

Meeting Minutes
 Kekaha Host Community Benefits Fund
Meeting No. 59
 Kekaha Neighborhood Center, Kekaha, Kauai, HI
 October 20, 2014
 Meeting Time: 6:00 pm – 9:00 pm

CAC Attendees Present: Chair, Bruce Pleas; Vice-Chair, Tony Ricci; Secretary; Evelyn Olores, Stan Lazaro, Thomas Nizo and Big Boy Kupo Excused Absent: Robert Jackson and Myra Elliott Non-Voting Members Present: Nalani Brun 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, Stan Lazaro, Thomas Nizo and Big Boy Kupo Absent: Myra Elliott and Robert Jackson	Meeting Called to order at 6:25 pm
II. Approval of Agenda	Stan Lazaro moved to approve the agenda. Seconded by Thomas Nizo. No discussion.	Motion to approve Agenda moved by Stan Lazaro and seconded by Thomas Nizo. No discussion. All in favor. Motion passed unanimously.
III. Approval of Minutes	Motion to approve minutes dated: 9-15-14 moved by Big Boy, seconded by Evelyn Olores. No discussion	Motion to approve minutes dated 08/18/14 moved by Big Boy, seconded by Evelyn. No discussion. All in favor. Motion passed unanimously
IV: Financial Report Bruce Pleas	As of now, 09/08/14 is \$824,976.70. Outstanding is \$390,000.00 which is a balance available for funding \$434,976.70. Looking for a motion to receive the financial report.	
	Motion to receive financial report moved by Tony Ricci, seconded by Big Boy Kupo. No discussion	Motion to receive moved by Tony Ricci, seconded by Big Boy Kupo. No further discussion. All in favor. Motion passed unanimously.
V: Public Testimony	At this time, we can take Public testimony on any of the agenda items and any time during the proceedings, you may come forward. Just raise your hand. Ok. There be none. Next item on the agenda.	
VI: Unfinished Business	a. Status report by Thomas Nizo on condition of Video Equipment returned from Rainbow Road Crew.	
Thomas Nizo	So as far as the video equipment, we took the macbook pro to the Mac Store and the Rainbow Road Crew said it wasn't under warranty. I brought it back and asked them about it and then they did fix it under warranty so Yvonne picked it up and it's in her possession but I have the plug because I forgot to give them the plug. As far as the hard drive. We hooked it up and looked at it and it's good to go. There are some files that belong to Rainbow Road Crew so I don't know what you want to do with the files. As far as the camera, did we get the purchase order of what they actually ordered? The only reason why I'm asking is for me, it's hard to believe that they bought the camera that they returned to us with the money that they said they spent so I'm just questioning if that was the camera that they purchased with the grant funds or not because I wouldn't have bought that camera. I'm just saying. So I would just have to see the invoice of what they paid for that camera to match it up with the camera they gave back. Other than that, that's it	
Bruce Pleas	Do we have that information?	
Yvonne Hosaka	Nalani will check her records and then I'll forward out to all of you.	

Bruce Pleas	Ok.
Thomas Nizo	And then after that, that's the only other thing. I didn't get to test the Macbook Pro because it didn't turn on so I don't know if Yvonne had a chance to do some runs on it. I can give it back to the CAC to store it if you guys want. That camera, I wouldn't have any use for it. That camera isn't up to speed to where that's what I would use so I wouldn't want to hold on to it. If there's a place that the CAC can store it
Bruce Pleas	So basically from what I understand, there's still some files on the hard drive and we still have to test the Mac Book Pro so I would suggest that when you test the MacBook, if you can save the files on a stick or something and return the files to Rainbow Road Crew.
Thomas Nizo	Maybe I should ask them for an external hard drive because its big raw files that they have on there. I think the hard drive that they have on there, that we have now in my possession is a 1TB and I think that it's 80% full so it's not something that I can just throw on that.
Bruce Pleas	Ok. So maybe Yvonne you can send a letter to them and get a response if they want the hard drive information back and if they say no then we'll dispose of it and if they want it then they can supply the external hard drive to that.
Thomas Nizo	Then the other thing is I guess you can give me back that mac book pro and we can run some of our editing projects on that mac book pro because they bought it with certain programs right like the adobe suite and I think they were going to buy that whole suite so if it's still on there and if its functioning right, we can test our footages from the theater to make sure it runs ok. Whenever you have time, just bring it and then I can give it back to you.
Yvonne Hosaka	Ok. I didn't check any of the programs. I had to reset the password so, I'll get that to you.
