POLICY ADVISORY BOARD FOR ELDER AFFAIRS  
November 1, 2019  

MEETING MINUTES

CALL TO ORDER:

Linda Axtell-Thompson called the meeting to order at 11:35 p.m. A quorum was established as twelve members were present at the call to order. (This board requires eight members to be present in order to establish quorum.)


(Scott Spallina arrived at 12:00 noon.)

Members Absent: Suzie Schulberg

Others Present: Ex-officios: Alan Burdick, DLIR; Kathy Ishihara, DHS; Keith Ridley, DOH; Melina Sanchez, DCCA; Tom Duran, CMS; and Peggy Perkinson, UH.

EOA Staff and AAAs: Derrick Ariyoshi, Caroline Cadirao, Horace Farr, Josephine Lum, Lisa Nakao, Debra Shimizu, Deborah Stone-Walls, Kealoha Takahashi, Cristina Valenzuela, and Sharon Young.

Guests: Marilyn Seely and Jessica Wooley.

INTRODUCTION OF MEMBERS:

The meeting attendees introduced themselves.

MINUTES:

The minutes of the October 4, 2019 PABEA meeting were approved as distributed.

CHAIR’S REPORT:

Linda proposed that Executive Committee meetings be held immediately following the PABEA meeting for November 2019 to June 2020. PABEA approved the proposal.

LEGISLATIVE COMMITTEE:

Sarah presented the four legislative priorities approved by the legislative committee: Healthy Aging Partnership, Kupuna Caregivers, Hawaii Saves, and hearing aids.
PABEA approved the priorities.

Attendees are encouraged to contact the Hawaii Congressional delegation to advocate for OAA reauthorization.

No active aging legislation will be introduced this year.

**PLANS AND PROJECTS REVIEW COMMITTEE:**

A draft of the rerevised PABEA by-laws (attached) was distributed.

The draft was approved with changes clarifying Sections 5 and 7 of Article VIII was approved.

The Attorney General will ensure that the draft complies with and is consistent with State statutes.

**RECOGNITION AND AWARDS COMMITTEE:**

The committee did not meet today.

**EXECUTIVE OFFICE ON AGING:**

Administration

SHIP enrollment continues.

Caroline provided presentations on Kupuna Caregivers to the Honolulu Committee on Aging and AARP.

EOA is considering contracting for the ADRD position. EOA is developing a job description and is seeking 1.0 FTE for the position via legislation.

A draft of the Kupuna Caregivers Program Plan (attached) was distributed. The goal is to maximize the number of caregivers served.

EOA will meet with legislators when the draft is finalized.

Regarding the long term care public awareness campaign, Nathan Hokama is finalizing two booklets. The final report to the legislature will include the survey results and analysis.

**CITY AND COUNTY OF HONOLULU ELDERLY AFFAIRS DIVISION:**

Staffing vacancies continue.
New staff are being trained.

New service providers, including pest control, are on-boarding.

**HAWAII COUNTY OFFICE OF AGING:**

Horace now is the temporary administrator for Hawaii County and is performing three positions.

He is stabilizing staff as staff might be terminating and might be transferring internally.

A service provider closed for business effective September 30. Resulting service shortages are in West Hawaii.

**KAUAI AGENCY ON ELDERLY AFFAIRS:**

The Kauai services report was distributed to PABEA by email.

Dementia Friends continues to expand on Kauai.

**MAUI COUNTY OFFICE ON AGING:**

The Maui services report was distributed at the meeting.

Deborah reminded attendees to contact the Hawaii Congressional delegation to advocate for OAA reauthorization (a five year reauthorization).

**KUPUNA CAUCUS:**

Percy Ihara will provide a presentation at the meeting today.

**APPOINTED AND EX-OFFICIOS MEMBERS’ REPORTS:**

Tom Duran announced that Medicare, Medicare Advantage, and Medicare Part D 2020 open enrollment ends December 7.

Alan Burdick reported that beneficiaries of the Seniors Farmers Market Nutrition Program receive ten $5 coupons for produce. The program has expanded to approximately 9,000 people. $50,000 was received from the state last year for the program. No monies have been received this year from the state.

Peggy Perkinson suggests that consumer directed care be considered as another option for Kupuna Caregivers. She also suggests monitoring devices for Kupuna Caregivers.

Keith Ridley recommends getting your flu shots.
Barbara service reported that AARP’s caregiving ambassador, Amy Goyer, will be on Oahu for two events: The Art of Caregiving on November 21 and Caregiving and Cake on November 23.

OLD BUSINESS:
Sunshine Law pop quiz is tabled until the next meeting.

January PABEA meeting is rescheduled from January 3, 2020 to January 10, 2020.

ANNOUNCEMENTS:
Marilyn Seely reported that Sumi Makey died and that services will be held on November 3.

Anonymous sponsors will cater lunch for the December meeting in celebration of the Holiday Season.

