

**FINAL
Meeting Summary
SW/HSP Series Meeting Series**

Thursday, September 1, 2005, 2:00 – 4:30 p.m.
Merit Appeals Board Conference Room
14th Floor Leiopapa A Kamehameha Building (235 S. Beretania Street)

Present: Jodie Choo, Mike Demattos, Rachel Guay, Sherri Higa, Wayne Iha, Sheila Ishimine, Patricia Johnson, Janice Kemp, Beverly Koito, Eric Kuniyoshi, Alvin Kutaka, Bonnie Lee, Daeleen Liu, Kevin Mulligan, Wendell Murakawa, Daeleen Ohigashi, Vera Onouye, Sharon Otagaki, Suzanne Sasaki, Debbie Shimizu, Kevin Shiraishi, Alicia Sumida, Clayton Takemoto, Carleton Taketa, Patti Taketa, Alton Tamashiro, Renee Tarumoto, Waylen Toma, Roy Yamamoto, Lori Yasutake, Donna Yoshinaga, Dawn Young, and Susan Zukeran

Facilitation Team: Jen Graf, Sally Ho and Elizabeth Kent

Welcome and Introductions

Jan Kemp welcomed attendees to the meeting, thanked them for their attendance and shared that the small group meeting was successful. The attendees then introduced themselves. The draft agenda was reviewed and accepted.

Review of Facilitator's Role and Overview of Conflict Analysis

Elizabeth Kent provided a short review of the facilitator's role (facilitator is neutral; facilitators concentrate on meeting process, clarifying ideas, covering agenda topics; the group's responsibility is to focus on substantive matters) and shared a summary of the conflict analysis.

Ground Rules/Roles and Responsibilities

The group approved ground rules and agreed to make decisions by consensus (Appendix A). There was also a discussion about roles and responsibilities of the attendees. This list is also attached (Appendix B).

Requirements of HCR No. 265, HD 1 and Act 238

The group discussed the requirements of HCR 265 and Act 238 (Appendix C). Lists of issues that must be resolved to address the requirements of HCR 265 and Act 238 and those that are important but do not need to be addressed at this time were drawn up (Appendix D).

Timeline to Address Issues

Renee Tarumoto provided a proposed timeline for transition to the social worker and human service professional classes (Appendix E). A chart of the proposed recruitment and selection process was also shared (Appendix F). A subcommittee was set up to discuss the recruitment process. Another subcommittee was also set up to address specifications.

Next Meeting

The next meeting will be Thursday, September 15, 2005, from 2:00 - 4:30 p.m. in the Supreme Court Conference Room at Aliiolani Hale (the Supreme Court Building, behind the King Kamehameha Statue), 2nd floor, 417 S. King Street. The room is cold, so please bring a sweater.