

Meeting Minutes
 Kekaha Host Community Benefits Fund
Meeting No. 58
 Kekaha Neighborhood Center, Kekaha, Kauai, HI
 September 15, 2014
 Meeting Time: 6:00 pm – 9:00 pm

CAC Attendees Present: Chair, Bruce Pleas; Vice-Chair, Tony Ricci; Secretary; Evelyn Olores, Myra Elliott, Stan Lazaro and Big Boy Kupo Excused Absent: Robert Jackson and Thomas Nizo Non-Voting Members Present: Beth Tokioka and Yvonne Hosaka		
Agenda Item	Minutes	Action
I. Call To Order/Roll Call	Meeting Called to order by Chair Bruce Pleas. Evelyn Olores - Roll Call: Present: Bruce Pleas, Tony Ricci, Evelyn Olores, Myra Elliott and Big Boy Kupo Absent: Thomas Nizo and Robert Jackson	Meeting Called to order at 6:15 pm
II. Approval of Agenda	Big Boy moved to approve the agenda. Seconded by Myra Elliott. No discussion.	Motion to approve Agenda moved by and seconded by All in favor. Motion passed unanimously.
III. Approval of Minutes	Motion to approve minutes dated: 8-18-14 moved by Myra Elliott, seconded by Tony Ricci. No discussion	Motion to approve minutes dated 08/18/14 moved by Myra, seconded by Tony. All in favor. Motion passed unanimously
IV: Financial Report Bruce Pleas	Our Treasurer is not here tonight so I'll go over. So I'll go over our basic numbers at this point. Effective 07/01/2014, we received \$194,799.00 this fiscal year which brings our total to \$824,976.70 and the outstanding balance in grants of \$390,000.00 which makes available at this point at \$434,976.70 if all the grants are paid out.	
Bruce Pleas	So I'd be looking for a motion to receive.	Motion to receive moved by Myra Elliott, seconded by Tony Ricci. No further discussion. All in favor. Motion passed unanimously.
V: Public Testimony	Public testimony will be taken at this time and also anytime during the meeting. There be none, we'll move on to the next item.	
VI: New Business	i. Discussion and Possible Decision-Making for St. Theresa School, Pre-School Equipment Project.	
Bruce Pleas	Please come forward	
Mary Jean Buza-Sims	Good evening, my name is Mary Jean Buza-Sims, principal at St. Theresa School. As of the last meeting, there has been no change to the request for funds and our proposal is as stands. So, if you have any further questions, we'd be happy to answer them.	
Bruce Pleas	So I researched alternate lines and ended up basically with the same equipment that you were looking at.	
Mary Jean Buza-Sims	Yes and I'll have our pre-school teacher talk about that.	
Casey – STS Preschool Teacher	Hello, I am Casey. I researched other catalogs and yes some items are cheaper but you'll have several shipping costs which would be a lot more so it would still be cheaper to order from the original catalog. I also spoke with the manager from sports authority. They don't give discounts for school. What they do give is, you can sign up on line and they'll email coupons to you but it's not for specific items.	
Bruce Pleas	And, these preschool equipment would be available for local residents through the program that you mentioned regarding borrowing it. I don't really see much traffic in that myself, it seems like if you would loan that out there is a good chance it could be destroyed.	

