - Commission on Father meeting is an open-public meeting and has structure due to order of business and time constraints.
- Meeting Ground Rules of Conduct read
- III. Nomination and Election of Officers
- Brief statements were read by Mattos explaining that commission is an advisory and voluntary board, shared expectations and emphasized need for support, along with insuring the need for personal care.

b. Chair

- i. Nomination made for David “Kawika” Mattos to continue as chair made by Kippen and 2nd by Sunio. No other nominations made. Motion to elect Mattos made by Hasegawa and Sunio. Ayes – 8 / Opposed – 0. Motion for Mattos as Commission Board Chairperson passed.

c. Vice-Chair

- i. Nomination made for Chad Hasegawa as Vice-Chair by Mattos. No other nominations made. Motion to elect Hasegawa made by Sunio and Kippen. Ayes – 8 / Opposed – 0. Motion for Hasegawa as Commission Board Vice-Chair passed.

d. Secretary

- i. Nomination made for Charles Woolfork as secretary by Mendez. No other nominations made. Motion to elect Woolfork made by Hasegawa and Sunio. Ayes – 8 / Opposed – 0. Motion for Woolfork as Commission Board Secretary passed.

IV. Community shares or concerns:

a) Public Testimony

- a. Malia Taum-Deenik (DHS). Expressed encouragement and need to work on HS-COF’s Annual Report to our State Legislation by end of December (20 days prior to start of legislation). Not required by statute, however it is important for the Legislation Executive Branch while going through biennial budgets to get clear perspective of importance of this HS-COF and the work done, including this new commission team and vision set forth. We need to make a case and state importance and express reasons for this commission to exist, along with sharing important father involved programs, community needs, etc. All commissions under DHS should do their best to report status and progress, needs of fathers and families, expression of work done over these past years, etc. Need our report completed and ready prior to open of upcoming legislation session. Malia will put our draft report in with the DHS over-all report. Very important tasks. Suggest frame our mission and alignment with community needs, work we personally focus on in our communities and other organizational work across the state, our HS-COF Strategic Plan and direction, alignments with community needs, laws to think about, current COVID-19 times and what families are going through, etc.

V. Ethics & Boundaries

- a. Chair Mattos emphasized that commission operate at the highest standards of ethical practice and conduct. Information is available for commissioners to understand expectations with the help and guidance from our AG Counsel, along with the Office of Informational Practices (OIP). A YouTube video link was previously forwarded to each commissioner to review the Hawai`I State’s - Ethics, Boundaries and Sunshine Law. Offer for future trainings from the AG’s office and OIP is available for us.

VI. Approval of Minutes

a. May 24, 2019

- i. Chair Mattos explained that May’s meeting minutes was conditionally approved with pending clarity needed on a concern noted. However, the minutes was never officially approved in June due to the June 24th meeting being cancelled because of lack of quorum on that day. As the commission moved in to the next FY and only

having five commissioners in the new FY2019-20 and established quorum minimum of five, the commission struggled to make quorum for several months due to commissioner's schedule demands and neighbor island travel requirements, etc. A commission meeting was finally held on January 24, 2020 with five commissioners. Review and discussion of the May 24, 2019 meeting minutes took place. The former Kaua'i Commissioner stated that information on one area was incomplete on the minutes and requested that we revisit the conversation in June 2019. Minutes were conditionally approved only with the clarification and satisfaction of information to be added. Unfortunately, the February 2020 meeting was also cancelled due to lack of quorum when the former Hawai'i Island commissioner decided to not attend and resign. With only four active commissioners to finish the year and then COVID-19 situation hit, the remaining meetings for March through June were cancelled. Therefore, the initial May 24th, 2019 approval was void. Chair Mattos explained that May 24th meeting minutes will be filed as unapproved because of the time lapse and change in commissioners on the Fatherhood Commission this year.

- b. January 24, 2020
 - i. The meeting minutes were reviewed. No corrections needed and a motion to approve was made by Sunio and 2nd by Hasegawa. Ayes – 8 / Opposed – 0. Motion passed to approve the January 24, 2020 meeting minutes.

VII. Discussion

- a. Strategic Plan 2019-20 – Chair Mattos gave brief history of a document presented by previous Chair Richard Kebo as a guide in 2018. Mattos then stated that another document is being used as a guide and working document by the commission, which he created that focuses on the nine statutory duties of the commission. He explained that he created the new document in January 2020 for that meeting and acceptance by commissioner to use it was established.
- b. Strategic Planning 2020-21
Chair Mattos explained in brief about the following:
 - i. DHS 'Ohana Nui framework (2Gen concept)
 - ii. Commission TEAM
 - a. Quorum Requirements of minimum five commissioners needed
 - iii. Ex-Officio(s) updates
 - a. Still need ex-officio from Department of Education and Department of Public Safety. DHS Admin to work on this task.
 - iv. Work Plan updates & reports – reviewed the nine (9) statutory duties for the commission. The goal is to create sub-committees to include volunteers to work on these statutory duties. The sub-committees will then report at the commission meetings to make the commission meeting more productive and reports on progressive work is shared.
 - v. Community Volunteers and Collaborations – we need to solicit help to accomplish goals and work. Chair Mattos expressed that with everyone's busy schedules and demands, soliciting help to increased public awareness is vital.
 - vi. Past Open-Sponsorships Process vs. Designated Funds by County/Districts.
 - a. Chair Mattos and Commissioner Sunio explained history. Suggestion was posed to focus on bringing public awareness and more marketing

towards the commission as a higher priority than a sponsorship program, along with continuing the budget support of travel expenses of neighbor island commissioners to attend monthly O`ahu meetings and to continue budget of the two annual neighbor island community meetings.

