

STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 N. NIMITZ HIGHWAY, SUITE 200
(VIRTUAL MEETING - VIA ZOOM WEBINAR)

Due to COVID-19, the OHA Board of Trustees and its standing committees will hold virtual meetings until further notice. The virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened by phone: (213) 338-8477.

A physical meeting location open to the general public will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817. All members of the public that wish to access the physical meeting location must pass a wellness check and provide proof of full vaccination or a negative COVID-19 test taken within 72 hours of entry.

Minutes of the Office of Hawaiian Affairs
Board of Trustees
MINUTES
May 23, 2024

ATTENDANCE:

Chairperson Carmen Hulu Lindsey
Trustee Dan Ahuna
Trustee Kaleihikina Akaka
Trustee Keli'i Akina
Trustee Brickwood Galuteria
Trustee Keoni Souza
Trustee Mililani Trask
Trustee John Waihe'e IV

ADMINISTRATION:

Stacy Ferreira, CEO
Ramona Hinck, CFO
Everett Ohta, Interim General Counsel
Nietzsche Ozawa, Interim Sr. Legal Counsel
Tim Wong, Land Dir.
Ku'ike Kamakea-Ohelo, Dir of Well-Being and 'Āina Momona
Niniau Kawaihae, Dir. of Community Engagement
Sandra Stancil, EA
Grace Chen, Financial Analyst
Ryan Lee, Invest. Mngr.
Keala Neumann, Grants Mngr.
Cory Nakamoto, Dir. of Human Resources
Lauwa'e Clayton, EA
Kevin Chak, IT Support
Arlene Aguinaldo, IT Support

BOARD STAFF:

Lehua Itokazu, Board Secretary
Kanani Iaea, Trustee Aide
Amber Kalua, Trustee Aide
Pohai Ryan, Trustee Aide
Kau'i Robello, Trustee Secretary
Mark Watanabe, Trustee Aide
Kyla Hee, Trustee Secretary
Ruben Sierra, Trustee Aide
Joyce Yang, Trustee Aide

GUEST:

Desiree Santana

Call to Order

Chair Hulu Lindsey I'd like to call today's Board of Trustees meeting to order. Let the record reflect it is Thursday, May 23, 2024, and the time is 10:03 a.m.

MEMBERS			Present	TIME ARRIVED
TRUSTEE	DAN	AHUNA	X	
TRUSTEE	KALEI	AKAKA	X	
TRUSTEE	KELI'I	AKINA		Joins mtg at 10:06 am
TRUSTEE	LUANA	ALAPA		excused
TRUSTEE	BRICKWOOD	GALUTERIA	X	
TRUSTEE	J. KEONI	SOUZA	X	
TRUSTEE	MILILANI	TRASK	X	
TRUSTEE	JOHN	WAIHE'E	X	
CHAIRPERSON	CARMEN HULU	LINDSEY	X	
			7	1

There are **seven (7)** Trustees PRESENT, thereby constituting a quorum.

Chair Hulu Lindsey Welcome to our Board of Trustees meeting. This meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream. Before we continue, I would like to announce that items 3 B. 4 -15 will be deferred, and no discussion will take place as they were deferred in yesterday's RM meeting. Items III.B 1 - 3 were received under the 72-hour deadline, and this is due to the quick turnaround. Lastly, I will be taking the agenda out of order. I will take up III.B. 2 and 3, first, followed by III.B. 1.

Joining us today, we have our CEO, Stacy Ferreira. I would like to ask Stacy to introduce any Administrative staff joining us today.

Stacy Ferreira, CEO Mahalo Chair. Trustees, joining us today for our BOT meeting, we have CFO- Ramona Hinck, Financial Analyst-Grace Chen, Endowment Director- Ryan Lee, Interim Corp Counsel- Everett Otta, Interim Senior Legal Counsel-Nietzsche Ozawa, Director 'Ōiwi Well-being-Ku'ike Kamakea-Ohelo, Dir. of Community Engagement-Niniau Kawaihae, Grants Mngr-Keala Neumann, Interim IT Mngr-Kevin Chak, IT Support-Arlene Aguinaldo, and Strategy Consultant-Aulani Freitas.

Chair Hulu Lindsey First on the agenda is approval of minutes. Do we have anyone signed up to testify on this agenda item?

Board Secretary No one is signed up to speak on this item.

Approval of Minutes

A. August 29, 2023, Site Visit Summary 1

C. August 29, 2023, Community Meeting

B. August 29, 2023, Site Visit Summary 2

D. August 31, 2023

Trustee Souza Moves to approve minutes.

Trustee Waihe'e Seconds the motion.