Mary Jean Buza Sims	Well, one area where we loan it out would be at the 4 th of July celebration if there was a game booth that has children games because we've done that with our equipment from our carnival. People, boys and girls club borrowed equipment for their game booth. We would be willing to do that if we have it available. We have a process where they can sign up for it and then return it in the condition they got it, if not, they would have to replace the equipment.	
Casey	One more thing I wanted to add, we say for pre-school but it is also for all of the younger elementary students. The primary grades.	
Evelyn Olores	Hello. So we're going with the amount that you proposed?	
Casey	Yes.	
Evelyn Olores	So I'm glad to hear what you just last commented because I was going to ask you that question. I just wanted to make sure that the whole school would benefit from this playground equipment.	
Casey	Like we said at the last meeting, the middle school raised money through jump for heart fundraiser so they recently got equipment and it's a lot larger balls for the older students and they were so excited to have that but it's the younger kids that don't have equipment.	
Evelyn Olores	Ok. Thank you.	
Bruce Pleas	Ok. I'd me looking for a motion on the floor, either way.	
Tony Ricci	I make a motion that we accept and approve the proposal for the \$4,850.09. Seconded by Evelyn Olores	Motion to approve STS Pre-school playground equipment proposal moved by Tony Ricci, seconded by Evelyn Olores. No further discussion. All in favor. Motion passed unanimously.
Bruce Pleas	Ok. We will draft the letter of recommendation that will be sent to the Mayor.	
Mary Jean Buza Sims	I really appreciate it because our kids really don't have much to play with so the sooner the better and we can order the equipment as it may take as long as up to 5 weeks. Thank you so much. We really appreciate it.	
Bruce Pleas	I'd like to take a minute for personal privilege here. Thanks to Beth contacting me with Dr. Marty Downs, you may have noticed one of the yellow lifesaving tubes in front of St. Theresa and I hope you guys will babysit that and make sure that everybody, all the families in the school there know, a, we also put one down by Davidson's a little past, where everybody parks between there and big ditch in case there's.. You know?	
Mary Jean Buza Sims	Is that where the palm trees are? In that area?	
Bruce Pleas	Yours is directly in front of one of the pathways, that goes right to your palm trees right in front of St. Theresa	
Mary Jean Buza	Oh, ok. Great.	
Casey	Thank you very much. We really appreciate it.	
Bruce Pleas	\$4,850.09. Ok next is discussion, project update, Kekaha Solar, please come forward.	
VI. New Business	ii. Discussion, Project Proposal Update, Kekaha Solarize Project	
Garrett Agenda – Kekaha Solarize Project	Ok. So far we have 13 completed systems operating and we have 12 in various stages of completion and so far we've been billed for only 6 units from one of the contractors so we still ok and we are getting slight road blocks from various agencies within our system and I don't want to mention any particular one but without those stumbling blocks we would be a little bit further ahead but we're working on those stumbling blocks right now and Buddy will give you an update with a little bit more numbers.	

Buddy Ayudan – Kekaha Solarize Project	<p>From the funding from the County, um, excuse me, my name is Buddy Ayudan. The County funding for our project, um, we had a total of \$390,000.00 drawn up until this date. These are cash monies that was given to the project from the grant. We have it scheduled out in draws and up until now we have taken two draws and we had appropriation for our coordinator and the staffing. Um, also at one of our workshops um, at the Kekaha cafeteria here with the community, the contractors that came donated \$100 each from each of them to participate and be part of the project. On the disbursement side, administrative expenses, the insurance, our project coordinator and staff, office space, general miscellaneous for running the project right there our expense was \$36,254.83. Project disbursement to payment for grantees to our contractors, to date we have paid out only \$30,000.00. We have tons of bills coming in as the projects are getting completed and verified by us. Our balance as of today, we are holding \$324,145.17. I'm the treasurer so I see the exact penny. Um, besides this, getting to the topic where Garrett was explaining that we getting little bit setbacks in portions of the budget. Um, right now our finance side, like I was saying, we're not paying out a penny until we are guaranteed and sure that the grantees are comfortable with what was done at the home with the contractor and the contractor comes up with the proper paperwork. So, I know it seems like we're holding on to a lot of money, but we're not gonna pay until I satisfied either. A, besides that, we are having slight problems with the steps in the process. Like anyone here, if you went and did permitting process and you had to work with KIUC, their staff levels are at a standstill where we're not the only ones doing work so they have minimal staff, there's been a lot of cutbacks on all the operations to a lot of private industry and our County and State government so we understand this. It's getting a little bit frustrating but like anything else, as all part of life so we bearing with it, we getting some help in there um, everything is done mostly electronic today and I'm still old school, I still write um out one by one and I can see how some of the stuff can get curtailed but still then, we cannot tell the private sectors, we cannot tell the County and the State how for maintain workforce so for us, little bit slow process. By the way, tomorrow night we'll be having a community meeting with the grantees to re-verify some of the opportunities, you guys all invited. I'm sorry, today is Monday, on Wednesday, the 17th at 6 pm. It's a public meeting, but we invited all the grantees just to get them a little bit more settled in because of the fact that we getting little bit stumbling blocks and some of them might be wondering what happened but um the contractors have a done their leg work. They committed all the recipients to the contracts and the timely fashion to do the work on the premises. We've had some setbacks with some of the contractors because a, like what we said, we opened it up to whoever the grantee wanted, they could have them be their contracted so it's a little bit different if they wasn't there when we first started but they coming through. We have 2 or 3 outside contractors that are doing some of the work too. Um, but we invited the County, the Mayor, Beth, we invited anybody on the CAC board and it's not like when we first started where there might be a conflict of interest and it shouldn't be like that, this is a community and even though you guys on the board, there shouldn't be conflicts. You guys part of the community. So, it's something, let's put it this way, as long as you doing something good for the community. Anything. I remember when I went to Myra's house once, I was giving away the light bulbs and I told you there was going to be a meeting and you said, oh I don't think I should go because I on the board. I wasn't putting you in that position and I knew that you knew that too it's just that, we were all new to it too at that time. So for now um, I hope our financial report was up to what you guys looking at and um, if anything, you guys can give us a call if something pops up. I think Mr. Patrick had some things.</p>
Patrick Pereira	No. I don't have anything.
Buddy Ayudan	Ok. Any questions?
Bruce Pleas	Yes. Um, on your profit and loss and also on the exhibit "d", you have accounting compliance done \$33,750 for contract services could you explain who it went to?
Buddy Ayudan	What did you look at?
Bruce Pleas	It's on your profit and loss, under contract services, it's an expense 62100 \$33,750.00
Buddy Ayudan	Ok. Those fundings go to the coordinator that we were um, we didn't want to get and we paid them to curbtail all the projects templating and all the advisory and they also staffed one person.
Bruce Pleas	So, in our discussions in the beginning, that was the pro-bono services