Bruce Pleas	Yvonne, is that Mac Book usable for the CAC work because I believe you're using your own private one?
Yvonne Hosaka	Yes. I would probably have to download some office compatible programs. It would be good to download all of the HCB files on there and that way if there is another facilitator, the computer can be passed on to that person and it'll have all of the HCB files.
Bruce Pleas	Ok. I'm just looking for a use for it. My original idea for a use for it was for the camera was to video these meetings and have it available on the website. Have you looked into that as a possibility?
Thomas Nizo	Well for something that simple, yes, that camera is good for that.
Bruce Pleas	Ok. Could you look into that and see what it would entail and what the cost would be to set that up for these meetings here and get that information to Yvonne and to us so that we would have some idea so we can make some forward progress on getting a camera here and having the meetings recorded and on the website and also, I think it would be a good idea to switch over to that Mac Book so that the CAC has its own computer instead of Yvonne using her own so in case we have a change over in personnel it could be just handed over. And I'm also interested on the camera and if that is the one we paid for.
Thomas Nizo	Ok
Bruce Pleas	Ok. Anymore discussion. Ok. Thank you Thomas. Ok. New Business.
New Business	a. Discussion. Detailed progress report. Kekaha Solarize Project.
Bruce Pleas	There is no representative here so I'll just open up discussion to the floor.
Jose Bulatao	Good evening. Jose Bulatao, Kekaha resident. I was not able to come to the last two meetings that you held here in September but through the grapevine I heard that the requests raised about the disbursements of funding that was allocated to the Solarize Kekaha project and the chair did ask for a detailed financial report which I think that was the correct thing to do because it is such a noteworthy project that could be so beneficial to the community residents and I am looking forward to that detailed report as it may be because there needs to be some accountability of the purposes of intent of allocating how much funding will go to each household and how much funding may go to the accounting report of how the money is being expended because that was the point of clarification that I think needed to be forthcoming. At the same time, I'm also concerned about the extent of which there have been shifts in the fiscal responsibilities that were assigned to E Ola Mau Naleo o Kekaha and during the time that I was

	<p>a member of the Kekaha HCBCAC I directly recused myself from any discussion or participation of anything that had to do with this project because I served in the capacity of an advisor to E Ola Mau Naleo o Kekaha and did not want to have any influence in terms of my participation of the project. But not that I no longer serve as an advisor to E Ola Mau Naleo o Kekaha, I'm asking this question really as a resident of Kekaha. Again, correct me if I'm wrong, my last understanding of the anticipated allocation for each household was \$5,000.00 and if any additional expenses were to be incurred would be the responsibility of each individual household which is fine. I'm concerned however, in the shift of the fiscal responsibility that was approved by the CAC to have been E Ola Mau because Solarize Kekaha was not a 501c3 at the time that this proposal was made. At some further point in time that they did become credentialed as a 501c3 entity, there was no formal shift in where the responsibility lies in terms of who should be accountable and who should be presenting the reports either to the CAC or to the County because these are public funds that need to be transparent in terms of the way disbursements are being made and I am hoping that you folks will follow this with a great deal of transparency, clarity and accountability and I am looking forward to your future meeting to see if this is done correctly.</p>
Bruce Pleas	<p>Ok. So basically, you're saying that E Ola Mau is no longer the fiscal sponsor and there's a different fiscal sponsor now?</p>
Jose Bulatao	<p>From what I was told, when the check was written out to E Ola Mau and Nalani can correct me if I'm wrong about this, the check was either turned over directly to Solarize Kekaha period and I don't know whether or not that CAC was informed that there was a shift in fiscal responsibility that was assigned to E Ola Mau at the time this project was approved and to have that shift occur without the knowledge or approval of the CAC is not an appropriate step to be taken.</p>
Bruce Pleas	<p>So on the current Solarize Kekaha grant, who is listed as the fiscal sponsor at this point.</p>
Nalani Brun	<p>So the listed fiscal sponsor is E Ola Mau Naleo O Kekaha and typically what happens is we work directly with E Ola Mau. E Ola Mau turns around and works directly with Solarize Kekaha. When we ask for reports, I was going through Mary Buza Sims to get the reports which she was turning me over to Solarize Kekaha so I just need the report from someone although it is unusual to have it go in that direction but it worked and I mean it was working and so at this point, the only way we can cut checks is through the fiscal sponsor so it will always go through E Ola Mau and really, the tricky part is E Ola Mau has to take the lead and control those finances and we've talked to Mary about that and how she really has to be careful with that money and make sure it goes in and out because she is ultimately responsible for the fund.</p>
