


STATE OF HAWAII

DEPARTMENT OF HAWAIIAN HOME LANDS

August 15-16, 2022

TO: Members, Hawaiian Homes Commission

FROM:  Jobie Masagatani, Executive Assistant
Office of the Chairman

SUBJECT: Plan to Address Prior Draft Meeting Minutes

RECOMMENDED MOTION/ACTION:

None. For information only.

DISCUSSION:

Hawaiian Homes Commission (HHC) meeting minutes are important historical documents to record the discussions, deliberations, and decisions of the Commission. Currently, there are several HHC meetings' minutes (from January 2016 to April 2019, various months) that are posted on the department's website but remain in draft form.

To rectify the situation, staff consulted with the Attorney General's office regarding a course of action to move the meeting minutes from draft to final form. While HRS § 92-9(a) requires in relevant part that the "written minutes shall give a true reflection of the matters discussed at the meeting and the views of the participants," the Sunshine Law does not require board approval of meeting minutes. To remain consistent with the Commission's practice of approving meeting minutes in order to be considered final, however, staff is recommending the following:

- (1) The draft minutes will be reviewed by me for accuracy, (as the presiding Chair at the time of the meeting) and provided to the Commission for review.
- (2) Prior to the Commission's acceptance of these minutes, a digital recording of the entire meeting will be available for Commissioners and a copy will be available on the website for review by the public.
- (3) After providing a reasonable amount of time for the Commission and public to confirm that the minutes are a true reflection of the matters discussed, Commission approval of the minutes will be requested.
- (4) Staff anticipate beginning this process with the September 2022 regular meeting of the Commission.