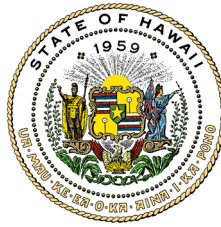


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**Program Planning Review Committee
POLICY ADVISORY BOARD FOR ELDER AFFAIRS (PABEA)**

In Person Location: Executive Office on Aging

No. 1 Capitol District | 250 South Hotel Street | Conference Room 410

Friday, August 7, 2026 9:30 a.m.

Meeting Minutes

PPRC Members in Attendance: Sara Lenzer Medeiros, Raelene Tenno (exit at 9:45am), Louise Johnson, Leimomi Shearer

Absent: NONE

Non-Voting Participant: Beverly Gotelli (PABEA board chair)

EOA Staff Members in Attendance: Candice Bryant

- I. CALL TO ORDER by Chair at 9:31 AM
- II. ROLL CALL
- III. MINUTES: Adoption of meeting minutes of 6/5/26
 1. Motion to include all attachments to minutes for 6/5/26 minutes and moving forward. The committee discussed amending the prior meeting minutes to include all attachments, including materials referenced during the previous meeting. The group also discussed adopting this practice for future meeting minutes. A motion was made, seconded, and passed to include all attachments with the June 5, 2026 minutes and in future meeting records.
- IV. UNFINISHED BUSINESS – No unfinished business
- V. NEW BUSINESS
 1. Introductions of members
The committee members introduced themselves and shared background information and interest in participating in the committee's work. The discussion helped orient members and establish shared understanding among the group.

2. Discussion of Goals for PPRC

a. Review of stated function of PPRC as written in Bylaws

The committee reviewed the stated function of the PPRC as outlined in the bylaws. The group discussed the committee's role in reviewing and advising the director on state and area plans on aging, providing input as needed on program planning, and making recommendations to the board.

b. Roles and responsibilities of committee members

The committee discussed the roles and responsibilities of members and considered how to interpret the phrase "as needed" in relation to committee input and involvement. The group also discussed the possible development of role descriptions for the chair and vice chair in the future to provide additional clarity.

c. Discussion items and questions/inquiries that would be of most help and interest for new (and returning) PPRC committee members

The committee engaged in a broader brainstorming discussion on what would be most helpful for both new and returning members in understanding the work of the committee. The committee discussed ways to better support both new and returning members. The group discussed the value of creating a procedural guide or membership handbook to explain responsibilities, expectations, reporting practices, and committee processes. The committee also discussed creating guidance that could be useful not only for this committee but potentially for other board and committee members as well.

The group identified several priorities for future work, including development of a membership handbook or procedural guide, clarification of committee member and leadership responsibilities, and creation of committee-wide guidance materials. The committee also discussed the importance of identifying priorities that would help address issues affecting older adults, including housing, food access, and transportation. The group agreed to focus on these administrative and procedural improvements while awaiting development of new area plans later in the year.

d. Review of 2026 PPRC goals

The committee reviewed goals and priorities for 2026 and discussed the need to align future work with current issues, legislative requirements, and funding challenges. The group considered reviewing existing state goals and developing committee priorities that would help guide future recommendations and planning efforts. The group also discussed possible future involvement in reviewing survey data connected to development of the new state plan on aging.

VI. Public Testimony – No Public Testimony

VII. ANNOUNCEMENTS:

1. Next meeting 9/4/26 election of Vice-Chair
2. Next meeting discuss possible responses/results of questions posed regarding this year's PPRC
3. Revisit Hawaii State Plan on Aging 2023-2027 with goal of advising EOA for next edition of plan

VIII. ADJOURNED at 11:15AM

Plans and Project Review Committee

August 7, 2026

By-laws

- This Committee shall have responsibility for reviewing and advising the Director on the development and implementation of the State Plan on Aging and Area Plans on Aging, and provide input as needed to the EOA in program planning and development, community needs assessment, and the development of position papers reflecting on the needs of the aging population that may be assigned by the board and making recommendations to the Board.

By-laws

- This Committee shall also have responsibility for reviewing and proposing amendments to the Board's by-laws as may be appropriate and proposing procedures for adoption and use by the Board.