Next PABEA Meeting: December 6, 11:30 a.m., EOA

ADJOURNMENT:
Linda adjourned the meeting at 1:20 p.m.
BY-LAWS OF THE
POLICY ADVISORY BOARD FOR ELDER AFFAIRS

State of Hawaii
Department of Health
Executive Office on Aging

As Amended June 2012, as revised on October 4, 2019
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CITATION AND REFERENCE
INSERT EOA ORGANIZATIONAL CHART
BY-LAWS FOR THE
POLICY ADVISORY BOARD FOR ELDER AFFAIRS

Hereinafter referred to as “the Board”

ARTICLE I PURPOSE

To advise the Director of the Executive Office on Aging, hereinafter “Director”, on the views of older consumers, service providers and others in the field of aging concerning all matters of general policy in the development and administration of programs on aging, and in connection with all matters related to the development of comprehensive and coordinated service networks for older persons.

ARTICLE II AUTHORITY

1. Section 1321.47 of the Title III regulations (45 CFR Chapter XIII, Subchapter C Par 1321) requires the state agency to establish an advisory council on aging.

2. Section 349-4, Hawaii Revised Statutes, requires the establishment of a policy advisory board for elder affairs to advise the Director in policy issues and, on request, members of the Legislature, with regard to policy issues.

ARTICLE III MEMBERSHIP

Section 1. Appointment. All members, except ex-officio members, shall be nominated and appointed by the Governor, by and with the advice and consent of the Senate. Ex-officio members shall be chosen from among the heads of the following state agencies which provide services or programs affecting elders: health, human services, education, labor and industrial relations, the state retirement system, University of Hawaii, transportation, the office of consumer protection, and, by invitation, the Hawaii representative of the United States Department of Health and Human Services, and the Hawaii representative of the Social Security Administration.
Section 2. Number of Members. The Board shall consist of not less than fifteen (15) nor more than twenty-one (21) members.

Section 3. Composition. More than fifty percent (50%) of the appointed members shall be over sixty years of age. The members shall be selected on the basis of their interests and knowledge in and their ability to make contributions to the solution of problems relating to aging, and shall include at least one member from the county of Hawaii, one member from the county of Maui, one member from the county of Kauai, and one member from the city and county of Honolulu.

Section 4. Term.

a. All members appointed by the Governor with the advice and consent of the Senate shall be appointed to a term of four years. No person shall be appointed consecutively to more than two terms and membership on this board shall not exceed eight consecutive years. Upon the initial appointment of the Board members, five will be appointed for a term of one year, five for a term of two years, five for a term of three years, and six for a term of four years. The start of each term shall commence on July 1 and expire on June 30.

b. A member appointed to fill a vacancy shall hold office for the remainder of the unexpired term of his/her predecessor. Upon the expiration of a member’s initial term, such member may continue in office as a holdover member and be nominated and reappointed to a second term or until a successor is nominated and appointed as a replacement. A holdover member who is not reappointed to a second term and not replaced by a successor shall not hold office beyond the end of the second regular legislative session following the expiration of the member's term of office.

c. After the expiration of a member’s second term, a member whose membership on the board has not exceeded eight consecutive years, may continue in office as a holdover member until a successor is nominated and appointed, provided that a holdover member shall not hold office beyond the end of the second regular legislative session following the expiration of the member’s term of office or beyond the end of the eighth consecutive year of service on this board, whichever occurs first.

d. Lifetime Membership: The Board may honor a non ex officio member by voting to award the member a lifetime honorary kupuna title at a
meeting called for the purpose and attended by a quorum. The governor:

(1) Shall take into consideration a person's receipt of a lifetime honorary kupuna title when considering the person's reappointment to the board; and

(2) Notwithstanding section 26-34, may reappoint a person who holds the lifetime honorary kupuna title for continued terms over the person's lifetime.

Section 5. Vacancies. Vacancies shall exist on the death, resignation, or removal of any member.

a. Resignations shall take effect upon acceptance of resignation by response of the Governor.

b. When the Senate is not in session and a vacancy occurs, the Governor may fill the vacancy which shall, unless confirmed by the Senate, expire at the end of the next session. A person receiving an interim appointment such as in this paragraph shall not be eligible for another interim appointment to such vacancy if the appointment shall have failed to receive confirmation by the Senate.

c. The Governor may remove or suspend for cause any member after due notice and public hearing.

Section 6. Compensation. Members shall serve without compensation, but shall be paid expenses limited to airfare, car rental or transportation, and parking) in attending meetings as determined by the Director and authorized by Chapter 349, HRS.

Section 7. Attendance. It is the policy of the Board that no Board member miss three consecutive meetings. Any voting member with three consecutive absences from regular Board meetings during July 1–June 30 of each year will be promptly contacted by the Chairperson to inquire as to the reasons for the member’s frequent absences and be reminded of the attendance policy of the Board. Contingent upon the reasons and/or circumstances for the member’s not attending, the Board, by majority vote of members present, may make the recommendation to the Governor that the member be removed and replaced.
ARTICLE IV RESPONSIBILITIES

In accordance with 349-4, HRS, the Board shall advise the Director of the Executive Office on Aging in, but not limited to, the following areas:

1) The identification of issues and alternative approaches to solutions;

2) The development of position statements and papers;

3) Advocacy and legislative actions;

4) Program development and operations;

5) Matters relating to aging, including the review of the State Plan on Aging prior to and after public hearings, and on implementation and administration of the plan.

6) Issues warranting priority consideration by the Governor or Legislature.

7) To develop strategy designed to insure consideration of legislation which it believes should be enacted.

8) To offer new proposals for programs and policies.

9) To help develop strategies designed to inform older persons of services and entitlements available to them within the State.