Motion made at 10:05 am Trustee Souza Moves to A. August 29, 2023, Site Visit Summary 1 B. August 29, 2023, Site Visit Summary 2 C. August 29, 2023, Community Meeting D. August 31, 2023 Trustee Alapa Seconds the motion.						
Time of Vote: 10:05 am	1	2	‘AE (YES)	‘A‘OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI‘I AKINA						Joins mtg at 10:06 am
TRUSTEE LUANA ALAPA						X
TRUSTEE BRICKWOOD GALUTERIA			X			
TRUSTEE J. KEONI SOUZA	X		X			
TRUSTEE MILILANI TRASK						No answer
TRUSTEE JOHN WAIHE‘E		X	X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			6			1
MOTION: [] UNANIMOUS [X] PASSED [] DEFERRED [] FAILED						
Motion passes with Six (6) Yes votes, Zero (0) No votes, One (1) Excused						

Chair Hulu Lindsey The first item on the agenda is work place violence training with Desiree Santana. Do we have anyone signed up to speak on this item?

Board Secretary One person is signed up to speak on this item.

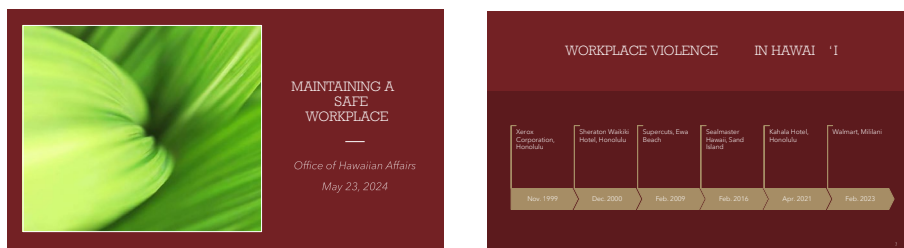
Germaine Meyers Aloha Chair and Trustees. My name is Germaine Meyers. I am a beneficiary for beneficiary advocacy and empowerment. I am also a Nānākuli Hawaiian Homestead lessee. Mahalo for the opportunity to testify on the workplace violence awareness training. One of my career skills is human resources. I worked for a large bank in Hawai‘i that contract Work Life Hawai‘i to provide our 8,000 employees with EAP services. Work Life Hawai‘i is an excellent partner. They have many years of experience. We also contracted Work Life Hawai‘i to provide our employees with trauma counseling after they were involved with a bank robbery incident that may or may not have involved weapons and threat of death. In one of the slides in today’s presentation, it shares OSHA’s definition of workplace violence. Any act or threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior

that occurs at a workplace. The worksite includes but is not limited to buildings and surrounding perimeters, parking lots, field locations, and traveling to and from work assignments. Trustees, the worksite also includes work emails and work-related text messages. We have advanced in our society to understand that domestic violence is not just physical violence but also verbal and emotional abuse. This is the same with workplace violence. It's not just physical abuse, but also verbal and emotional abuse. When an employee experiences workplace violence, they carry home with them the stress and weight of the abuse they experience at work. They suffer, and their 'ohana suffers because they suffer. I want to clarify that workplace corruption and workplace performance, accountability and transparency, stealing and being caught for stealing, lying and being caught for lying, breaking work rules, and being disciplined for it is not the same as workplace violence. We need to understand the difference and stop workplace violence. God bless all of you.

Chair Hulu Lindsey I will turn the time over to Stacy.

Stacy Ferreira, CEO I just wanted to say that workplace violence, and this training in particular has been a priority for me when I came on as the lead administrator here, and as I have been speaking with Trustees and with the support of Chair Lindsey, we are taking workplace violence extremely seriously. It is important for our staff to know that we, as leaders, are going to provide them with a safe and productive work environment, and that work environment is set by us as the leadership and everything cascades from us. I mahalo you for the time and energy that you're going to put forth in this training. At this point, I would like to welcome Desiree. Mahalo.

A. Workplace Violence Awareness Training with Work Life Hawai'i



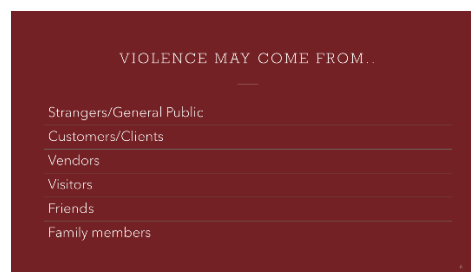
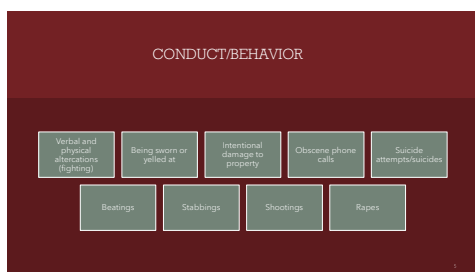
Desiree Santana, EAP Counselor Mahalo for being here. This is the objective for today. We're going to talk a little bit about workplace violence in Hawai'i. What is workplace violence? Is it preventable? Defusing a volatile situation and then going over resources. The question I want to pose to all of you is not so much for each of you to answer it. It's more to think about how you can use this question in your daily life, whether it's in your personal life, with family, with your children, in relationships, and even in your professions as trustees. The question is: How are you doing? What's going on? How can I help you? These are the questions that can be easy to ask but at the same time, the importance of this question is to really check in. Check in with yourself, your colleagues and your team.