Buddy Ayudan	No. The pro-bono services was only done by Robyn Danner and us but the coordinator, the coordination portion, we had to go and get a coordinator so Napali Wood, he runs that portion of the operation. We send him every single voucher, we send him all receipts every week, all the disbursements and he everything and he mandates that we do it in one certain fashion and he does all the reports.
Bruce Pleas	I was just wondering where that expense came from and where it went.
Garrett Agena	I guess because it was such a big amount, the County wouldn't allow us to do it pro-bono.
Bruce Pleas	I was just looking to see if pro-bono ended up to be free because I was just gonna have to change connotations in future projects.
Garrett Agena	I guess on the smaller projects, you don't have a problem. It's the bigger ones I guess they get scared when they see the amounts and they want to make sure they can police it.
Bruce Pleas	And I just wanted to make sure that what was presented to us was pro-bono.
Garrett Agena	Oh yea, well I don't have a new Cadillac yet so yea.
Bruce Pleas	And I just wanted to make sure I understood where this was going so now I understand that you have a coordinator who checks all of your paperwork and went through all of that.
Garrett Agena	He's got more forms than forms. It's good though. It's not anybody's money so we want to account for every penny.
Buddy Ayudan	When we first had to get all this done, they flew in from Oahu and our physical sponsor, E ola mau, Solarize Kekaha set up everything and we all have agreements with each other.
Bruce Pleas	Ok. That's all I have. Anymore questions?
Evelyn Olores	Who's this person? Can I have his name.
Buddy Ayudan	Napali Woode. I can give you his address and everything.
Garrett Agena	There's a company name.
Buddy Ayudan	He's with Counsel for Native Hawaiian Advancement. He's the Senior Vice President. They are out of Kapolei in Oahu.
Bruce Pleas	Do you have a breakdown for his charges for \$33,000. If you could include that in the next quarterly report so that we have some idea of what the \$33,000 goes for. So we have it available in case someone asks from the public.
Buddy Ayudan	On our side of the picture. We the only one that had to do this. You should know. You get all the reports. So if you asking us for one breakdown, you got breakdowns like this before? I like know because it might help me to show you how the breakdowns are from our side.
Yvonne Hosaka	I believe we've had a couple of the grants before that provided detailed financial reports that went to Nalani who gets all of the invoices and you have to remember that your grant is a very large grant.
	The reason I'm asking this, we have given the County this breakdowns and we have given E Ola Mau this breakdowns. We have not given it to you folks because we felt you guys work under the County and they gave you a copy. That's the only reason I'm asking.
Bruce Pleas	So you have already provided that to the County?
Buddy Ayudan	I did.
Bruce Pleas	Ok. Yvonne can you request a copy of that from the County?
Yvonne Hosaka	Ok. I will double check with Nalani. She normally provides everything to us but I'll double check.