Projects

- Developed AAA Monthly report Template for the 4 counties:
 - Honolulu
 - Hawaii Island
 - Maui
 - Kauai



Projects

- Reviewed and discussed goals, objectives, and activities related to the EOA goals:
 - Goal 1: Hawaii's older adults have opportunities to live well. (Reviewed March and April 2026)
 - Goal 2: Hawaii's older adults are prepared for future health threats and disasters (Reviewed Nov and Dec 2025)
 - Goal 3: Hawaii's underserved populations have equitable access to programs and services (Reviewed Jan and Feb 2026)
 - Goal 4: Hawaii's older adults and people with disabilities will age in place safely
 - Goal 5: Hawaii's caregivers have a broad array of services and supports to effectively care for their loved ones

Program Planning Review Committee

By Lisa Spencer, PPRC Chair

I. Bylaws: Plans and Projects Review Committee

- A. This Committee shall have responsibility for reviewing and advising the Director on the development and implementation of the State Plan on Aging and Area Plans on Aging, and provide input as needed to the EOA in program planning and development, community needs assessment, and the development of position papers reflecting on the needs of the aging population that may be assigned by the Board and making recommendations to the Board.
- B. This Committee shall also have responsibility for reviewing and proposing amendments to the Board's by-laws as may be appropriate and proposing procedures for adoption and use by the Board.

II. Projects

- A. Developed AAA Monthly Report Template for the 4 counties – Honolulu, Hawai'i Island, Maui, and Kauai.
- B. Reviewed and discussed goals, objectives, and activities related to the EOA goals: (Note: reviews were conducted on previous report submission reports)
 - Goal 1: Hawai'i's older adults have opportunities to live well. **(Reviewed in March and April 2026)**
 - Goal 2: Hawai'i's older adults are prepared for future health threats and disasters. **(Reviewed in Nov and Dec 2025)**
 - Goal 3: Hawai'i's underserved populations have equitable access to programs and services. **(Reviewed in Jan and Feb 2026)**
 - Goal 4: Hawai'i's older adults and people with disabilities will age in place safely.
 - Goal 5: Hawai'i's caregivers have a broad array of services and supports to effectively care for their loved ones.
- C. Provided commendations and recommendations based on reviews of goals as the PABEA report at PABEA.
 - i. PABEA meeting - Feb. 2026:
 - 1. PPRC commends:
 - The Kauai Agency on Elderly Affairs (KAEA) for its home safety and fall prevention program.
 - The City and County of Honolulu Elderly Affairs Division (EAD) for its PABEA reporting structure and the information that is provided related to the work performed by EAD.
 - The Hawaii County Office on Aging (HCOA) for its emergency planning website.
 - The Maui County Office on Aging (MCOA) for its focus on health threats and immunizations.

2. PPRC requests that reported activities align with the stated objectives or goals. When the alignment is not apparent or immediately known, PPRC requests a brief explanation describing how the activity supports or relates to the objective. For objectives or goals that represent progression over time, PPRC requests a graph or a table demonstrating the progression to eliminate the need to review previous reports.
- ii. PABEA meeting - Jan. 2026:
 1. PPRC commends Area Agencies on Aging (AAAs) for their reports and for including in their reports how the AAAs identify their at-risk kupuna during emergencies.
- iii. PABEA meeting - Sept. 2025:
 1. PPRC commends Area Agencies on Aging for using PPRC's report template and for using bullets to highlight their work during the month.
- iv. PABEA meeting – Aug. 2025:
 1. PPRC reported that the Committee's work on its proposed Area Agencies on Aging (AAA) report template for PABEA continues. The Committee will send the draft of the template to the AAA Executives and ask for feedback. The Committee would like to have a consistent template (framework) for the AAAs to use for their report. The template will require specific information which will help the Committee track the kind of programming and areas of programming performed by the AAAs. The template also will help the Committee to examine whether the programs are aligned with the goals of PABEA. PPRC thanked Emily (Kauai AAA) as the Committee is utilizing the Kauai Agency on Elder Affairs' report format as its proposed template.