- vii. Public Awareness
 - a. DHS / HS-COF webpage updates needed. Chair Mattos will re-establish connection with Amanda Stevens, DHS Public Awareness Coordinator.
 - i. Posting Commissioner's picture and contact information per County/District were suggestions made.
 - b. Creating Authorized email/system per County/District. Henny Saraswati (DHS) will work towards establishing DHS emails specifically for the commission Chair, Vice-Chair and Secretary. Brief discussion about subdividing the island of O`ahu by districts to have adequate representation took place. Research on ways to accomplish this will be done by O`ahu commissioners. Possible DHS district emails could be created as well. Henny (DHS) needs names of district breakdown for forward to OIP to get approval.
 - c. Business Cards. Henny (DHS) needs desired names from commissioners to order business cards.
 - d. Cell phones for HS-COF Business only. Chair Mattos suggested that research be done and that commission cell phones be considered in future FY budgets.
 - e. Brochure updates / fliers. Discussion about importance to update the current brochure took place. Commissioners need to focus and also find volunteers to help to make updates that are needed.
 - f. Marketing options. Discussion took place that a budget be established towards marketing and more public awareness.
- viii. Neighbor-Island meetings. Emphasis made on importance of having adequate information and direct feedback from communities, especially neighbor islands. History about past trips was shared by Chair Mattos and Commissioner Sunio.
- ix. National Fatherhood Conference. Brief history shared. Chair Mattos suggested that the commission not plan for out-of-state travel this year, especially due to COVID-19 and state travel restrictions. Ex-Officio Shim (DOH) was recognized for his department's support last year. He continued to share that travel restrictions and bands are currently in place and to consider that the state's various department's finances are currently a big concern of state agencies. However, funding support of sponsoring conference tickets for an event like the HI Fatherhood Conference can be explored. Ex-Officio Shim also gave most current updates on the state's COVID-19 guidelines and directive.

c. Budget / Finance

- i. Budget for FY 2019-20. Brief explanation shared by Chair Mattos of spending and surplus of unspent budget that went back to DHS.
- ii. Proposed Budget for FY 2020-21. Chair Mattos proposed a draft for this current FY budget. Starting with the state directive of a 10% budget cut of \$2000, the commission's previous FY budget of \$20,000 and is now currently \$18,000 for this FY. Each expense line item and thorough explanations were given to support the proposed budget allocations. Ex-Officio Okayama (OYS) also

offered information about various approved reimbursements of travel expenses such as Uber, etc.

- iii. Commission Chair's authority / clarification – (no discussion took place).
- iv. National Fatherhood Conference – (no further discussion).

- d. UH Report on Status of Fathers and Father Programs –
Chair Mattos gave brief explanation of commission's history working on two contracts that created two reports on the importance of fatherhood by UH-Manoa – Center on the Family Department. These two final reports were posted last year on the fatherhood commission's website homepage.

VIII. Decision Making

- a. Proposed 2020-21 FY Budget – Motion to accept the proposed FY 2020-21 Budget that was discussed was made by Woolfork and 2nd by Kippen. Ayes – 8 / Opposed – 0. Motion passed to accept the proposed budget.
- b. Strategic Plan Document. No decisions or motions necessary. Commission will continue to use the Strategic Plan Document created last year by Mattos as a guide.
- c. Annual Sponsorships System, process and designation – Commissioner Sunio offered his history and experience on the commission and how excited he is about the different ways to accomplished public awareness. Open discussion about the past distribution was shared and agreed about its ineffectiveness verses finding other ways to support the over-all goals of the commission. No further decisions made.
- d. Public Awareness / Financial Decisions - (no further decisions made). Note -The approved budget already reflects an initial allocation. The commission's focus to complete the Annual HS-COF Report to be submitted to the state legislation will be the main focus for the next couple of months. Commissioners Kang and Cardines expressed that this commission team has lots of experience, talent and knowledge of direct work in the human services field (etc) in many communities and expressed approaching the report by identifying risk factors and solutions be added. Commission Sunio closed the discussion by suggesting that time be allocated at the November meeting for sharing of needs and risks in each county or district. Chair Mattos will seek advice from Counsel for information and guidelines about creating sub-committees. Ex-officio Shim suggested that line items of the November agenda be stated under discussion and also decision making to create sub-committees to especially work on this task and that approval must be established at a commission meeting.
- e. Marketing / Public Awareness Strategies – (no further discussion).
- f. Neighbor-Island meetings - Motion to approve plans for the annual two neighbor islands visits made by Commissioner Woolfork and 2nd by Commissioner Kang. Ayes – 8 / Opposed – 0. Motion passed to accept the proposed budget.
- g. National Fatherhood Conference - (no further discussion).

IX. Next meeting:

- a. Friday, November 20th, 2020 at 1:00pm virtually via Zoom.

X. Executive Session – n/a

VIII. Adjournment – meeting adjourned at 3:27pm.