10) To interpret community needs, recommend priority services, as well as service and program changes.

11) To raise the consciousness of all segments of the State to the needs of older persons and exercise their influence to bring about greater attention from the private and public sectors.
ARTICLE V MEETINGS
Chapter 92-3, Hawaii Revised Statutes

All meetings of the PABEA shall be conducted in accordance with Chapter 92-3, Hawaii Revised Statutes. Such meetings shall include but are not limited to meetings identified in Article VIII, Section 1 and ad hoc committees identified in Article VIII, Section 2.

ARTICLE VI VOTING

Section 1. Members. Each voting member shall have one (1) vote. There shall be no voting by proxy. Each act or decision voted on at a meeting at which a quorum is present is the act of the Board. A quorum shall be more than fifty percent of appointed members.

Section 2. Voting. Method of voting shall be done at the discretion of the Chairperson, except when voting for Board officers. Voting for Board officers shall be conducted by secret ballot, counted by a non-member, and then verified by the Director of the Executive Office on Aging.

ARTICLE VII OFFICERS

Section 1. Board officers. The officers of the Board shall consist of a Chairperson, a First Vice Chairperson and a Second Vice Chairperson who are elected annually from the non-governmental members of the Board.

Section 2. Nomination. At the April meeting, the Chairperson shall appoint a committee of three members who shall review the Board’s non-governmental membership and recommend a slate of nominees for the offices of Chairperson, First Vice Chairperson and Second Vice Chairperson. Members of the three-member nominating committee shall not be considered for the offices of Chairperson, First Vice Chairperson, and Second Vice Chairperson. The nomination slate shall be presented as part of the regular meeting held in the month of May, at which time nominations will be accepted from the floor during the meeting.

Section 3. Election. Officers shall be elected at the regular meeting held in the month of June and shall assume their respective offices on July 1st.
Section 4. Duties of the Chairperson of the Board. The duties and responsibilities of the Chairperson shall include, but not be limited to the following:

a. To prepare the Board meeting agenda;

b. To preside at meetings of the Board;

c. To appoint members and Chairpersons of standing and ad hoc committees and organize the work of the Board;

d. To serve ex-officio without vote (except when there is a tie vote) on all committees, except on the Nominating Committee; and

e. To carry out such other duties and responsibilities incident to such office, including the preparation and presentation of speeches and testimonies.

Section 5. Duties of Vice Chairperson. In the absence of the Chairperson, the First Vice Chairperson shall perform all duties and responsibilities of the Chairperson, and when so acting, shall have all the powers of such office. In absence of the Chairperson and the First Vice Chairperson, the Second Vice Chairperson shall assume all duties and responsibilities of the Chairperson, and such duties of the First Vice Chairperson as may be determined to be necessary due to time limitations or other urgent necessity.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees. The Standing Committees of the Board shall include, but not be limited to the following:

a. Plans and Projects Review Committee

This Committee shall have responsibility for reviewing and advising the Director on the development and administration of the State Plan on Aging, reviewing and advising on actions relating to area plans, programs, discretionary project applications, etc. that may be assigned by the Board, and making recommendations to the Board. 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.
b. Legislative Committee
This Committee shall have responsibility for reviewing federal, state, and county legislation affecting older adults and their caregivers. It is the responsibility of the Committee to recommend to the Board the need for legislative or regulatory action as part of the Board’s agenda.

The Chairperson of the Board shall designate at least one (1) member of the Committee to: 1) assist in coordinating the development of legislative proposals; 2) draft testimony on behalf of the Board; and provide written and/or oral testimony at hearings. A copy of the Board’s testimony shall be provided to the Director at least 24 hours, if possible, prior to the scheduled hearing.

Copies of Board testimony shall be filed with the Executive Office on Aging.

c. Recognition and Awards Committee
This Committee shall have responsibility for planning, coordinating and conducting recognition and awards activities, as appropriate, including observing Older Americans Month (May), and proposing award and recognition methods and criteria for a variety of purposes as may be needed.

d. Executive Committee
This committee shall consist of the Chairperson of the Board, First Vice Chairperson, Second Vice Chairperson, and Chairpersons of the standing committees. This Committee shall convene at the discretion of the Chairperson of the Board to advise the Chair on issues that may arise and need appropriate action.

Section 2. Ad Hoc Committees. Members of the Board may establish of temporary committees as may be necessary by affirmative vote of the majority of the Board. Committees so created shall dissolve upon completion of assignment.

Section 3. Appointment. Chairpersons of standing and ad hoc committees shall be appointed by the Chairperson of the Board. Each committee Chairperson shall appoint, from among its membership, a Vice Chairperson for such committee.

Section 4. Number of Members. Each standing and ad-hoc committee
shall have no less than three (3) members.

Section 5. Composition. The majority of members shall be appointed Board members. Committees may invite members of the community to serve as ex-officio members subject to the approval of the PABEA members. They shall not be eligible to vote nor shall they be counted in determining quorum.

Section 6. Term. A term shall be for a period of one year. Members may serve successive terms at the discretion of the Board’s Chairperson.

Section 7. Quorum. At least two members to which the committee is entitled shall constitute a quorum.

