



## HAWAII STATE COMMISSION

ON THE STATUS OF WOMEN

Chair

JENNIFER STOTTER

Commissioners:

STACEY MONIZ

EDITH IGNACIO-NEUMILLER

ROSE MEDINA KEMNA

MELISSA SOTELO

Executive Director

LLASMIN CHAINE

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### HAWAI'I STATE COMMISSION ON THE STATUS OF WOMEN SPECIAL PUBLIC MEETING MONDAY, August 25, 2025, 3:30 P.M. Hybrid: In-Person & Virtual Meeting

Pursuant to Chapter 92, Hawai'i Revised Statutes, the Hawai'i State Commission on the Status of Women (Commission) plans to hold hybrid meetings in person and remotely by interactive conference technology, with Commission members and staff participating simultaneously online and in person. The public can view and listen to these live, hybrid meetings using the links below. Members of the public may also appear in person to view or provide testimony at the location indicated below.

**IN PERSON:** Leiopapa A Kamehameha, State Office Tower, 235 S Beretania St., Conference Room 405, Honolulu, HI 96813, 4th Floor.

**VIRTUAL:** Via Zoom. [Join Zoom Meeting](#), Meeting ID: 863 1348 9377  
Passcode: 746811.

Written and verbal testimony will be accepted. If you would like to submit written testimony, please email [dhs.hscsw@dhs.hawaii.gov](mailto:dhs.hscsw@dhs.hawaii.gov) or mail your testimony to 235 S. Beretania St #407, Honolulu, Hawai'i 96813. **Written testimony must be received by 8:00 a.m. Monday, August 18, 2025, to be included in the board packet which has to be posted no later than three full business days before the meeting.**

#### AGENDA

- I. PUBLIC NOTICE, CALL TO ORDER, ESTABLISHMENT OF QUORUM (2 minutes)
- II. PUBLIC COMMENT (5 minutes)
  - A. Public testimony on any item relevant to this agenda may be taken at this time, or a testifier may wait to testify at the time the agenda item is called for discussion. Pursuant to Section 92-3, Hawai'i Revised Statutes (HRS). Oral testifiers are limited to 2 minutes per person total.
  - B. Written testimony received, if any.
- III. ESTABLISH EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW TEMPLATE – For Discussion and Vote (20 minutes)
  - A. Public testimony

## **Executive Director: Hawai'i State Commission on the Status of Women**

### **Annual Performance Evaluation**

#### **1. Job Knowledge**

**Demonstrates an understanding of the role, relevant statutes (e.g., HRS Chapter 367), Commission policies, principles and practices of administration, and the current needs and problems of Hawaii's women and girls. Maintains awareness of national trends and brings best practices back to Hawaii.**

#### **2. Public Policy Advocacy**

**Researches, analyzes and tracks federal, state and county legislation, rules or regulations as to their impact on women and girls. Gathers statistical data on women and services. Drafts and presents testimony. Meets with elected/appointed officials. Cultivates working relationships with advocacy groups, organizations, and community partners. Participates in development of national position statements. Provides timely guidance and recommendations to the Commission.**

#### **3. Outreach & Education**

**Plans and directs Commission meetings, conferences, workshops and events. Develops educational publications, training materials, newsletters, and electronic communications including websites and social media. Engages in public speaking. Reaches out to women, to improve women's legal, economic, educational, vocational, and social status.**

#### **4. Team Leadership & Staff Development**

**Supervises support staff effectively. Provides technical guidance and consultative support. Performs personnel activities including hiring, evaluations, staff development and training. Fosters supportive environment and maintains staff morale.**

#### **5. Strategic Planning & Resource Management**

**Aligns Commission operations with statutory mandates and strategic priorities. Prepares budget requests and administers funds effectively. Writes and submits grant requests. Manages contracts and seeks partnership opportunities. Makes efficient use of resources.**

#### **6. Decision-Making Leadership**

**Identifies priorities, forms questions, collects information and makes decisions in a timely manner. Exercises good judgment in job responsibilities. Knows and uses appropriate lines of authority and refers matters to Commission Chair as appropriate. Performs work independently with creativity and initiative.**

## 7. Professionalism

**Operates at the highest level of integrity and maintains composure in difficult situations. Represents Commission professionally. Presents a positive and courteous attitude. Demonstrates commitment to improving the status of women and girls in Hawai'i.**

## 8. Commitment to the Commission

**Demonstrates full understanding of responsibility within the context of the Commission. Effectively implements all laws, policies and procedures. Supports the work of the Commission, including legislative representation. Keeps Commission members fully informed.**

## 9. Interagency & Community Coordination

**Effectively collaborates with County and University of Hawaii Committees, state and county departments, advocacy groups, healthcare providers, non-profit organizations, and private sector stakeholders. Coordinates communication networks and facilitates strategic planning. Serves effectively as delegate/alternate to the National Association of Commissions for Women.**

## 10. Organizational Efficiency & Innovation

**Improves workflow, processes, and use of technology to enhance Commission effectiveness. Prioritizes assignments to minimize crisis situations. Shows foresight to prevent potential problems. Proposes and reviews benchmarks to monitor progress and makes adjustments as needed.**

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### Rating Scale Guide:

**5 - Exceeds Expectations:** Performance consistently surpasses requirements and demonstrates exceptional achievement

**4 - Above Expectations:** Performance frequently exceeds requirements and shows strong achievement

**3 - Meets Expectations:** Performance consistently meets all requirements and demonstrates satisfactory achievement

**2 - Below Expectations:** Performance occasionally meets requirements but shows areas needing improvement

**1 - Does Not Meet Expectations:** Performance consistently falls short of requirements and needs significant improvement

- IV. ESTABLISH EXECUTIVE DIRECTOR SALARY TO START JULY 1, 2026 – For Discussion and Vote (20 minutes).
  - A. Public Testimony
- V. CONFIRM UPCOMING MEETING DATES and TIMES (11/17/25, 5/18/26: 11a-1p) and ESTABLISH FEBRUARY COMMISSION MEETING DAY and TIME – For Discussion and Action (5 minutes)
  - A. Public testimony
- VI. ADJOURNMENT (1 minute)

The Commission may elect to consult in [executive session pursuant to Section 92-5 Hawai'i Revised Statutes](#), on questions and issues pertaining to the evaluation, dismissal, or discipline of a Commission member or employee, and/or the Commission's powers, duties, privileges, immunities and liabilities.

The public meeting is accessible for individuals with disabilities. Auxiliary aids and services are available upon request by calling the Hawai'i State Commission on the Status of Women's office at (808) 586-5757, emailing [dhs.hscsw@dhs.hawaii.gov](mailto:dhs.hscsw@dhs.hawaii.gov), or dialing 711 to access [Hawai'i Relay Services](#). A request for an auxiliary aid or service should be made no later than four (4) working days prior to the public meeting (August 19, 2025). Upon request, this notice is available in alternate/accessible formats. Requests made as early as possible will allow additional time to fulfill your request. We will try to obtain the accommodation, but we cannot guarantee that the request will be fulfilled.