Jose Bulatao	<p>Yes I can see the point that the County is making and I totally agree with that accountability factor and the process that is not being carefully monitored not on the part of the County, this is not the County's fault and not on the part of the CAC because it is not your fault but what is happening internally between E Ola Mau and Solarize Kekaha there is no monitoring except of the mere turning over of the check from E Ola Mau to Solarize Kekaha. Now, I'm not sure what the report was in terms of the accounting of who is getting what because it say's that \$156,000.00 has already been allocated. Are you folks aware of how many houses have been completed their arrangement with Solarize Kekaha because the feedback that I'm getting is that 12 were completed, 13 are in the pipeline. That's a total of 25 houses and yet there are 40 houses. So there are 15 more? So that's what the 3 quarters of a million dollars is going to be spent for? I don't think so. I think it needs to be carefully monitored and checked and that's all I'm concerned about</p>
Bruce Pleas	<p>Ok. We have no update on this September 25, 2014 document that we received that I don't know if you have a copy of.</p>
Jose Bulatao	<p>And that copy came from where Bruce?</p>
Bruce Pleas	<p>This is from Dennis and Garrett. It's a special supplemental financial report .</p>
Jose Bulatao	<p>Which comes from Solarize Kekaha. Not from E Ola Mau Naleo o Kekaha</p>
Bruce Pleas	<p>No. It has a pretty detailed report about where they've spent their money at this point but there is no update as to how many houses are done and I believe the last time they were here, they had 6 completed and 12 working on and now I hear, there's more. The main thing I asked for was under the project administration and I asked for a breakdown for that and please give Jose a copy of this, but I asked for a breakdown because what I was concerned about because everything else is pretty cut and</p>

	dry, \$5,000 per house, \$75.00 per month for their location, but I was pretty much concerned about their project administration and specifically asked for and we got a whole bunch of feel good stuff about what they're doing but they're putting out \$5,625.00 per month for the project administrator and it says all what they do. What I'm really interested in is for this \$5,625.00 per month, how many hours has been put in by these people and what was spent on materials and everything because I'm looking at \$5,625.00 per month, they could hire me and have 40 hours because \$5,625.00 per month is a lot of money and that's what I'm interested in. I wanted that for the community so that they would know how many hours they are getting out of work for this money that's putting out and that's what I still want to know that. I want the specifics. People that are running Solarize Kekaha are very good doing what they're doing. They know where every dollar has gone and what's going so I am going to ask again for the information. The county has the information but they don't have the information that I'm asking for. I want to know where that \$5,625.00 is going. Where the breakdown where that's going. Is that for 10 hours of work, 40 hours of work per month and \$350.00 in paper, \$450 in gas. I really want a breakdown on project administration because I think the community really needs to know what that is. I'm just asking for a breakdown in the project administration and I'm still looking for that.
Jose Bulatao	Is the project administrator you talking about the \$67,500 on the first page?
Bruce Pleas	That's \$67,000, this is the CAC and County of Kauai, approved the budget as follows and there was 8% for project administration. I wasn't happy on that. It was basically put out that that was needed to make this project run and somebody had to do it. I just want to know where it's being spent. I just don't like saying your \$5,625 a month and then say they're doing just managing fiscal reporting and compliance activities including reconciliation of all grant records, bank records revenues and expenditures. Great, but how many hours have they spent on it. Now that's all I want. The community can actually come and look at it and say, ok. Fine. They have spent 50 hours this month on it and they have done this and done that. I'm not gonna grumble and moan about what they did it on. I just want the information so that the community has it. They break it down. Project administration. Six months professional fees, \$5,625.00 per month covering accounting, compliance, administration, office staff and deliver services. Well I want to know how many hours they've spent and where the money went. That's all I'm asking.
Jose Bulatao	Well also on page 3, the project administration, \$67,500. They've already spent \$33,550.00
Bruce Pleas	Yes.
Jose Bulatao	And then they're anticipating spending equal amount but they don't say what it's being spent on.
Bruce Pleas	That's all I wanna know. I don't want to grumble about it. I just want to know what it's being spent on. So if he's making \$200.00 an hour, I think I might go and get me degree and get hired for that.
Jose Bulatao	And in light of the fact, we did point out to them when they were considering going through with this project that if they were looking for a space to place all of their materials that there is an office here that is a storage that they could possibly have used and this is a County building and didn't have to pay anything for that if the arrangement was made and so I don't know whether or not something like that is being spent or where they are presently keeping all of their papers so those are the things that need to be accounted for.