Section 8. Reports and Recommendations. Committees shall prepare and present reports and minutes of meetings to the Board. Reports and actions of committees shall be advisory only and shall not be binding on the Board; and where action by the Board is requested or required, such reports and recommendations shall be placed on the agenda of the Board for action.

Section 9. Nonattendance of Board Member; Expiration of Term. In accordance with 92-15.5, HRS, notwithstanding any law to the contrary, the term of a board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the board and where the board failed to constitute quorum necessary to transact board business. The chair or acting chair of the board shall determine if the absence of the member is excusable. The expiration of the member’s term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. The vacancy shall be filled in the same manner as the original appointment. This section shall not apply to ex officio members of a board.

Section 10. Permitted Interactions of Members. Chapter 92.2.5, HRS, provides guidance by which members of the Board may meet for specific purposes as identified therein.

ARTICLE IX STAFF ASSISTANCE

Section 1. Executive Office on Aging. Staff services shall be provided where necessary to enable the Board to carry out its responsibilities on a timely basis.
Section 2. **Duties.** Staff assistance shall include, but not be limited to the following:

a. Provide secretarial assistance as requested, for example, to update by-laws and maintain an up-to-date copy, including original, of the by-laws at the offices of the Executive Office on Aging.

b. Take, transcribe, and print minutes of meetings and maintain a book of minutes at the offices of the Executive Office on Aging.

c. Prepare, print and disseminate notices of meetings in accordance with these By-Laws or as required by law.

d. Provide, at any reasonable time during regular office hours, access to records of the Board on request to which the requestor has right of access.

e. Establish and maintain an up-to-date list of names and addresses of persons who request notification of meetings and transmit a copy of notices to such persons at their last recorded address.

ARTICLE X CONFLICTS OF INTEREST

Members of the Board shall comply with the provisions of Chapter 84, Hawaii Revised Statutes.

ARTICLE XI GENERAL PROVISIONS

Section 1. **Parliamentary Procedure.** All meetings shall be conducted in accordance with Robert’s Rules of Order, as most recently revised with the exception of committee quorum which is defined in Article VIII, Section 7 herein.

Section 2. **Notice of Meetings.** Written public notices of meetings, except emergency meetings, shall be filed in the Office of the Lieutenant Governor and posted in the Executive Office on Aging for public inspection at least six (6) calendar days before the scheduled time of the meeting.
a. **Notice Materials** shall include an agenda listing all items to be considered; and the date, time, and place of the meeting. Notice shall be posted at the site of the meeting prior to the time of the meeting whenever feasible.

b. **Continued Meetings** to a later date or time due to unfinished business shall be announced prior to adjournment of any meeting that is continued at the present meeting to inform attendees of the date, time, and place of the continued meeting, and also the items to be considered at that continued meeting.

c. **Dissemination of Notices** shall be verified by mailing lists, and it shall be deemed that proper notice is given by deposit of such notice in the U.S. mail box addressed to the address registered with the Executive Office on Aging within six (6) days before the meeting. It will be deemed that proper notice is given by email if the individual requesting notice indicates a preference for notice by email.

d. **Agenda Changes** may not be made once the notice is filed in the appropriate offices and disseminated through the Internet unless the Board or standing committee, at the meeting, by at least two-thirds recorded vote of all members present approves such changes. Reasons for making changes shall be given and recorded in the minutes of the meeting.

Section 3. **Minutes of Meeting**. Written minutes shall be prepared of all meetings. The minutes shall reflect the matters discussed and the views of the participants. The minutes shall include, but not be limited to:

a. The date, time and place of the meeting;

b. The members of the Board recorded as either present or absent;

c. The substance of all matters proposed, discussed, or decided;

d. A record, by individual member, of the votes taken; and

e. Any other information that any member of the Board requests be included or reflected in the minutes.
Minutes of a meeting are public records and shall be made available within 30 days after the meeting is held. Minutes of a meeting shall be retained for a minimum of four years.

Section 4. Speaking for the Board. Unless expressly authorized by the Board, after consultation with the Director, no Board member shall make or publish any statement concerning Board business on behalf of the Board.

Section 5. Solicitation. Members may solicit funds in the name of the Board only when specifically authorized to do so, in writing, by the Chairperson of the Board and the Director of the Executive Office on Aging.

Section 6. Conflict with Hawaii Revised Statutes. In the event that a conflict should arise between the by-laws and a provision of the Hawaii Revised Statutes (HRS) or an administrative rule promulgated pursuant to chapter 91 of the HRS, the statute or administrative rule would prevail.

ARTICLE XII AMENDMENTS OF THE BY-LAWS

These By-Laws may be revised or amended only by a majority vote of the Board, at a meeting called for that purpose.
CITATION AND REFERENCE

1. Section 26-34, HRS, Selection and terms of members of boards and commissions

2. Section 349-4, HRS, Policy advisory board for elder affairs

3. Chapter 92, HRS, Public Agency Meetings and Records

4. 45 CFR Chapter XIII, Subpart C, Part 1321, Section 1321.27

5. Robert's Rules of Order
KUPUNA CAREGIVERS PROGRAM PLAN

PLAN TO MAXIMIZE THE NUMBER OF CAREGIVERS SERVED

In Calendar Year 2018, there were 110 caregivers who received services for their 112 kupuna through the Kupuna Caregivers Program based on $70 per day. In 2019, the Legislature changed the maximum allowance to $210 per week with the intent of increasing the number of caregivers served.