What we've been seeing in the past four years since the pandemic is the rise in stress and mental health, and how that's been impacting individuals, families, and even the workplace. Employers and businesses have been reaching out to us for support and resources because they have been seeing a rise in workplace conflict and workplace violence. The focus is to learn how to recognize some pre- early signs, not just the early signs, how to recognize that, and what kind of prevention tools you all can use to stop it from the beginning.

Two incidents or examples that I will give is: 1) the December 2023 Pearlridge domestic violence incident that happened out in the community and the public. So not only did it greatly affect the family involved

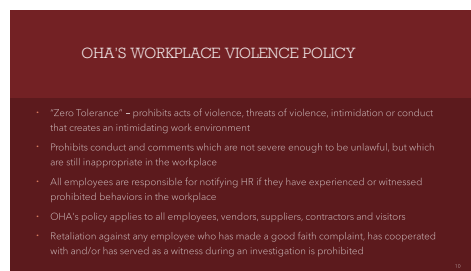
and the children that witnessed it, but it had a profound impact and effect on a larger scale. The second example is the chiropractor and the Mānoa family tragedy that happened this year in March. Again, even though it didn't happen in the workplace in the private practice office, it happened in their home. These are the 2 examples that just shows you that it does have a larger impact on us all regardless of the direct or indirect exposure that we have to these events and tragedies. I just wanted to point out the difference of what workplace violence could potentially look like.

I'll just briefly go over this definition here. OSHA's definition. Again, any act or threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at a work site. The worksite includes, but is not limited to the buildings and surroundings, perimeters, parking lots, field locations, and traveling to and from work assignments. Emails can also be included in this definition as well.



The conduct and behavior that we want to recognize are verbal, physical altercations, fighting, arguing, being sworn at or yelled at, intentional damage to property, obscene phone calls, texting, messages, emails, other forms of communication like social media. Then there's suicide attempts, suicides, beatings, stabbings, shootings, and rapes. Sexual assault and sexual harassment would be a part of this as well. Violence not only comes from professionals or employees within the organization, but it can also come from other people like strangers, and the public. I just wanted to stress this is not just between colleagues and employees, it can be coming from outside of that.

Some of the high-risk occupations are banking, delivery drivers, healthcare professionals, public service workers, customer service agents, law enforcement personnel, and those who work alone or in small groups. Do you see as Trustees about where you fall among these high-risk occupations? You do not have to answer. Looking at the environmental risk factors, some categories are exchange of money, goods or services, criminal justice setting, or social services to name a few. There is also working late at night or during early morning hours and possibly working in high crime areas.



As we look at statistics, out of 5,333 fatal workplace injuries in the U.S. in 2019, 761 cases were due to intentional injury caused by another person. There were 849 fatalities due to violence and other injuries in 2022, that's an increase of 11.6% from the 661 fatalities in 2021. Why is there an increase?

If we look at the last four years since the pandemic started, not saying that it's the pandemic's fault, I think that there was a lot of stress going on even prior to that for everybody, especially just living in Hawai'i alone, the economy or the prices of Hawai'i, just to live here, a lot of financial stress. That's just one of the reasons why individuals or families would be stressed out. Other reasons are relationship stress, work stress and so forth. Looking at the past 4 years as counselors, we're able to see that there has been a rise in stress and mental health for individuals and families, and employees, professionals, even employers themselves.

Briefly, I will highlight OHA's policy, this is not the complete policy for your organization. These are just some of the highlights. It reads:

- Zero tolerance prohibits acts of violence, threats of violence, intimidation, or conduct that creates an intimidating work environment.
- Prohibits conduct and comments which are not severe enough to be unlawful, but which are still inappropriate in the workplace.
- All employees are responsible for notifying HR if they have experienced or witnessed prohibited behaviors in the workplace
- OHA's policy applies to all employees, vendors, suppliers, contractors, and visitors
- Retaliation against any employee who has made a good faith complaint, has cooperated with and/or has served as a witness during an investigation is prohibited.

Again, this is just the highlight of OHA's policy.

If you have any questions or concerns regarding the policy, then of course, direct it with your HR, but we as EAP, do encourage you to be very familiar with the policy.



A few early warning signs that you should recognize will prompt you to start using the preventive tools are: expression of anger, violent talk or remarks, stalking or unwanted contact, mood swings, substance abuse, bizarre statements, bring weapons to work, experiences of loss and perceived as unbearable.

Some immediate indicators of threat are agitated behavior such as pacing, jumping up from a seated position or drumming their fingers repeatedly; blank or angry facial expressions; movement into someone's personal space; loud tone of voice; inappropriate place or situation; Aggressive touching; or rigid body posture.