Bruce Pleas	Yea, they were aware of that. That's kind of a cubbyhole in here that's full of stuff from what I see and we discussed it and at \$75 a month for a space down there that at least in my mind, it's a pretty good deal.
Jose Bulatao	But where's the \$75.00 a month report on this?
Bruce Pleas	What was approved was, the \$900 and they spent \$225.00 so it is there. I'm just looking for the project administration breakdown. Thank you for your points.
Yvonne Hosaka	We'll put in another request for all of those things through Nalani.
Bruce Pleas	And you know, I'm not here to nick-pick or go through the numbers, it's just that that amount of money needs to be quantified for the community. That's how at least I feel it should be. If it was just \$3,000, .5% of the money but we're talking about 8%, \$67,000 which is actually 13.5 solar projects on homes

	here and that makes a dent in my mind.
Thomas Nizo	Oh yea, I mean if you're trying to get the bang for your buck. I make a little more than that and I run maybe 16 projects in a whole year so that's why, if you're only running one project at \$67,000 and at work I run 16 to 20 projects a year and that's a whole year.
Bruce Pleas	That's why I'm asking. If they're having someone there 40 hours a week, you know, 4 weeks out of the month then.
Thomas Nizo	That's not 40 hours a week if that person is not here to give that report tonight.
Big Boy Kubo	I'd like to make a comment about that. When Garrett gave his report at our last meeting, at the very end, he mentioned that if there was anything in particular that this committee needed to know, to let them know. For Jose, I understand where he coming from. But so that we don't prolong this meeting, we don't have to do all this explanation, let's get the feedback from the Solarize committee and then give all this information but not to discuss at one meeting . Just get to the point, answer the man and bring this up at the next meeting.
Bruce Pleas	Ok. Thank you. Anymore discussion? Ok. Next item. Ke Kula Niihau School Food Service Project.
New Business	b. Discussion and possible decision-making, Ke Kula Niihau o Kekaha Food Service Project.
Bruce Pleas	Before we discuss, is there anyone that would like to come forward?
Tia Koerte	Aloha, I am Tia Koerte from Ke Kula Niihau o Kekaha School. So in front of you this evening, there were a few handouts. One of which were the follow up questions asked of us from the last meeting we attended. We tried to touch on and give the best information that we could there. We have a sample calendar some of the meals that Hoku has provided our students and staff thus far. A detailed quote from Bargreen and Eliison of kitchen equipment that we would need and lastly, a support letter from Chris out at Kona Pacific. Do you have any questions?
Big Boy	I have a question. Tia. On you folks calendar on the very top it says puakahi, pualua, excuse my Hawaiian but I really don't know what all that means.
Tia Koerte	Oh. I'm sorry. This was September 2014 calendar, Puakahi, Pualua are just the days of the week. Kalamai. The first Monday of September we had fruit cocktail for snack because we also provide a healthy snack every day for recess and then the lunch that was served right below that.
Big Boy	So the very first week, you got seven days up here.
Tia Koerte	Oh, it's up to pualima. What Hoku did was just put an asterisk that every meal is served with one cup of 2% of milk and Hapa rice.
Big Boy	Ok. Thank you.
Bruce Pleas	So I see you came within your proposed budget for your kitchen utensils and you're still looking for a two year grant or a one year grant?
Tia Koerte	Well the bulk of it would be for this year to get all the kitchen equipment but if we could do a two year grant, that would be good.
Bruce Pleas	And all the numbers for the grant are still the same as was presented in your original proposal?
Tia Koerte	Correct.
Tony Ricci	Can you read those grant numbers? Do you have those totals?
Tia Koerte	On the original proposal?
Tony Ricci	Yes.

Tia Koerte	Ok. Food service manager, \$31,500; Kitchen equipment \$15,000; Inventory system and software, \$1000; garden equipment \$8,000; food service program supplies \$1000; plant materials, \$3,500; garden supplies \$2,000; Malama Kauai, \$7,500; and food safety and certification training \$1,200. Grand total of \$70,700 for year one. Year two – Food service manager, \$31,500; gardening equipment, \$1,500; Kitchen equipment \$10,000 and my paper cut off at that point.
Bruce Pleas	Where did you end up at?
Tia Koerte	Kitchen equipment
Bruce Pleas	Ok. Then it's food service supplies at \$1,000; plant materials \$1,000; garden supplies, \$1,500; and Malama Kauai, \$7,500.
Tony Ricci	\$54,000?
Bruce Pleas	Yes. Comes a total of \$124,000
Tony Ricci	So, the second year is where you're planning on buying more kitchen equipment?