The Executive Office on Aging will incorporate the following components into the Kupuna Caregivers Plan to maximize the number of caregivers served:

1) Education and outreach
2) Eligibility
3) Target long-term services and supports
4) Program development (partnerships, resources, etc.)
5) Evaluation of the Kupuna Caregivers Program

1) EDUCATION AND OUTREACH
   a. Develop a strategic outreach campaign about the Kupuna Caregiver Program to selected audiences, including caregivers and employers.
   b. Assist Kupuna and their caregivers to navigate and access the long-term services and supports to address their comprehensive needs.

2) ELIGIBILITY
   a. Ensure timeliness of intake and assistance, and eligibility to caregivers in accessing long term services and supports.
   b. Streamline the process of employment verification that is required from caregivers.

3) TARGET LONG-TERM SERVICES AND SUPPORTS

The Executive Office on Aging follows the 2016 Older Americans Act (OAA) Reauthorization Act (P.L. 114-144) and the Hawaii Revised Statutes (HRS), Chapter 349. The OAA states that while program and services are open to all adults, age 60 and older, the Act contains numerous requirements that limited program and service resources be targeted specifically to those of greatest economic or social need. For purposes of the limited resources within the Kupuna Caregivers Program, EOA’s priorities are to focus on the caregiver by “targeting” caregivers with the greatest economic need (GEN) and delay institutionalization of the care recipient. GEN is defined as the need resulting from an income level at or below the poverty line.

   a. EOA shall implement targeting criteria after a caregiver and care recipient have been deemed eligible as a method to prioritize who may receive KCGP services and supports. EOA thru the AAA shall target KCGP services and supports.

   b. The following criteria may be used in targeting KCGP services and supports:

      1. Caregiver:
         i. Financial Status (monthly?)
         ii. Burden Score
         iii. Type of industry employed in or position title
2. Care Recipient:
   i. Financial Status
   ii. Cognitive impairment and diagnosis of ADRD status
   iii. Deficits in ADLs/IADLs status
   iv. At risk of placement in a long-term care facility

PROGRAM DEVELOPMENT

a. Explore ways to increase the number of service providers and workforce capacity.
b. Assess the types of services and supports that are needed by the caregivers and care recipients.
c. Research actual costs of providing services needed by the caregivers and care recipients.
d. Develop partnerships with businesses to promote investment in supporting employees that are caregivers.
e. Ensure through the care coordination or case management, that the caregiver services and supports identified in the care recipient’s support plan are provided and monitored.

EVALUATION

a. Assess the current data that is being collected on the KCGP by EOA.
b. Update data (e.g. Disclosure of changes to financial status of caregiver, type of services provided, etc.) as needed.
c. Identify any additional data that needs to be collected by the KCGP as well as any data that is currently being collected that is not needed.
d. Develop outcome measures and performance measures for the KCGP.
e. Analyze the data collected on a regular basis.
f. Develop a KCGP monitoring plan.
g. Develop an evaluation plan for the KCGP.
   2. Develop a work group consisting of representatives from each of the AAAs, staff of EOA, Kupuna Caregivers Program participants (caregivers and care recipients), and caregivers and consumers who have not participated in the Kupuna Caregivers to provide their input and consumer satisfaction on what is working and not working with the Kupuna Caregiver Program, how can the Kupuna Caregivers Program be improved and how can the program maximize the number of caregivers serviced by the Kupuna Caregiver Program.
   3. Survey caregivers and care recipients to assess what services and supports during their participation of the KCGP provided the support that they needed, what services and supports didn’t provide the support that they needed, and how could any of the services provided be improved.
Summary of Calls

EAD logged 8,504 contacts, of that 3,791 were incoming calls and 3,196 were outgoing calls, 1,124 were home visits, and 170 were fax referrals. EAD logged 449 calls regarding the Kupuna Caregiver Program.

Data reflects the time period of July 1, 2019 - November 01, 2019

<table>
<thead>
<tr>
<th>Email</th>
<th>Home Visit</th>
<th>Incoming</th>
<th>In-Office/Appointment</th>
<th>Mail/Fax</th>
<th>Outgoing To</th>
<th>Walk-In</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>204</td>
<td>1,124</td>
<td>3,791</td>
<td>2</td>
<td>170</td>
<td>3,196</td>
<td>17</td>
<td>8,504</td>
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Top 5 Call Topics

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Delivered Meals</td>
<td>2353</td>
</tr>
<tr>
<td>Transportation - Non-Medical</td>
<td>1525</td>
</tr>
<tr>
<td>Personal Care</td>
<td>1179</td>
</tr>
<tr>
<td>Transportation - Medical</td>
<td>1112</td>
</tr>
<tr>
<td>Homemaker</td>
<td>839</td>
</tr>
</tbody>
</table>
## Summary of Executed Contracts

Contracts are effective as early as October 1, 2018, until September 30, 2020.