Steps to defuse a potential violent situation are the following: Please do not feel you have to do exactly each step or in that order. We want you to have information to help handle a potentially violent situation.

1. Call for help
2. Assess the situation
3. Keep arms low and in view

4. Speak calm and no sudden movements
5. Stay at least 5 feet away
6. Clear bystanders
7. Verbally reflect or repeat/nod
8. Listen and do not argue
9. Give options
10. Offer a drink of water

Domestic family violence is the fastest growing type of workplace violence. We encourage that you report observations if there is an immediate danger. Provide assistance, support, resources, and of course, talk or collaborate with the victims to develop a safety plan for the workplace. If you have your own internal resources within OHA, that is great, just making sure you're helping the person get connected to the support that he or she needs. You also have us, EAP Hawai'i, and you can use us as a resource. Be sure you are reporting to upper management or HR. Prevention is key. Earlier in the training we talked about asking how are you? Let that question be a reminder to check in whether it's with yourself or with your colleagues, coworkers in your team. It is key to know your policy and procedures, notify HR of any concerns and observations, be aware of your surroundings, and follow security measures.

These are some reasons why people do not report: Fear of retaliation. I believe that retaliation is prohibited in the policy but there's still that fear so it's very real. Next is a fear of the outcome to the individual. The individual who has those violent behaviors, the fear is that there may be some kind of consequence to that individual. People also do not want to make waves. This could be a cultural thing living here in Hawai'i but a lot of times we do not want to be nīele. It is not so much about the reporting but the safety for yourself, others, your team, your colleagues.

We are available, not just for counseling services, but we also can provide consultation. If you do have questions or have some challenging situations happening within your workplace or at home, those are reasons to give us a call and one of us counselors can talk with you and talk it through, help you process and come up with resolutions. We offer free, confidential, professional counseling services to you and your household members. You have 6 visits per contract year, every October it renews. Concerns do not have to be job or work related. We do have financial and legal consultation available that we can connect you with. We understand that there are various levels of stress. Various types of stress are financial and legal. Both types are high, and we want to be able to connect participants to the appropriate professionals. The last one, resources available for caregivers and kūpuna. Unfortunately, this is a very new thing that happened. We no longer have the professional to refer you to. If you are a caregiver of a kupuna, we can still provide resources and connect you.

This is our contact information, so please feel free to reach out to us. We are open Monday through Friday, from 8am-5pm. We have a 24/7 toll free line. You can also reach out by email.

Trustee Trask I want to thank the presenter. This was very informative, and I had noticed that you had said that the Hawai'i Supervisor would be coming out to employers and supervisors. But I wanted to ask if you could put me on the list. When I look at the Hawai'i Supervisor that you included, there's very important information that I would like to see the handout as a Trustee. Just a comment, I think in your future work it would be good if you provided more of a scope of coverage than just for employees and supervisors. When problems like this come up, take it to HR. If the problem that arises is coming from Admin and HR, it doesn't give the employee an option. Think about that because workplace violence is not just limited to supervisors and employees. You have a trustee that gets up screaming and yelling,

coming across the room. How do I report that? Do you offer any other training or assistance in terms of the family?

Desiree Santana, EAP Counselor We do have stress management, coping with change, and coping with grief. We have a list of training courses, about twenty-something different topics. Even though our trainings are with employees and professionals that contract with us, it doesn't stop there. Unfortunately, we are not able to train family members, but we are able to provide counseling services to all employees of OHA and their household members. Sometimes what we find is when we are providing counseling service to family members, whether it's individual or a family session, often certain pieces of these different trainings are being brought up, but not in a training format. It's in a more conversational, collaborative way. This is the only thing I can think of how the family can benefit from the training piece.

Trustee Trask I did not hear a response to my question. If the problem involves the Supervisor or HR itself, what options do we have?

Stacy Ferreira, CEO Trustee Trask, when there are issues with our internal HR, we do have external HR attorneys that assist us.

Trustee Trask I understand that Stacy. My question is, what do we do when the problem involves the in-house attorneys? Is there a complaint process?

Stacy Ferreira, CEO If it is a complaint against administration, then it goes to HR. If it is a complaint against HR, we have an external HR attorney that we hire to assist us with the investigation.

Trustee Trask And who is that?

Everett Ohta, Interim General Counsel Good morning, to answer Trustee Trask's question, we previously engaged with the ES&A law firm, headed by the founder, Anna Elento – Sneed, who's performed external investigations for OHA.

Stacy Ferreira, CEO I would like to further add that when there are issues with trustees, there is a separate process, similarly, when there is code of conduct. There's a process in the BOT Bylaws for complaints to be handled in that fashion.

Trustee Trask Please send me the contact information for ES&A. Stacy, your response is hard to accept when I've had a couple of situations where I have been involved in administration problem discussions with admin staffers like Stacy, like Casey. When I returned to finish the conversation, he was let go.