Tia Koerte	The poi mill. That's where we decided to put that in.
Tony Ricci	Ok. So, well right here it says warmers, etc. So Poi Mill.
Bruce Pleas	Because you have the poi mill listed in the first year.
Tia Koerte	Yes because we would have gone over budget so we moved it to year two.
Bruce Pleas	And from what I read in your list, are you picking up some warmers and container boxes because you kinda switched those two around?
Tia Koerte	Right. We could make an adjustment to that. We initially wanted to pick up a poi mill this year but realized we still needed to plant the Kalo anyways so it really would be useful in year 1.
Tony Ricci	So you're gonna swap some of the stuff that you were planning on getting later.
Tia Koerte	Yes. Right and we may not need that.
Tony Ricci	Ok. So the \$70,700 still the number or are you still budgeting in the \$15,000 and the poi mill is coming in later? Or is that changing?
Keoni Kealoha	Aloha. Keoni Kealoha for the record. I think that Tia submitted an updated budget and everything comes in at around \$15,000 so realizing that a lot of those seemed to have been more essential items for doing near term food service for the children whereas the poi mill could then shift into year 2. We'd be planting Kalo now and then in about 10 to 12 or 14 months, we'd be ready for that so then would be a good time to purchase the poi mill.
Tony Ricci	Ok so the list right here is showing your material list for the first year? Are you folks a 501c3? C7? C7, correct?
Tia Koerte	Yea. We're not a 501c3.
Tony Ricci	Are you able to get away from your excise tax on your equipment? Are you buying it through, ordering it through a local vendor?
Tia Koerte	Bar Green Ellison. Everything on this list is from them. They are a local vendor here on the island.
Tony Ricci	Ok. Cause you should see because you should get it tax free which should save you \$500. You shouldn't have to pay the excise tax.

Tia Koerte	Ok.
Tony Ricci	Ok. So if your equipment budget comes in at around \$13,000, \$13,700 number, that's when you're gonna transfer towards the 2 nd year equipment allocation or are you just going to try to hit up your \$15,000 and buy other stuff that you know you're gonna need?
Tia Koerte	Well we did put together a wish list and I apologize that I didn't get you that one but there were a few items there that weren't needed but would've been nice to get so some of those items included and I have a similar printout of that. So some of that included like tomato dicer that would kind of speed up the process, again, it's not a need because we can cut the tomatoes but it'll expedite the work.
Tony Ricci	It is a need.
Tia Koerte	So we could add some of those there. We also had a Silvertine milk dispenser currently we are serving milk out of gallons and what we do is put the milk in a bowl with ice in it and then the students pour it in cups so getting a milk dispenser, it would plugged in and always refrigerated and they'll just come and it's easier then carrying a gallon of milk.
Tony Ricci	The 5 gallon type bag system on the milk? It's also economically cheaper in the long run.
Bruce Pleas	And from my experience if you're running a \$13,700 in budget; you'll reach \$15,000 really quick. So, information on fiscal sponsor. Who's gonna be the fiscal sponsor.
Tia Koerte	The school would.
Bruce Pleas	And does that meet the qualifications for the county since it's not a 501c3? I'm just checking because we had a 501c3, c7? I'm not up on those so I just want to be sure.
Nalani Brun	Yes it does.
Bruce Pleas	Ok. And so the grant would also provide \$7,500 for Malama Kauai? And you would match that?
Keoni Kealoha	Yes.
Bruce Pleas	And what would the \$7,500 be used for?
Keoni Kealoha	So two of the main focus areas we're looking at is, one, is actually installing the gardens, bringing the different varieties in, providing over site for that, bringing in the expertise to do all the installations, help set up a management system. The other component part is food service based so I think we talked about this in our previous meeting and one of the biggest things is that there are these federal reimbursements that are available for the lunch programs that currently the school is not getting those because it's a capacity issue. There's a huge learning curve in figuring out how to manage your federal reimbursements. Fortunately, we were able to connect with Chris Heck from Kona Pacific Charter School who has gone through that process and understands that. I met with him in the beginning of October. I wasn't able to meet with him earlier as we had hoped because he was in Oregon during that time in September. I met with him on Oahu and he was able to walk us through the general process and said he would be willing to come out to Kauai to meet with the school and work with us and be an advisor on helping us do the same thing that he was able to do at his school. I was also able to meet with the Assistant Director of the Hawaii Child Nutrition Program and that program is a part of the Department of Education that oversees all of the USDA funding that goes back to all of the schools to help support all of the food costs and to explain what we are doing here in Kekaha to also fly out here to Kauai to work with us to help us. So they would be committed to helping us to figure out what that process is. So that would be their function. More of an administrative function that we would be performing in working with the school to facilitate those kinds of things. I know that Chris said that at his school it's a 20 hour a week job in managing the Federal reimbursement program because of all of the paper work and all the accounting that needs to go with it. There's also a part where we would be working together and I would be setting up the meal program. The actual menus would have to reflect the nutrition and portion amounts for the school and that itself is also a process. Currently right now the students are being fed meals daily but they may not be in compliance with the USDA nutritional standards and portion standards which are different for different age group of kids, elementary school receives lower portions

	than high school students do so, it's a learning curve and paper work and we're kind of being the facilitator in working with the school to figure it out.