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Day Care</strong></td>
<td>Franciscan Care</td>
</tr>
<tr>
<td><strong>Attendant Care</strong></td>
<td>Hookele Care at Home, Palolo Chinese Home, Project Dana</td>
</tr>
<tr>
<td><strong>Chore</strong></td>
<td>Lanakila Pacific</td>
</tr>
<tr>
<td><strong>Home Delivered Meals</strong></td>
<td>Hawaii Meals on Wheels, Keiki to Kupuna, Lanakila Pacific, Palolo Chinese Home</td>
</tr>
<tr>
<td><strong>Homemaker</strong></td>
<td>Franciscan Care, Hookele Care at Home, Palolo Chinese Home</td>
</tr>
<tr>
<td><strong>Personal Care</strong></td>
<td>Hookele Care at Home, Kokua Kalihi Valley, Palolo Chinese Home, St. Francis Community Health</td>
</tr>
<tr>
<td><strong>KC Transportation</strong></td>
<td>Catholic Charities Hawaii, Franciscan Care, Kokua Kalihi Valley</td>
</tr>
</tbody>
</table>

### Table 2: Kupuna Caregiver Executed Contracts

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Day Care</strong></td>
<td>Arcadia Elder Services, Franciscan Care, Hale Hauoli Hawaii, Kahala Senior Living, Leahi Hospital, Malama Adult Day Care, Maluhia Hospital, Palolo Chinese Home, Salvation Army, Seagull Schools, Windward Seniors Day Care</td>
</tr>
</tbody>
</table>
### Table 3: Title III Executed Contracts

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Assistance</td>
<td>Catholic Charities Hawaii WorkHawaii</td>
</tr>
<tr>
<td>Transportation</td>
<td>Catholic Charities Hawaii Kokua Kalihi Valley</td>
</tr>
<tr>
<td>Congregate Dining</td>
<td>Lanakila Pacific</td>
</tr>
<tr>
<td>Home Delivered Meals</td>
<td>Hawaii Meals on Wheels</td>
</tr>
<tr>
<td></td>
<td>Lanakila Pacific</td>
</tr>
<tr>
<td></td>
<td>Palolo Chinese Home</td>
</tr>
<tr>
<td>Nutrition Counseling</td>
<td>Palolo Chinese Home</td>
</tr>
<tr>
<td>Nutrition Education</td>
<td>Lanakila Pacific</td>
</tr>
<tr>
<td>Health Maintenance</td>
<td>Child and Family Services</td>
</tr>
<tr>
<td>Caregiver Access - Case Management</td>
<td>Catholic Charities Hawaii Franciscan Care Kokua Kalihi Valley</td>
</tr>
<tr>
<td>Caregiver Access - Supplemental Services</td>
<td>Franciscan Care</td>
</tr>
<tr>
<td>Caregiver Respite - Level I</td>
<td>Hookele Care at Home</td>
</tr>
<tr>
<td>Caregiver Respite - Level II</td>
<td>Hookele Care at Home</td>
</tr>
<tr>
<td>Caregiver Education/Training</td>
<td>Alzheimer's Association - Aloha Chapter Franciscan Care Project Dana</td>
</tr>
<tr>
<td>Caregiver Counseling</td>
<td>Alzheimer's Association - Aloha Chapter Project Dana</td>
</tr>
<tr>
<td>Caregiver Education/Training (Grandparents)</td>
<td>Hawaii Family Services</td>
</tr>
<tr>
<td>Caregiver Counseling (Grandparents)</td>
<td>Hawaii Family Services</td>
</tr>
</tbody>
</table>
Summary of Service Delivery

EAD provided at least one registered service (all services) to **4,272 clients**.

EAD provided at least one in-home service, main KC services, to **1,805 clients**. (Includes both state and federal funding.)

Data reflects the time period of July 1, 2019 - November 01, 2019.