Stacy Ferreira, CEO I am sorry but that is inaccurate and inappropriate for this discussion.

Trustee Trask Excuse me, can I please finish. I'm in a conversation with an executive administrator. I returned the following week and heard that he was discharged. How do we follow up with that?

Stacy Ferreira, CEO Trustee Trask, your statement is inaccurate; he was not dismissed, mahalo.

Trustee Trask He was given a choice, and he left. I am trying to find out how to follow up with HR and other matters when the Executive staff is gone. It's like this morning trying to call for tech assistance and finding out that our tech team was dismissed.

Stacy Ferreira, CEO Trustee Trask, once again your statement is inaccurate regarding Casey.

Trustee Trask I am not talking about Casey, I am speaking of Tiger. Casey is just one example.

Chair Hulu Lindsey Trustee Trask, we will end your conversation, it is not on our agenda.

III.B.2. Action Item RM #24-11: Approve an Office of Hawaiian Affairs (OHA) Mahi ‘Ai Micro funding program to alleviate water bills and property tax costs for Native Hawaiian farmers statewide

Chair Hulu Lindsey Do we have anyone signed up to speak on this item?

Board Secretary No one is signed up to speak on this matter.

Chair Hulu Lindsey I will call on Trustee Waihe‘e.

Trustee Waihe‘e Madame Chair, Your Committee on Resource Management, having met on May 22, 2024, and after full and free discussion, recommends approval of the following three (3) actions to the Board of Trustees:

Motion: 1

Move to approve an Office of Hawaiian Affairs (OHA) Mahi ‘Ai micro funding program to alleviate water bills and property tax costs for Native Hawaiian farmers statewide

Trustee Souza Seconds the motion

Motion made at 10:56 am Trustee Waihe‘e Moves to Motion 1: Approve an Office of Hawaiian Affairs (OHA) Mahi ‘Ai micro funding program to alleviate water bills and property tax costs for Native Hawaiian farmers statewide Trustee Souza Seconds the motion.						
Time of Vote: 10:56 am	1	2	‘AE (YES)	‘A‘OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI‘I AKINA			X			
TRUSTEE LUANA ALAPA						X
TRUSTEE BRICKWOOD GALUTERIA			X			
TRUSTEE J. KEONI SOUZA		X	X			
TRUSTEE MILILANI TRASK			X			
TRUSTEE JOHN WAIHE‘E	X		X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			8			1

MOTION: [] UNANIMOUS [X] PASSED [] DEFERRED [] FAILED

Motion passes with Eight (8) Yes votes, Zero (0) No votes, One (1) Excused

Trustee Waihe'e I would also like to

Motion 2:

Move to approve a (6) six month online Native Hawaiian Owned (NHO) 8(a) Academy, a statewide cohort program comprising of sequential learning modules and customized mentoring designed to assist (20) twenty Native Hawaiian small businesses to successfully navigate and complete the federal 8(a) certification process in order to be eligible to compete for federal contracts

Trustee Souza Seconds the motion

Motion made at 10:57 am

Trustee Waihe'e Moves to

Motion 2: Approve a (6) six month online Native Hawaiian Owned (NHO) 8(a) Academy, a statewide cohort program comprising of sequential learning modules and customized mentoring designed to assist (20) twenty Native Hawaiian small businesses to successfully navigate and complete the federal 8(a) certification process in order to be eligible to compete for federal contracts

Trustee Souza Seconds the motion.

Time of Vote: 10:57 am	1	2	'AE (YES)	'A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI'I AKINA			X			
TRUSTEE LUANA ALAPA						X
TRUSTEE BRICKWOOD GALUTERIA			X			
TRUSTEE J. KEONI SOUZA		X	X			
TRUSTEE MILILANI TRASK						
TRUSTEE JOHN WAIHE'E	X		X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			7			1

MOTION: [] UNANIMOUS [X] PASSED [] DEFERRED [] FAILED

Motion passes with Seven (7) Yes votes, Zero (0) No votes, One (1) Excused

Trustee Waihe'e I would like to

Motion 3

Approve the Fiscal Biennium Budget Realignment #2 ("BR2"), Core and Non-Core, for the Fiscal Biennium periods ("FB") 2023-2024 ("FY24") and 2024-2025 ("FY25") as summarized at attachment #1

Trustee Akaka Seconds the motion

Motion made at 10:57 am Trustee Waihe'e Moves to Motion 3: Approve the Fiscal Biennium Budget Realignment #2 ("BR2"), Core and Non-Core, for the Fiscal Biennium periods ("FB") 2023-2024 ("FY24") and 2024-2025 ("FY25") as summarized at attachment #1 Trustee Akaka Seconds the motion.						
Time of Vote: 10:58 am	1	2	'AE (YES)	'A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA		X	X			
TRUSTEE KELI'I AKINA			X			
TRUSTEE LUANA ALAPA						X
TRUSTEE BRICKWOOD GALUTERIA			X			
TRUSTEE J. KEONI SOUZA			X			
TRUSTEE MILILANI TRASK						
TRUSTEE JOHN WAIHE'E	X		X			
CHAIRPERSON HULU LINDSEY			X			
TOTAL VOTE COUNT			7			1
MOTION: [] UNANIMOUS [X] PASSED [] DEFERRED [] FAILED Motion passes with Seven (7) Yes votes, Zero (0) No votes, One (1) Excused						

Community Concerns and Celebrations

Chair Hulu Lindsey Do we have anyone signed up to speak on this item?