Bruce Pleas	Ok so \$7,500, you're helping building and maintain the garden, are you going to provide the 20 hours a week to manage the program or are you just helping set up the program.
Keoni Kealoha	I think what we're looking to do is trying to find some short cuts to that and Chris said that, that's where they started and now they're figuring out where the deficiencies are in that process so, I don't think we're going to have to start at 20 hours a week, but we're willing to figure this out because it's not just a problem here for Ke Kula Niihau, it's also a school issue for Kanaka School, it's an issue for the other Hawaiian Charter Schools here on Kauai. So, being able to figure this out will actually help other schools in the community as well as other schools outside the community that have the same needs.
Bruce Pleas	Ok. Because the reason I'm asking is at 20 hours a week to manage it, I see nothing in the budget for that so I assumed that was what the \$7,500 was gonna go for or is that going to part of the grant money for the manager for the staff. If you're looking at supposedly 20 hours to manage the USDA program on top of a 40 hours a week of preparing food for kids, you're talking 60 hours and that begins to put a fray on one persons physical and mental stability.
Tia Koerte	That could definitely be a responsibility of the food service manager. Currently, he's only working 20 hours a week but we budgeted for a 40 hour a week but due to our budget where we started off the school year with, the school carried over for kitchen manager, we could only offer him, only 20 hours so with this, we can get the extra 20 hours in collaboration with Malama Kauai.
Bruce Pleas	Ok. And the time frame for certification from the discussions you've had with the other people now?
Keoni Kealoha	It just depends on the school. What needs to happen is, we need to come up with a program, chart out what the menus are going to be and those menus need to be approved by the USDA before you can move forward so that's the first steps. It think by having both Chris and Tim from Hawaii Child Nutrition program come over and work more intimately with us is part of that process too but we do have a letter from Chris and we did have an opportunity to speak in person with Tim and he totally pledged his support. He already been to seven other Hawaiian Charter Schools that he's been helping and working with and able to obtain their Federal reimbursement so this was the first outreach to his office from Kauai for this kind of assistance so I think, at least in my conversation with him, that he's willing to assist us in getting those.
Bruce Pleas	Ok. But, timeframe?
Keoni Kealoha	We are already in dialogue and talking with him on our own, but I think as far as when, I think it depends on the USDA approving the meal program matrix that would be created.
Bruce Pleas	Ok, so just theoretically, the minimum? It could happen would be?
Keoni Kealoha	I guess it could be within 30 to 60 days.
Bruce Pleas	And the maximum could be, knowing Federal Government.
Keoni Kealoha	I'm not sure, it's kind of unchartered territory. I could contact and get an idea. But we want to get it going as soon as we possibly can and we don't have to wait for the school year to end or start a new to become part of the program.
Bruce Pleas	Ok. The information I believe that was on the web page it took them one month?
Keoni Kealoha	Yes. It took them one month to switch over from what they were doing. They also used a consultant who currently now resides in California but I've also been in touch with that person as well so there may be an opportunity for him to come out to Kauai during the time he's already going to be visiting Kona Pacific so, Chris said we could figure out some type of cost sharing as far as flights and consulting time but those are the type of things that we would be performing and not the school. We'll work directly with folks like that to get them here to try to figure out the problem.
Tony Ricci	But before all of that can be received, you need to have the equipment and facility in place? That's the key, is you need the set up right?

Keoni Kealoha	Yes. They do have the kitchen but there's definitely some missing components to the kitchen that could help it run more smoothly.
Thomas Nizo	On the equipment. You folks are buying like a steam table? Or do you have a steam table? Steam table pans. Like 31, 32, 33, 34, 35, 36, 37,38.
Bruce Pleas	Mic Please. Page 5
Hoku Char	Oh. We don't have a steam table for this. We're buying the pans so that we can use um for cooking and the oven.