Buddy	I wasn't aware see I thought when they asked us, I gave them the report and I no more you're phone number so I don't know how to get in touch with you.
Bruce Pleas	Well, everything we request, send to Yvonne and she distributes to us because all I have here is exhibit d, which has \$33,7 no breakdown; a progress report form which is exhibit b and a balance sheet all as of June 30 2014 and solarize profit and loss through June 2014 so that's all the information I have so that's why I requested and we'll have Yvonne get it from the County.
Beth Tokioka	We'll ask Nalani, we'll just tell Nalani that in the future, for this one and in the future we want that line item itemized, itemized expenses for that and so we'll get it for this one and if we don't have it and then in future reports we'll ask just for that particular item to be itemized so we'll know what the various components are.
Bruce Pleas	I think for myself, anything \$10,000 and above, it would be nice to have it itemized so that the community has access to how the monies were spent in case somebody asks.
Buddy Ayudan	Ok.
Mary Jean Buza-Sims	St. Theresa Photovoltaic Project was about \$50,000, we didn't hire a project manager. We had a volunteer project manager which was a parent who had been or had done work in this area so we didn't itemize what his cost would be because there was no cost incurred so it would've been a place where we would have had to itemize if we had hired a project manager for our project.
Bruce Pleas	Ok. Any other questions, discussions. If not, thank you very much. Ok. Next item on the agenda.
VI. New Business	iii. Discussion, Project Proposal Update, St. Theresa School Photovoltaic Project, Scholarship Program.
Mary Jean Buza-Sims	I apologize, at this time I don't have a written report prepared but I will for the next period but we do have a process in place already that we will use for this photovoltaic scholarship. Right now, it's been so hot that I know we're producing maximum energy but it was really up and down, spiking almost all year until June when it started getting really hot here but hopefully we'll have a good end of the year report and we'll know how much money there is so we can start looking at what the awards will be for those Kekaha students who want to attend next school year. We could even do it, if we know, if we students who want to come in January, half of the school year, we could have some funds available then but we're looking at doing the awards for the 2015-16 school year so I'll have a written process to present at the next reporting period.
Bruce Pleas	Ok. So you have not distributed any this year?
Mary Jean Buza-Sims	No.
Bruce Pleas	Ok. So, I would appreciate a copy of your process.
Mary Jean Buza-Sims	Yes and we'll also have a copy of what we've generated because we won't know until December. That will be our year end. Ok?
Bruce Pleas	Ok. Thank you. Any other questions?
Myra Elliott	Refresh my memory? When did it become operational?
Mary Jean Buza-Sims	December.
Myra Elliott	Ok. Thank you
Bruce Pleas	Ok. Next Item, future agenda items. What do we have in place for our next meeting which will be October 20, 2014.
Yvonne Hosaka	Yes. We are set for the 3 rd Monday of each month. We will possibly have on the agenda, Ke Kula Niihau Food Service Project and Wai wai Waiawa Project. I spoke with Tia and they have not yet gone to Kona and are hoping to do so before the next meeting, and we are waiting for the meeting date with DHHL for the Waiawa Project.

Bruce Pleas	And it's been so long since we've really covered any other items and like I said I'm really foggy tonight, So I can't think of a list that we had.	
Yvonne Hosaka	I think what we had pending was the equipment form which the County provided some clarification for us. Other than that, I cannot think of anything else.	
Bruce Pleas	Ok, I'd like a report from Thomas Nizo on the status of the video equipment. I'd like for these meetings to be recorded and put on our website. He's the most qualified person to make that determination on the status of that equipment. Anybody else who would like to request an agenda item on the calendar please contact Yvonne 10 days prior to the next meeting so she can add that on there.	
Mary Jean Buza Sims	I have a question. What is the anticipated date for the completion of this funding cycle?	
Yvonne Hosaka	There really isn't an anticipated date. We have two project proposals left that have moved forward to the next process step for award determination. Hopefully by May or June we start the next funding cycle after the completion of these two pending proposals.	
Bruce Pleas	At this time, I think the CAC have to finish these two that we have and then we have to go over and review forms so maybe February or so. I don't want to rush anything. Get us settled in and then start over again with the workshops. I really would like to see more smaller grants come through that could use the help if they need the help but we'll do the same thing as we did this cycle with workshops and take the time to put it together so I would say that we would be looking at between February and June I hope.	
Yvonne Hosaka	I believe we started the workshops in February so we are pretty much on track. There were some big projects so you all need the time to make decisions.	
Bruce Pleas	We're looking at a balance of about \$400,000 and we have two projects left that are about \$100,000 so we're looking at this point, \$300,000 kitty left and it all depends on what comes in next year.	
Yvonne Hosaka	And this is just a thought. The CAC could always change the criteria if you're looking at awarding smaller grants then you could put a cap on what they could apply for.	
Bruce Pleas	So we can see what comes up and the interest. I would like to finalize these last two and then internalize and then come back and start the funding cycle again because we put all our other work off to the side while we're doing these grants. Ok. So no other future items. Final Roll Call	
VII. Final Roll Call	Evelyn Olores. Reports 6 members present. Moved to adjourn	Evelyn moved to adjourn. Seconded by Myra Elliott. All in Favor.
6:57 pm	Meeting adjourned	

Drafted by: _____

Yvonne Hosaka, CAC Facilitator

Submitted by: _____

Evelyn Olores, Secretary

Reviewed and Approved by: _____

Bruce Pleas, Chair

() Approved as is

() Approved with amendments

See minutes of _____ meeting.