Board Secretary Yes, we have one person signed up.

Germaine Meyers Aloha, again for the record I am Germaine Meyers. I am a beneficiary for beneficiary advocacy and empowerment. I'd like to share with you today my definition of empowerment. My first community concern is what I just witnessed. The way Trustee Trask spoke to Ka Pouhana Stacy and what she said about ex-COO, Casey Brown, showed us what workplace violence looks like during a Board meeting. That's all I want to say about that. It's disempowerment. Trustee, I am on the Nānākuli Mā'ili Neighborhood Board. Our meetings involve civic engagement and ways to empower our residents with a voice to speak to our elected officials to advocate together for community resources on every level. Education, land and water, housing, roadways, transportation, public safety, and even advocating to ensure our crown lands in Wa'ianae being used by the military will be returned to DHHL when they are done using it. We had a three-part series in April. This past Tuesday night, one of the presentations that came before our board was from ex-Ka Pouhana, Sylvia Hussey. She shared the work she's doing with her nonprofit, BEHawaii'i. Her nonprofit work involves local farming of flowers and foliage to perpetuate culture. Many of you know Wai'anāe moku is a farm town, we have lots of land for farming. I personally believe that as a beneficiary, it is to grow into a benefactor. I believe OHA's mission is to take beneficiaries and grow them into benefactors. Beneficiaries take the role as receiving. We receive help, we receive resources to build a sustainable life. When we are transformed to a benefactor, we change our roles into a giver. We give help to others, resources to build sustainable life. I hope OHA's mission is to make as many beneficiaries as possible into benefactors. May is a month of mental health awareness. The workplace violence training today at the board meeting aligns with advocating for mental health awareness. Mahalo Ka Pouhana for today's training. May is also national police month; we show our support for the fallen men and women of law enforcement by lighting up our home or our workplace with blue lights. Maybe OHA can change some of the light bulbs at the front of Na Lama Kukui during the month of May and maybe a building at the front of Kaka'ako. Most importantly, May is also Mother's Day. Everyone of us entered this world through our mother's womb. Trustee Souza, I appreciated reading your tribute to your mother, Julia Souza in Ka Wai Ola. Quiet acts of love and how she nurtured and supported you and your lifetime gift of music and mele. I believe it was the first tribute to a mother I read in Ka Wai Ola. It was nice to learn more about you. Trustee, my sister, Waylon Hanohano said to aloha you. She worked at Hawaiian Airlines the same time as you in the inflight services department. Ke akua pu, God bless all of you.

Announcements

Chair Hulu Lindsey Our next BOT meeting will on June 12 at 1:30 pm

Adjournment

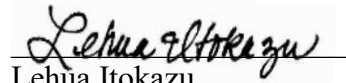
Trustee Souza Moves to adjourn the meeting.

Trustee Waihe'e Seconds the motion.

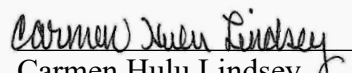
Adjournment							
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
DAN	AHUNA			X			
KALEI	AKAKA			X			
KELI'I	AKINA			X			
LUANA	ALAPA						X
BRICKWOOD	GALUTERIA			X			
J. KEONI	SOUZA	X		X			
MILILANI	TRASK			X			
JOHN	WAIHE'E		X	X			
CHAIR CARMEN HULU	LINDSEY			X			
TOTAL VOTE COUNT				8			1

Chair Hulu Lindsey Adjourns the Board of Trustees meeting at 11:05 a.m.