Thomas Nizo	Ok. I was just wondering because I didn't see that on the list.
Hoku Char	We have the chaffing dishes as warmers. We're trying to get those and then it also fits the cambros so that's what that's for without the warmers itself.
Thomas Nizo	So are you looking for a steam table?
Hoku Char	We could look for a steam table. But the way the kitchen is set up right now is we have so much counter space that I believe we either need to find a counter top steam table or chaffing dishes and we just have it with sterno.
Tony Ricci	Have you looked into steam tables? Chaffing dishes are kind of tough to maintain your temperatures.
Hoku Char	Yea, it wouldn't be used all the time but it would be used for keeping stuff hot and stuff like that.
Tony Ricci	This is something you may want to talk to, because the Health Department in getting certification, part of that is going to be food temperature and that's going to be critical and I can see if you need to plan another three to four thousand dollars for a steam table especially a rolling steam table where you can roll it in and out because that's critical. I do have a degree in the culinary arts and that is critical.
Bruce Pleas	That's a good point and I agree because you won't get your certification if you don't have it kept at a certain degree. I'm glad this discussion came up because we try to avoid these problems down the line by addressing them now, maybe someone can donate one.
Tony Ricci	If not, this way an amendment can be made or the thing could put in here where if you find out and it goes through our frugal process and three or four thousand dollars is still there that you could come back to get. I think personally, this is going to be critical personally. I think it's gonna be a necessity. Chaffing dishes don't work. They work for an hour in the buffet line in a banquet at the country club but not in a school so.
Hoku Char	Well, basically, lunch is served within 10 minutes so that's why I wasn't thinking steam table because I go straight from oven to counter to serve and they eat everything within the 10 minutes because they like go outside and play the other 20 minutes because they only have a half an hour lunch so.
Tony Ricci	Well, if you can get a hold of your consultant in California, they'll know. Because this might be a set criteria and something you can avoid.
Thomas Nizo	I too have a degree in culinary on the back end.
Bruce Pleas	Ok. Is there any more discussion? It still seems like we have some questions going on here on the budget because you may need more than what you have allocated here.
Tony Ricci	Yea but I think we can just put it as a statement that, I hate to delay this whole thing because of that. They pretty much done their homework, they pretty much jotted it down, the food is going in and coming out, it's not on that counter very long, and it's something like where I suggested, they could come back and apply for a steam table and keep that as a separate entity, and not tie up this whole process because time wise I think it's kind of like we need to be moving and then like if we didn't have a quorum tonight, that would have put that back another month or three weeks and we have a responsibility. We've got this far, now we gotta get them out the door and moving.
Evelyn Olores	Yes. I agree with Tony. I know what Hoku is saying. The kids go in line, they eat as fast as you put the food in the plate so I'm even suggesting that they look at all of these things to see if we need the warmer but I know health department came up with a lot of new things in the kitchen because I went to one of their workshops and if you found some places where some places closed it was because the didn't keep up with what the health department is looking at now and it's important that the food has to be

	that many degrees when you feed them and all that kind of stuff and I'm thinking that you really don't need a lot of those things and maybe what you can do is pick up the things that you really need now weather you spend the money on the first go around you know maybe they could come in a second time and say ok, we only ordered these main things, we have that much more and this is what we need. It may not all be on this sheet at this point but I think we gotta go ahead and do something now before the school year is up and the money is not there.	
Tony Ricci	And another thing to look at, because you're right Evelyn, the food goes in and out and I'm New York trained so we had 6000 students at our schools, it doesn't go out that fast but you know that chili pots that we all did our fundraisers with, you know the big park pot type things, those work, they will hold the temperature, and their like \$89.00 each and they hold 4 to 5 gallons, quite a bit and that might help with counter space. Four or five of those might solve your problem. Done deal and it's there. But with kids and temperature, they'll nail you fast so and when you're getting served, you know they'll be on you to do that so you gotta have to be able to answer that question when they ask you how you're doing that and I know that sterno isn't gonna fly. It just won't. I'm 99% sure. So um, having said that, I think you're adjustment like you said, is gonna move you're budget with equipment, your \$15,000 allocated your in that ball park, you'll find stuff so I would like to put a motion on the floor to make a vote. I think it's gotta go in place and need the funding to go for it.	
Bruce Pleas	Ok. So that was a vague motion.	
Tony Ricci	Ok. Motion to approve their first year budget of \$70,700.	
