

# STATE ENVIRONMENTAL COUNCIL

DEPARTMENT OF HEALTH, STATE OF HAWAII  
235 South Beretania Street, Suite 702, Honolulu, HI 96813

Phone: (808) 586-4185  
Email: oeqchawaii@doh.hawaii.gov

David Y. Ige  
Governor

Chairperson  
Puananihoa  
Thoene

Vice Chair  
Mary Begier

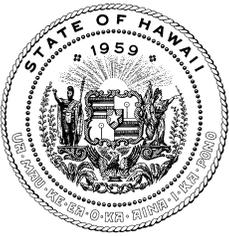
Members  
Roy Abe  
Stephanie Dunbar-Co  
Maka'ala Ka'auomoana  
Keith Kawaoka, *ex officio*  
I. Robin Kaye  
Theresita Kinnaman  
Robert Parsons  
Ron Terry  
Michael Tulang  
N. Mahina Tuteur

## AGENDA

Annual Report Committee Meeting  
State of Hawaii Environmental Council  
Tuesday, March 3, 2020, 11:30 AM – 12:00 PM  
No. 1 Capitol Building, Executive Office on Aging Room 410,  
250 South Hotel Street, Honolulu, HI 96813

1. Call to order, roll call and quorum, introductions.
2. Review and approval of October 1, 2019, meeting minutes. Review and approval of February, 4, 2020 meeting minutes.
3. Review of draft materials for annual report, with possible action to recommend, subject to edits, to full council.
4. Discussion of projected timeline and logistics to finalize 2019 Annual Report.
5. Other business and public input or testimony.
6. Next meeting date and agenda.
7. Adjournment.

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.



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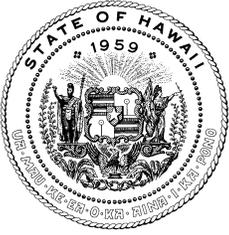
Annual Report Committee Meeting  
State of Hawai'i, Environmental Council  
Tuesday, October 1, 2019, 11:00 AM – 12:00 PM  
No. 1 Capitol Building, Executive Office on Aging  
Room 410, 250 S. Hotel St., Honolulu, HI 96813

## Minutes (draft)

Members Present: Rob Parsons (Chair), Roy Abe, Tessie Kinnaman  
Members Absent: Stephanie Dunbar-Co, Robin Kaye  
Public/Guests: Bill Cooper (Deputy AG), Les Segundo (OEQC)

- 1. Call to order, roll call and quorum, introductions.**  
Chair Parsons called the meeting to order at 11:14 AM with a quorum of 3 members.
- 2. Review and approval of July 2, 2019 and September 3, 2019 meeting minutes.**  
September 3 meeting minutes were approved without any edits (Kinnaman/Abe).  
Chair Parsons noted that July 2 meeting minutes were previously approved on 10/3,  
and that June 4 meeting minutes have yet to be drafted and approved.
- 3. Review of progress in compiling agency questions, drafting and sending letters.**  
Chair Parsons noted that Director Glenn indicated he has not yet sent Annual Report  
questions and letters to 6 agencies selected (DBEDT, HTA, DAGS, DOT, DOH, DLNR); but  
stated his intention to do so very soon. He noted enthusiasm over the process to agency  
liaisons that he has spoken with. Member Abe asked how much longer Director Glenn  
would remain with OEQC, and Chair Parsons replied that October 15<sup>th</sup> was his last day.  
Members noted that Annual Report would be discussed in full EC meeting, and options  
could be discussed on whom could conduct agency interviews in lieu of Director Glenn.  
Member Abe acknowledged relationships with DOH, and Chair Parsons noted he has  
worked with DLNR and also knew Mr. Keith Regan, second in charge at HTA. Member  
Abe noted DOT has 3 divisions, Highways, Harbors and Airports.
- 4. Discussion with Hawaii Green Growth representative on Aloha + Challenge  
dashboard measures and concept for draft summary to Annual Report.**  
Item was deferred to full council meeting, in order to accommodate attendance of  
Chelsea Harder of Hawaii Green Growth, per member Kinnaman's recommendation.
- 5. Discussion of necessary steps to compile, draft and complete Annual Report.**  
Members agreed to defer, pending Director Glenn's input at the full EC meeting. Chair  
Parsons noted the Annual Report is due on January 31, 2020. He suggested revising  
bios and member photos previously submitted. Hawaii Green Growth will be asked to  
submit a 2-3 page summary of the Aloha + Challenge dashboard of sustainability goals.  
Director Glenn and Chair Thoene are expected to submit reports.

6. **Review of projected timeline to compile and finalize 2019 Annual Report.**  
Members acknowledged that four months remain before the report deadline. Member Abe noted that if the Committee only got answers from 3 agencies, it might be enough. Chair Parsons noted that this report will likely set up the Council for subsequent years, And more agencies can be asked to contribute in the future, including County and Federal agencies and offices.
7. **Next meeting date and agenda.**  
Next committee meeting was tentatively set for November 5<sup>th</sup>, 11:00 AM.
8. **Adjournment.**  
Meeting was adjourned at 11:40AM.



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Maka'ala Ka'aumoana  
I. Robin Kaye  
Keith Kawaoka (Acting)  
Theresita Kinnaman  
Robert Parsons  
Ron Terry  
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## 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.

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