Respectfully submitted,


 Lehua Itokazu
 Board Secretary

As approved by the Board of Trustees on January 23, 2025


 Carmen Hulu Lindsey
 Chairperson, Board of Trustees

Attachments

1. Power Point - Workplace Violence Awareness Training with Work Life Hawai'i



MAINTAINING A SAFE WORKPLACE



Office of Hawaiian Affairs

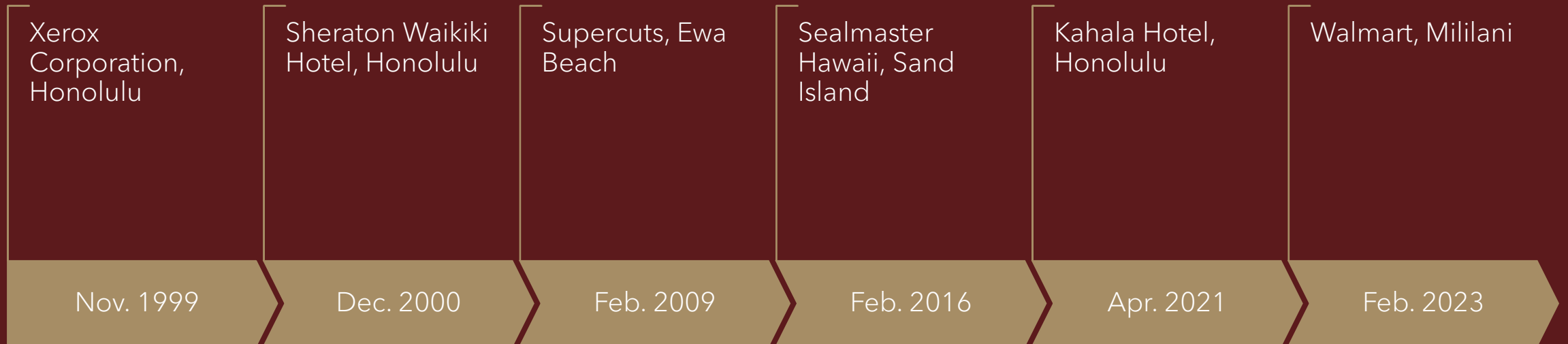
May 23, 2024

TRAINING OBJECTIVES

- Workplace Violence in Hawai'i
- What is Workplace Violence?
- Is it Preventable?
- Defusing a Volatile Situation
- Resources



WORKPLACE VIOLENCE IN HAWAII'I



OSHA'S DEFINITION

Any act or threat of physical violence, harassment, intimidation or other threatening, disruptive behavior that occurs at a worksite

The worksite includes, but is not limited to, the buildings and surrounding perimeters, parking lots, field locations and traveling to and from work assignments

CONDUCT/BEHAVIOR

Verbal and
physical
altercations
(fighting)

Being sworn or
yelled at

Intentional
damage to
property

Obscene phone
calls

Suicide
attempts/suicides

Beatings

Stabbings

Shootings

Rapes

VIOLENCE MAY COME FROM..

Strangers/General Public

Customers/Clients

Vendors

Visitors

Friends

Family members

HIGH RISK OCCUPATIONS

Banking

Delivery drivers

Healthcare professionals

Public service workers

Customer service agents

Law enforcement personnel

Those who work alone or in small groups

ENVIRONMENTAL RISK FACTORS

Exchange of money with the public

Delivery of passengers, goods or services

Having a mobile workplace – taxi, Uber/Lyft, police cruisers

Working with unstable or volatile people in health care, social service or criminal justice settings

Working late at night or during early morning hours

Working in high-crime areas

Guarding valuable property or possessions

Working where alcohol is served



BUREAU OF LABOR STATISTICS

- Out of 5,333 fatal workplace injuries in the U.S. in 2019, 761 cases (14.27%) were due to intentional injury caused by another person
- There were 849 fatalities due to violence and other injuries in 2022
- Increase 11.6% from 761 fatalities in 2021

OHA'S WORKPLACE VIOLENCE POLICY

- "Zero Tolerance" – prohibits acts of violence, threats of violence, intimidation or conduct that creates an intimidating work environment
- Prohibits conduct and comments which are not severe enough to be unlawful, but which are still inappropriate in the workplace
- All employees are responsible for notifying HR if they have experienced or witnessed prohibited behaviors in the workplace
- OHA's policy applies to all employees, vendors, suppliers, contractors and visitors
- Retaliation against any employee who has made a good faith complaint, has cooperated with and/or has served as a witness during an investigation is prohibited

10 EARLY WARNING SIGNS

Expressions of
anger

Violent
talk/remarks

Stalking or
unwelcome
contact

Wide mood
swings

Substance abuse

Bizarre
statements,
writings and/or
communications

Threats to harm
others

Brings firearms or
weapons to work

Experiences
losses perceived
as unbearable

Others are fearful

INDICATORS OF IMMEDIATE THREAT

Agitated behavior –
pacing, jumping up from
a seated position,
drumming fingers, hitting
an object repeatedly,
rapid blinking of eyes