Table: Service Delivery Summary - Authorized Services

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Service</th>
<th>Unit Type</th>
<th>Provider</th>
<th>Persons Served</th>
<th>Units Delivered</th>
<th>Total Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kupuna Care</td>
<td>01S Personal Care (Authorized)</td>
<td>1 Hour</td>
<td>Hookele Care at Home</td>
<td>26</td>
<td>403.00</td>
<td>$13,702.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Hour</td>
<td>Kokua Kalihi Valley</td>
<td>11</td>
<td>358.00</td>
<td>$18,036.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Hour</td>
<td>Palolo Chinese Home - Provider</td>
<td>3</td>
<td>59.50</td>
<td>$1,785.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Hour</td>
<td>St. Francis Health Services</td>
<td>263</td>
<td>5,848.00</td>
<td>$249,826.56</td>
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<tr>
<td>02S Homemaker (Authorized)</td>
<td>1 Hour</td>
<td>Hookele Care at Home</td>
<td>43</td>
<td>678.00</td>
<td>$21,696.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>1 Hour</td>
<td>Palolo Chinese Home - Provider</td>
<td>11</td>
<td>33.00</td>
<td>$2,970.00</td>
</tr>
<tr>
<td>04S Home Delivered Meals (Authorized)</td>
<td>1 Meal</td>
<td>Hawaii Meals on Wheels</td>
<td>132</td>
<td>6,965.00</td>
<td>$73,132.50</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>1 Meal</td>
<td>Keiki To Kupuna</td>
<td>132</td>
<td>10,103.00</td>
<td>$96,786.74</td>
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<tr>
<td></td>
<td></td>
<td>1 Meal</td>
<td>LMOW LRC Home Delivered Meals</td>
<td>329</td>
<td>20,178.00</td>
<td>$181,602.00</td>
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<tr>
<td></td>
<td></td>
<td>1 Meal</td>
<td>Palolo Chinese Home - Provider</td>
<td>8</td>
<td>430.00</td>
<td>$3,986.10</td>
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<tr>
<td>04S Home Delivered Meals-Special 5xwk (Authorized)</td>
<td>1 Meal</td>
<td>Mom's Meals</td>
<td>3</td>
<td>150.00</td>
<td>$2,812.50</td>
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<tr>
<td>05S Adult Day Care (Authorized)</td>
<td>1 Hour</td>
<td>Arcadia Elder Services</td>
<td>1</td>
<td>184.00</td>
<td>$2,576.00</td>
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<tr>
<td></td>
<td></td>
<td>1 Hour</td>
<td>Franciscan Care Services</td>
<td>14</td>
<td>4,544.00</td>
<td>$44,304.00</td>
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<td></td>
<td></td>
<td>1 Hour</td>
<td>Hawaii Health Systems</td>
<td>2</td>
<td>598.01</td>
<td>$8,372.14</td>
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<tr>
<td>Service Area</td>
<td>Description</td>
<td>Count</td>
<td>Cost</td>
<td>Total</td>
<td></td>
<td></td>
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<td>----------------------------------</td>
<td>-----------------------------------------------------</td>
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<td>----------</td>
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</tr>
<tr>
<td><strong>10S Transportation (Authorized)</strong></td>
<td>1 One-way trip</td>
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<td>CC Transportation Unit 1</td>
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<td>5,412.00</td>
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<td></td>
<td>Kokua Kalihi Valley</td>
<td>53</td>
<td>1,558.00</td>
<td>$36,114.44</td>
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<tr>
<td><strong>F06 Attendant Care/Supervision (Authorized)</strong></td>
<td>1 Hour</td>
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<td></td>
<td>Hookele Care at Home</td>
<td>19</td>
<td>308.00</td>
<td>$9,856.00</td>
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<tr>
<td></td>
<td>Palolo Chinese Home - Provider</td>
<td>4</td>
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<td></td>
<td>Project Dana - Kupuna Care</td>
<td>3</td>
<td>32.50</td>
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<tr>
<td><strong>Kupuna Caregiver</strong></td>
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<tr>
<td></td>
<td>05S Adult Day Care (Authorized)</td>
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<tr>
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<td>Arcadia Elder Services</td>
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<td>5,306.00</td>
<td>$26,530.00</td>
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<td>Franciscan Care Services</td>
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<td></td>
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<td>4,327.00</td>
<td>$22,610.00</td>
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<td>Hawaii Health Systems</td>
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<td>5,114.95</td>
<td>$25,900.00</td>
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<td>Kahala Senior Living Community</td>
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<td></td>
<td>Lunaillo Home</td>
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<td>971.49</td>
<td>$4,480.03</td>
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<td></td>
<td>Malama Adult Day Care</td>
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<td>4,162.00</td>
<td>$21,070.00</td>
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<td></td>
<td>Palolo Chinese Home - Provider</td>
<td>6</td>
<td>4,402.00</td>
<td>$23,660.00</td>
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<td></td>
<td>Salvation Army - Provider</td>
<td>6</td>
<td>3,816.51</td>
<td>$16,230.12</td>
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<td></td>
<td>Seagull Schools</td>
<td>6</td>
<td>4,426.00</td>
<td>$18,420.00</td>
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<tr>
<td></td>
<td>Windward Seniors</td>
<td>9</td>
<td>5,213.00</td>
<td>$26,065.00</td>
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<tr>
<td><strong>Title III</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>04S Home Delivered Meals (Authorized)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Hawaii Meals on Wheels</td>
<td>178</td>
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<td>$96,190.50</td>
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<td>LMOW LRC Home Delivered Meals</td>
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</tr>
<tr>
<td></td>
<td>04S Home Delivered Meals-Special 5xwk (Authorized)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Hawaii Meals on Wheels</td>
<td>8</td>
<td>434.00</td>
<td>$4,557.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>10S Transportation (Authorized)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>CC Transportation Unit 1</td>
<td>379</td>
<td>5,314.00</td>
<td>$159,420.00</td>
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<td></td>
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<tr>
<td></td>
<td>Kokua Kalihi Valley</td>
<td>9</td>
<td>206.00</td>
<td>$5,728.86</td>
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<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1,805</td>
<td>119,894.50</td>
<td>$1,454,177.97</td>
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</tr>
</tbody>
</table>

Friday, November 01, 2019 2:12 PM
Waitlist
For the period of July 1, 2019 - November 01, 2019

<table>
<thead>
<tr>
<th>Service</th>
<th>No. of Clients</th>
<th>Average Wait Time (in Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02S Homemaker (Authorized)</td>
<td>435</td>
<td>362</td>
</tr>
<tr>
<td>05S Adult Day Care (Authorized)</td>
<td>25</td>
<td>175</td>
</tr>
<tr>
<td>10S Transportation (Authorized)</td>
<td>460</td>
<td>241</td>
</tr>
<tr>
<td>F06 Attendant Care (Authorized)</td>
<td>35</td>
<td>24</td>
</tr>
<tr>
<td>F06 Attendant Care/Supervision (Authorized)</td>
<td>178</td>
<td>305</td>
</tr>
</tbody>
</table>
Kupuna Caregiver

As of October 6, 2018

EAD has authorized and referred a total of **112 care recipients** for Adult Day Care, with start dates as early as February 16, 2018.

