

Safe Routes to Schools Advisory Committee

October 29, 2024

10:00-11:00 AM

Remotely via Microsoft Teams

Meeting Minutes

I. Call to Order, Roll Call

The meeting was called to order by Chair Kathleen Rooney, who conducted a roll call of committee members and confirmed a quorum was present.

Member requirement	Appointment detail(s)	Name	Present?
One member to be appointed by the speaker of the house of representatives	House of Representatives appointee, chair for 2024-2025	Kathleen Rooney	Y
One member to be appointed by the president of the senate	Senate appointee	Pending	
The department of transportation's safe routes to school program coordinator		Tara Lucas	Y
The deputy director of the department of transportation's highways division		Bryan Kimura, official designee	Y
One member representing the physical activity and nutrition section of the department of health's chronic disease prevention and health promotion division		Heidi Hansen-Smith	Y
The superintendent of education		Audrey Hidano, official designee	N
The co-chair of the Hawaii climate change mitigation and adaptation commission	Chairperson, Department of Land and Natural Resources	Luke Sarvis official designee	Y
The co-chair of the Hawaii climate change mitigation and adaptation commission	Director, Office of Planning and Sustainable Development	Leah Laramee, official designee	Y
One member representing the Hawaii state energy office		Nicole Cernohorsky official designee	Y
One member representing the Hawaii state council on developmental disabilities		Sierra Whiteside	N
One member representing each county agency with jurisdiction over transportation	City and County of Honolulu	Yamato Sasaki	Y
	County of Hawaii	Melanie DeMello official designee	Y
	County of Kauai	Michael Moule	N
	County of Maui	Kurt Watanabe	N

One member representing an organization with a focus on bicycling	Appointed by the governor, pursuant to section 26-34, for a three-year term	Thomas Noyes	Y
One member representing an organization with a focus on senior citizens and their families	Appointed by the governor, pursuant to section 26-34, for a three-year term	James Burke	Y
One member representing an organization that understands the ways families with young children navigate through the State	Appointed by the governor, pursuant to section 26-34, for a three-year term	Pending	
One member representing an organization with a focus on public health and mobility	Appointed by the governor, pursuant to section 26-34, for a three-year term	Jessica Thompson	Y
One member representing an organization with a focus on transportation equity and mobility	Appointed by the governor, pursuant to section 26-34, for a three-year term	Jeanne Torres	N
The chair of representatives standing committee with primary jurisdiction over transportation	Senate, serving as non-voting, ex-officio member	Senator Chris Lee	Y
The chair of the senate standing committee with primary jurisdiction over transportation	House of Representatives, serving as non-voting, ex-officio member	Representative Chris Todd	N

II. Discussion and Appropriate Action on Approach to Meeting Law's Mandate

The chair shared several administrative announcements to the committee:

- Website Update—Rooney shared that the program’s website is now live, containing all the meeting materials, administrative information, presentations, agendas, meeting minutes, and recordings. She expressed excitement about the website being up and running, thanking the HDOT team for their work in getting it established.
- Upcoming Presentations—Rooney provided an overview of the upcoming presentations:
 - November - Hawai‘i Department of Education
 - December – National Center for Safe Routes to Schools
 - January - Safe Routes to School Partnership will present
 - February – County of Maui (tentative)
- Volunteer Needed for December Minutes
 - Rooney noted that Leah Laramée will be providing minute support for the November meeting, but a volunteer is still needed for the December meeting. Nicole Chernohorsky offered to take on that task for December.

- Rooney reiterated that the administrative support procured for the plan should help transition the minute-taking responsibilities going forward, with this year potentially being the only time the committee needs to handle it directly.

Sasaki and Thompson presented a detailed proposal for a project identification, evaluation and recommendation process. They explained that the key goals were to create a clear, transparent process for the advisory committee to identify, evaluate and recommend projects for funding. The committee engaged in a robust discussion to refine the approach and ensure it met the law's mandate in an effective and equitable manner.

The chair indicated that she plans to release the draft report for public review. Rooney acknowledged the Sunshine Law considerations and indicated a plan to check with the Office of Information Practices (OIP) on the appropriate process.

III. Open Forum

During the open forum, several members of the public provided comments and insights related to the Safe Routes to School efforts:

- A member of the public commended the committee on the thorough work presented in the proposal. He emphasized the importance of the short timeline and encouraged the committee to focus the work on building systems and processes that will support ongoing community engagement and coordination, rather than just spending the money quickly.
- Another public attendee raised a few procedural points related to the Sunshine Law requirements. She noted the need for quorum to be established with members having their cameras on, and questioned whether the committee would be accepting public testimony on the draft report or just making it publicly available. The chair acknowledged the Sunshine Law considerations and indicated a plan to check with the Office of Information Practices on the appropriate process for publishing and receiving public comments on the draft report before the next meeting.
- Other members of the public provided additional comments and suggestions related to the need for clear justification and framing of the program's purpose, as well as the potential challenges around procurement rules and requirements.

The chair thanked the public for their engagement and valuable input, noting that it would be integrated into the committee's ongoing work and discussions.

IV. Announcements

No further announcements.

The chair thanked the committee members for their participation and engagement throughout the meeting.

V. Adjournment

The meeting was adjourned at 11:03am.