

KĀKO‘O MEETING SERIES

Thursday, 23 October 2014

Meeting Notes

Next meeting dates are 20 November 2014 and 18 December 2014.

Attendees

- In Person:
 - Mahealani Cypher (AHCC)
 - Jeff Dodge (Navy)
 - Kawika Farm (HART)
 - Kiersten Faulkner (HHF)
 - Susan Lebo (SHPD)
 - Paul Luersen (HART)
 - Jon Nouchi (HART)
 - Charlene Oka-Wong (Navy)
 - Jessica Puff (SHPD)
 - Stanley Solamillo (HART)
 - Gary Tasato (Navy)
 - Joseph Lapilio (NKK)
 - Paul Cleghorn (Pacific Legacy)
 - Lisa Kahahane (Pacific Legacy)
- On Phone:
 - Ted Matley (FTA)
 - Betsy Merritt (NTHP)

Discussion – Plan of Action Milestones (POAM)

- At the request of SHPD.
- Have an actual, complete POAM by the end of the year.
- Where are we in the process?
- Identify all the players and parts.
- What happens between now and end of year?
- Major deliverable timeline = one location for curation facility and curation standards.
- What level of detail?
- Include schedule of all deliverables; status of each; process to complete/achieve deliverable; procedural steps for the whole project (e.g., construction schedule, etc.) not only PA.
- Who is working on a version of the POAM?
 - Navy (focused on deliverables and meetings).
 - HART (“implementation schedule”; not integrated with “construction schedule”).
 - SHPD
- Forward any and all items related to POAM (e.g., meetings, minutes, distribution, construction schedule, etc.) to Jessica.
- HART to provide construction update at each meeting.
- How often is the POAM to be updated? Who is to make the updates?
- Need to map-out steps/process for each deliverable and process.
- What is SHPD’s role in POAM document updates? SHPD is committing to taking the lead and manage the document.
- Kāko‘o to manage project and work with SHPD to track action items.
- To include dates of acceptance letters.
- Everyone please send copies of all SHPD acceptance letters to SHPD for them to update their records:

- All years including prior to signed PA.
 - Josh to cull from website and provide to SHPD.
- Topics to include:
 - Dates.
 - Meeting schedules (e.g., if only meet two times a year, require an agenda 5 months prior).
 - Differentiate hard, fixed deadlines versus rolling deadlines.
 - Make list of involved parties.
 - Plot out review period (e.g., 45 days, 3 months, etc.).
- Jessica (SHPD) to provide first draft one week prior to next meeting (by 13 November 2014). Asking for comments.
- Jessica (SHPD) to provide second draft one week prior to December meeting (by 11 December 2014). Asking for comments.
- Jessica to distribute all versions (e.g., HART, Navy, SHPD) to CPs to kickstart aggregation process.