

**Maui County  
GRANTS REVIEW COMMITTEE MEETING**

Date: April 17, 2007

Place: Hospice Maui, 400 Mahalani Street, Wailuku, Hawaii 96793

Members

Present: Stephen Kealoha (Chair), Lee Stein (Co-Vice Chair),  
Kent Stewart (C-Vice Chair), Kenneth Rothman, Carl Shelton,  
Susan Bendon, Albert Nyberg, Cynthia Arruiza

Excused: Christina Paleka

Staff: Cindy Young, Deputy Corporation Counsel  
NaniLei Busby, Grants Management Clerk Typist

MINUTES

**I. Call to Order – 8:36 a.m.**

Before getting into the agenda Stephen asked if he could add an election of a new chairperson before the committee, since he is resigning. Cindy advised posting it to the next meeting's agenda.

**II. Approval of Minutes**

GRC Minutes of March 21, 2007 – deferred

**III. Old Business**

***A. Subcommittee Reports/Updates/Proposals***

Stephen announced that there were no items for consideration of approval, and items on the agenda were up for discussion only (items pertain to new grant review process the committee approved last month). Noting that everything to be discussed relating to the proposed grant review process is contingent upon the resolution of the items that were presented to the committee by the DHHC director in her letter of March 15, 2007.

**1. Updated milestone schedule**

Stephen mentioned that a lot of what is on the milestone schedule is dependant on how everything moves forward in the future. There should be a time assigned to getting the resolution of each item taken care of in order to move forward.

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**2. Panel leader consideration (spreadsheet)**

Stephen said that he put the spreadsheet together with the intent that if the committee were to move forward with the site visits of each agency, they could eliminate the amount of travel needed. Whether or not the committee ends up doing site visits, or the agencies attend hearings as previously done, it could be something to look at in terms of how to distribute the grant applications among the committee members.

Susan gave a an overview of what was talked about in previous meetings and touched upon what the committee has gone through to where things stood now regarding the grant review process... Unless the committee can address the items of concern mentioned in the letter from the DHHC director then none of the items up for discussion mean very much... She suggested addressing the concern of getting input from the Non-Profit Board of Directors regarding the proposed grant review process.

- ❖ Clarifying the roles and responsibilities of the committee was discussed.

Stephen suggested forming a subcommittee that would meet with the Grants Management Division with Corporation Counsel present so that it could be worked out.

After a lengthy discussion with input from Deputy Corporation Counsel Cindy Young, Al moved to form a subcommittee to discuss the roles and activities of the committee in relation to the Grants Management Division and to meet with DHHC and GMD personnel and Corporation Counsel. The subcommittee will consist of committee members Al, Lee and Carl.

- After another lengthy round of discussion Lee rephrased the motion and moved to form an investigating subcommittee consisting of herself, Al and Carl with the task of clarifying roles of the GRC in relation to the DHHC and GMD with Corporation Counsel present, with the ultimate goal of clarity and building collaboration. Kent seconded.
- After further discussion Lee restated the motion of creating an investigatory subcommittee composed of Lee, Al, and Carl with the task of clarifying roles and activities of the GRC in relation to DHHC and GMD, with the goal of clarity and collaboration with the assistance of Corporation Counsel on legal matters.
- Stephen called for a vote and the motion was carried.

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**3. Application and Evaluation form revisions.**

Kent, Lee and Al are on the subcommittee to review the grant application and evaluation forms. Kent reported that they worked their way through grant application packet, and that taking into consideration what the subcommittee had discussed, Wendy Stebbins and Ellen Pelissero had revised the grant application packet with revised guidelines, reports and forms.

Stephen asked if they were satisfied with their progress and the changes that were made.

Kent said that he would like to see shorter forms that allow agencies applying for small amounts of money to use shorter applications.

Stephen asked if that were discussed.

Kent said that it was, but their efforts where focused on trying to get a decent job done on the application packet.

- Stephen suggested that Kent's subcommittee along with the GMD set an agenda for a presentation of the revised grant application.... After some discussion he asked for a motion to put the new grant application packet and evaluation form on the agenda for June's meeting, along with the selection of a new chair person. Al moved. Kent seconded. Stephen called a vote and the motion was carried.
  
- ❖ After a short recess Susan motioned to form a subcommittee, consisting of her and Kent, with an invitation to the GMD, to go to the Maui Non-Profit Board of Directors for a presentation on the committee's proposed grant review process; and also, to extend an invitation to those non-profits who do not belong to the MNPD, but submit grants to the GMD, to also participate in the meeting, and if they cannot, that a secondary meeting be created for them. Al seconded.
  - After a lengthy discussion on how to proceed without putting undue pressure on anyone to get it done by a certain date Stephen called a vote to the motion which was carried by the committee.

**4. Grant Funding Allocation Process; Allocation Methodology; and Justification From**

Stephen suggested deferring these items to another time

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***B. Site Visit Reports – none***

**IV. Next Meeting**

Friday, June 22, 2007, 8:30-10:30 at Hospice Maui

**V. Announcements**

Before ending the meeting the committee members expressed their sincere appreciation to Stephen for all the work he has done for the committee, and regret in seeing him leave.

**VI. Adjournment – 10:35 a.m.**

Respectfully submitted by: NaniLei Busby, Grants Management Clerk Typist