The average age of care recipients is **89 years**.

Demographics of Caregivers Assessed

The average age of caregivers is **62 years**.

<table>
<thead>
<tr>
<th>Lives With</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>29</td>
</tr>
<tr>
<td>Sometimes</td>
<td>9</td>
</tr>
<tr>
<td>Yes</td>
<td>156</td>
</tr>
<tr>
<td>Total</td>
<td>190</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATIONSHIP</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brother/Sister</td>
<td>1</td>
</tr>
<tr>
<td>CR 60+ - Daughter/Daughter-In-Law</td>
<td>120</td>
</tr>
<tr>
<td>CR 60+ - Husband</td>
<td>1</td>
</tr>
<tr>
<td>CR 60+ - Other Relative</td>
<td>9</td>
</tr>
<tr>
<td>CR 60+ - Son/Son-In-Law</td>
<td>49</td>
</tr>
<tr>
<td>CR 60+ - Wife</td>
<td>13</td>
</tr>
<tr>
<td>Relationship Missing</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>190</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENDER</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>135</td>
</tr>
<tr>
<td>M</td>
<td>55</td>
</tr>
<tr>
<td>Total</td>
<td>190</td>
</tr>
</tbody>
</table>
## Vision
*The people of Kaua‘i will live well and age well.*

## Mission Statement
The Kauai Agency on Elderly Affairs, as the designated lead County agency, plans, implements, supports and advocates for the well-being of Kauai’s older adults; and serves as a one stop source of information on long term care support options and services for all residents.

## Vision Statements
- Kauai’s older adults will live independently at home or in the community with dignity and respect.
- Kauai’s family caregivers receive adequate support to care for their older adults.
- Kauai’s older adults, persons with disabilities and family caregivers will make informed choices and have streamlined access to long term care support.

### Goals:

1. **Maximize opportunities for older adults to age well, remain active and enjoy quality lives while engaging in their communities.**

   **RSVP**
   - 2019 Annual Recognition Luncheon will be held on December 13 at the Kauai Beach Resort.

   **Better Choices, Better Health**

   **EnhanceFitness**
   - Ongoing recruiting instructor for Waimea site.

2. **Forge partnerships and alliances that will give impetus to meeting Hawaii’s greatest challenges of the aging population.**

   **Dementia Friendly Community**
   - Expanding the Dementia Friends Community at GATHER Federal Credit Union at Kukui, Eleele, Waimea, Lihue and Kapaa Branches.
3. **Strengthen the statewide ADRC System for persons with disabilities, older adults, and their families.**

   ADRC (Aging and Disability Resource Center)/NWD (No Wrong Door)
   - Website Re-Design Team (Lillian, Lainee, Kealoha)
   - Meeting with Al Schreitmuller, Director, Agency Systems, AGIS Network Inc. on Oct 31
   - Options Counseling/Person-Centered Planning
   - No Wrong Door Training on Kauai’ a on October 9th

   **Agency Call Summary Report**
   
   Report Federal Fiscal Year period from October 1, 2018 to September 30, 2019
   - Total Calls: 5,519
   - Top 5 Topic Categories discussed:
     - Nutrition
     - Health and Wellness
     - Home and Community Based Services
     - Transportation
     - Miscellaneous

   Report current State Fiscal Year period from July 1, 2019 to October 25, 2019
   - Total Calls: 1,612
   - Top 5 Topic Categories discussed:
     - Nutrition
     - Health and Wellness
     - Home and Community Based Services
     - Health Insurance
     - Transportation

4. **Enable older adults to live in their communities through the availability of and access to high quality long-term services and supports, including supports for their families and caregivers.**

   **Outreach/Access to Services**
   - Kekaha Senior Center – Medicare Open Enrollment
   - Haena Foodbank at Colony Resort – Flu Shot Clinic

   **Vendor Pool**
   - No report

   **Educational Opportunities/Caregiver Training**
   - No report

   **Kupuna Caregiver Program**
   - For the period starting May 1, 2018 and ending September 30, 2019; provided services to nine caregivers; currently serving six; expended $106,820.00 for a total of 1,526 days.

5. **Optimize the health, safety and independence of Hawaii’s older adults.**

   **Emergency Safe Havens (Emergency Shelters)**
   - No report

   **Emergency Disaster Plans:**
   - Collapsible Water Jug Project:
     Partnership with Department of Water in distributing Collapsible Water Jugs from HI-EMA for vulnerable elderly living alone addressing the need to have 14 days of supplies. Each elder will be able to receive three water jugs (2.5 gallons) or about seven days of water. The water jugs are in storage; waiting for go ahead from HI-EMA to deliver water jugs.
Home Modification (Fall Prevention Initiative with Fire & AMR)
- 514 individuals served (416 homes)

Administrative:
- Attended n4a Membership Committee Webinar meeting on October 21.
- Attended County Executive Meeting on Oahu, October 22.

Training:
- Staff attended No Wrong Door Training on October 9.

Personnel: No report

Media: Phone Interview with Noelle Fujii, Hawaii Business Magazine on Senior Care in Hawaii October 3, 2019.