Evelyn Olores	I second	
Bruce Pleas	Discussion. Ok. So what we have on the floor now is for the first year. I'd like some clarification. If we just vote on the first year, is the second year that they have presented to us null and void and they have to come back? Or does the second year, can they come before us with the same paper work for the second year.	
Tony Ricci	I'd like to withdraw my motion	
Evelyn Olores	Second withdrawn	
Tony Ricci	Ok. I would like to make a motion to agree to the first year of \$70,700 and come with the 2 nd year grant money to be reviewed to see if anything has changed to get that approval so that we're working in year one and two.	
Bruce Pleas	Fuzzy	
Tony Ricci	Give me the wording on that	
Thomas Nizo	I think what I would uncomfortable with is exactly what you said and kind of what Tony is trying to say is approve first year of 70 and the second year they need to come in again, next year, because you're gonna see like Keoni was saying, where the efficiencies, where they improved on, where they could cut back on, might not be 50, might be 40	
Yvonne Hosaka	What you could also do, make a motion to approve the entire amount with the 54,000 being contingent upon the first year so you would have that money in reserve. So after the first year of review, when they come to do their final first year status report, a decision could be made on whether you will release the remaining \$54,000 for year two. That way you will have the funds available.	
Bruce Pleas	Ok. Since we have a general consensus of what the motion will be. We need a specific wording for the motion.	
Tony Ricci	Motion to approve entire budget for years one and two, a total of \$124,700 with the second year release of funds contingent upon a sentence of final year report of year one and approval by the CAC to move into year two.	Moved by Tony Ricci, seconded by Evelyn Olores. No discussion. All in favor, motion passed unanimously.
Bruce Pleas	Ok. It's been approved by the CAC. The CAC will now draft a letter of recommendation to the Mayor who will have final approval. Your contact person will be Nalani and she will be in touch with you.	

Tia Koerte	Thank you, thank you very much.	
Bruce Pleas	You're welcome. One of the other things. I have a question for Yvonne and it has to do with a similar situation like this. Can the CAC initiate a money layout by itself. Could the CAC set aside \$5,000 in a fund to pay for school lunches for families who have deficient funds and are not being fed lunch? Can you look into that.	
Yvonne Hosaka	Ok. I will find out. I'm sure there's a process. I'll find out from Beth	
Bruce Pleas	Ok. See if we can do something like that and what we need to do. Ok. Next. Future agenda items. We have one. Thank you very much. We have one discussion and possible decision making. Waiawa Project.	
Yvonne Hosaka	Can I just say something. At the last meeting Hena provided information that there would be a DHHL meeting and invited the CAC to attend that meeting. Hena provided contact information for the Kauai DHHL commissioner, Kaipo and I'll give you and Tony his phone number to call him with any questions. The CAC did request information on the dates of that meeting and those dates are on that flyer in your packet tonight so they'll be on our next agenda for review of their project.	
Bruce Pleas	And another status report on the video equipment. And Jose, you want to come forward.	
Jose Bulatao	My comment is really in response to the extremely supportive approach of the CAC to support and assist people who are trained in applications and I think it's such a positive way of trying to work with the community asking for funding and I really commend you for that. On the same token, with the solarize Kekaha written report, one of the statements in that report says that the CAC has not provided a report template that requires the grantees and that might something you may want to look into as you move along and anticipate how people are spending their money. You may want to formalize and think about that to make your work a lot more effective because you are doing such a wonderful job and I'd like to see you continue to do so as well.	
Bruce Pleas	Ok. Thank you. We do have a quarterly report and final report templates. We may consider looking into some detailed financial reports.	
Thomas Nizo	I think even though you come up with a template, it's not gonna fit everyone's project. Something as big as the Solarize Kekaha taking 3 quarters of a million dollars maybe that one, as specific as you want it, to the point, even with that list that they have, the ranked list. All their status report would be like this house was completed, who did it, how much it totaled.	
Bruce Pleas	That's very good. I think we need to have that as an agenda item. A report of specifically indicating what homes were completed, who did it and how the \$5,000 was spent on each home and by what contractor. I think at every meeting we should get that so that the community can see.	
Tony Ricci	I think in that line, they should have a spreadsheet running. That would line that right out. It should be organized that way. Something simple. It needs to be provided publicly. They need to know where this money is going and justified.	
Bruce Pleas	I'm just looking for the information for the public to review. We just need the information of what is happening. Ok. Final roll call.	
VII. Final Roll Call	Evelyn Olores. Reports 6 members present. Moved to adjourn	Evelyn moved to adjourn. Seconded by Thomas Nizo. All in Favor.
7:45 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.