

STATE COUNCIL ON MENTAL HEALTH (SCMH)
Behavioral Health Administration
Department of Health, State of Hawaii

Kinau Hale Conference Room, 1st Floor
March 10, 2020
9:00 a.m. – 11:30 a.m.

Members Present: **Dang, Cynthia; Knightsbridge, Christopher; Lau-James, Eileen; Macias, Alexandra; Martinez, Kai; Matayoshi, Carol; Nagao, Lani; Ries, Richard; Vorsino, Marie**

Members Absent:

Members Excused: **Crozier, Charleen; Crum, Louise; Jackson, Arwyn; Lino, Timothy; Pascual-Kestner, Rusnell; Shimabukuro, Scott; Souza, Chiree**

Guests Present: **Staff Attorney Lorna Aratani**

Staff Present: **Clarke, Judith; Hiraga-Nuccio, Madeleine; Keane, Greg; Nazareno, Jocelyn; Pangburn, Teresa; Tom, Trina**

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
I. Call to Order	Marie Vorsino, Chair, called the meeting to order at 9:15 a.m. Quorum was established at 10:39 a.m.	For information, only.	M. Vorsino, Chair	3/10/20
II. Consideration and Approval of Review Minutes	<ul style="list-style-type: none"> • The January 14, 2020 minutes were reviewed. • C. Dang recommended the minutes reflect that the Hawaii Island site experienced audio and visual difficulties during the meeting. • K. Martinez motioned to approve the minutes with the above amendment. E. Lau-James seconded the motion. 	<u>Action:</u> The January 14, 2020 minutes with an amendment were approved. Motion carried unanimously.	M. Vorsino, Chair	3/10/20
III. Community Input	No community input.			

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<p>IV. Office of Information Practices (OIP) Responds to State Council on Mental Health's Questions About the Sunshine Law</p>	<p>Staff Attorney, Lorna Aratani of the OIP, presented a PowerPoint on the Sunshine Law.</p> <p>What is the purpose for the Sunshine Law?</p> <ul style="list-style-type: none"> • To protect public's right to know. • It opens governmental process to public scrutiny and public participation. <p>Sunshine Law requires:</p> <ul style="list-style-type: none"> • Discussion, deliberations, and decisions must be conducted at a meeting. • Meetings must be open to the public unless an executive meeting is allowed. • Boards must accept testimony, provide notice, and keep minutes. • A quorum needs to be established for a meeting to start. • If there is no quorum the meeting can only proceed as an informational only meeting or be cancelled. • All visual aids or handouts need to be available to all council members in attendance at the meeting. • Multi-site meetings must have audio to maintain the meeting at all locations. <p>Board Business:</p> <ul style="list-style-type: none"> • Matters over which the board has supervision, control, jurisdiction, or advisory power that are before the board or reasonably anticipated to come before the board in the foreseeable future. • Topics cannot be discussed if it relates to the Board's business or future discussions of the Board's business. • There should be <u>no</u> discussion among Council Members on the board's business outside of the meeting through caucuses, polling, telephone calls, emails, or social media, and memos. • A board member can only represent the Council if approved by the membership. Otherwise, individuals would need to represent themselves as a community member when attending a public meeting, legislative hearing, or in giving testimony. <p>Permitted Interactions – Investigations Group (PIG)</p>	<p>For information, only.</p>	<p>L. Aratani</p>	<p>3/10/20</p>

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<ul style="list-style-type: none"> Focused Ideas for the Legislative PIG 	<p>M. Vorsino commented:</p> <ul style="list-style-type: none"> There is a need to have procedures built in the By-Laws and guidelines for the websites. There is also a need to have a person who would be able to maintain the website on a regular basis. A policy and procedure for the website is needed. The PIG will need to develop the policy and procedure and give it to the Council for approval. <p>This discussion was tabled until the next meeting.</p>			
VII. New Business	Discuss development of an individual on the Council who would be responsible for ensuring Sunshine Law and Robert's Rules of Order are followed.	<u>Action:</u> Agenda item tabled until next meeting.		
IX. Announcements	<ul style="list-style-type: none"> The 2020 Hawaii Addictions Conference is scheduled for Friday, April 17, 2020 at the Conference Center of the Queen's Medical Center. 	For information, only.	R. Ries, Chair	3/10/20
X. Future Agenda Items	<ul style="list-style-type: none"> Retreat Permitted Interaction Group to present its recommendation for the retreat venue. 	<u>Action:</u> E. Lau-James to send venue cost estimates to staff prior to the next meeting.		
XI. Adjournment	The meeting adjourned at 11:33 a.m.	For information, only.		
Electronic Mail Outs	<ul style="list-style-type: none"> State Council on Mental Health Agenda for March 10, 2020 State Council on Mental Health Draft Minutes for January 14, 2020 State Council Attendance Log 2020 2020 Elections of SCMH Officers (list of nominees) Office of Information Practices PowerPoint Presentation 	For information, only.		