



# STATE ENVIRONMENTAL COUNCIL

DEPARTMENT OF HEALTH, STATE OF HAWAII  
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David Y. Ige  
Governor

Chairperson  
Puananionaona Thoene

Vice Chair  
Mary Begier

Members  
Roy Abe  
Stephanie Dunbar-Co  
Maka'ala Ka'aumoana  
I. Robin Kaye  
Keith Kawaoka (Acting)  
Theresita Kinnaman  
Robert Parsons  
Ron Terry  
Michael Tulang  
N. Mahina Tuteur

## MINUTES

Annual Report Committee Meeting  
State of Hawai'i, Environmental Council  
Tuesday, February 4, 2020, 11:30 AM – 12:00 PM  
No. 1 Capitol Building, Executive Office on Aging  
Room 410, 250 South Hotel Street, Honolulu, HI 96813

**MEMBERS IN ATTENDANCE:** Rob Parsons, Chair; Roy Abe, Robin Kaye, Tessie Kinnaman

**MEMBERS ABSENT:** Stephanie Dunbar-Co, vice-chair.

**OTHERS ATTENDING:** Bill Cooper, AG's Office

1. **Call to order, roll call and quorum, introductions.**  
Meeting was called to order at 11:33 AM.
2. **Review and approval of October 1, 2019 meeting minutes. Review and approval of January, 7, 2020 meeting minutes.**  
Review and approval of Oct. 1, 2019 minutes was deferred because copies of the minutes were not immediately on hand. January 7, 2020 meeting minutes were approved, with the word, "deferred," added to the end of the sentence under agenda item 2.
3. **Update on draft articles summarizing agency interviews, compilation of info for draft annual report, submission of courtesy letter noting delay of annual report.**  
Chair Parsons summarized current status of annual report and actions taken since the January meeting. Member Dunbar-Co's written summary of DLNR comments was shared. Members Kaye and Abe described their summaries of HTA and DOT, respectively. Chair Parsons suggested condensing the 8-page summary of the DOT report to something substantially shorter. Unsure who might design and format.
4. **Review of projected timeline and logistics to finalize 2019 Annual Report.**  
Chair Parsons offered a proposed timeline to complete the annual report:
  - 1) Compile summaries of 5 agencies that responded (DAGS, HTA, DOT, DOH, DLNR).
  - 2) Draft letters to each agency, asking them to review summaries for errors or omissions. Transmit to OEQC office and Chair Thoene by 2/7 so they may be formatted and sent by 2/10.
  - 3) Request agency response by 2/14 or 2/17 at the latest.
  - 4) Concurrently, EC Committee members to review 5 draft summaries and ascertain findings and commonalities. Complete by 2/14 or a/17 at the latest.
  - 5) Compile above findings with other report content and submit in simple Word format by 2/24, so it may be posted with agendas for March 3 meetings.
  - 6) Seek approval of content for 2019 Annual Report in March 3 meeting, and, once designed and formatted, ask OEQC to transmit electronically by March 15<sup>th</sup>.

5. **Other business and public input or testimony.**  
No public testimony was provided. Chair Parsons thanked member Kaye for communicating with the offices of Rep. Lowen and Sen. Gabbard to express the request for funding so that the Environmental Council can meet its statutory mandates.
6. **Next meeting date and agenda.**  
Next meeting tentatively scheduled for March 3, 2020.
7. **Adjournment.**  
Meeting was adjourned at 11:59 AM.

INDIVIDUALS REQUIRING SPECIAL ASSISTANCE OR AUXILIARY AIDS OR SERVICES (e.g., sign language interpreter, computer-assisted notetaking, wheel chair accessibility, or parking designated for the disabled) at the meeting, please contact the OEQC at least 72 Hours prior to the meeting at 808-586-4185 so that arrangements can be made.