**Angry, suspicious or blank
facial expression**

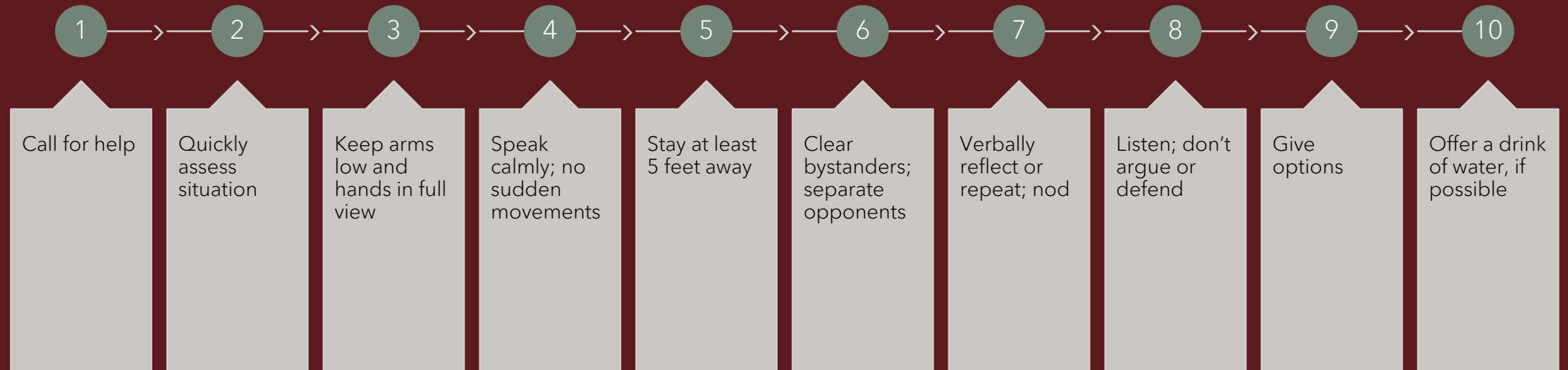
**Movement into someone
else's personal space**

Loud tone of voice –
usually inappropriate to
the place or situation

Aggressive touching –
poking someone with
fore finger, grabbing an
arm

Rigid body posture

DEFUSING A POTENTIALLY VIOLENT SITUATION



DOMESTIC/FAMILY VIOLENCE

Fastest growing type of workplace violence

Affects the safety of the victim, other employees and organization

Report observations if there is immediate danger

Provide assistance, support and resources

Collaborate with victims to develop a safety plan for the workplace

PREVENTION IS KEY



Know OHA's policy and procedures



Notify management/HR of any concerns and observations



Be aware of your surroundings



Follow security measures

WHY PEOPLE DON'T REPORT

1

Fear of retaliation

2

Fear of outcome
to the individual

3

Don't want to
make waves

WORKLIFE HAWAII



- Offers free, confidential, professional counseling services to you and your household members
- 6 visits per contract year (October)
- Concerns do not have to be job- or work-related
- Financial and legal consultations are available
- Resources are available for caregivers and kupuna

MONTHLY NEWSLETTERS

HAWAII SUPERVISOR

A Monthly Newsletter from Your EAP

Taking Care of the Human Side of Hawaii Businesses



May 2024

Q. What type of drug causes the most problems with attendance?

A. Alcohol is still the number one drug that causes the most attendance problems. Affected employees are not limited to those who suffer from an alcohol use disorder, but include social drinkers who miss work because of hangovers. But it does not stop there. Those with alcohol use disorders may arrive on time for work but may leave early because of severe agitation and a craving for a drink (withdrawal symptoms), which interfere with their ability to be productive. Some may drink at lunch, outside the workplace, or they may hide alcohol to drink on the job to raise their blood alcohol levels in order to be more functional. This drinking pattern may lead to another form of absenteeism associated with availability, meaning the employee is at work but is incapable of functioning productively or is somewhere at work but unable to be found (present but unavailable).

Q. I am a new supervisor, and I would like to start developing leadership skills now rather than discover these on the job. Is there a way to explain how I can "think like a leader"?

A. You can study leadership, but learning on the job is key to success. Some key principles of leadership are worth knowing. The following list is not exhaustive, but it's a good start. Begin by having a vision for your role and work unit. It is easier to apply leadership skills when you have goals and imagined outcomes. Be aware that employees naturally observe and analyze your behavior. So, be an example for them to follow, rather than having them gossip about you behind closed doors. Encourage employees to be proactive and take the initiative, and support them with resources where possible. Communicate and foster open and honest communication with each employee, not just the group. Discover what each one aspires to be and achieve in their career. Offer mentorship, coaching, and training opportunities. Create a supportive and inclusive work environment and intervene quickly in situations that threaten this environment. Last, but not least, strive for continuous development of yourself.

Q. My employee is telling me new co-workers that I am unfair and that they should be careful in the office because I play favorites. Of course, I heard this secondhand, but I think the source is credible. How should I respond?

A. Addressing this situation is important because it can adversely affect morale. Have a private meeting with this employee to discuss their concerns. Show yourself to be completely open-minded with a desire to resolve the issues. Begin the conversation by expressing your concerns about what you heard. Seek clarity because the secondhand information you received may not be entirely accurate. Listen completely, don't become defensive, and don't interrupt. It is to your advantage to support open communication, and in this regard explain or clarify the matters perceived as favoritism to the employee concerned. Share how you make decisions and any factors that influence your thinking. Emphasize the importance of employees coming to you directly rather than venting in such a way that rumors or gossip result. Ask the employee for input as to how they would like decisions made, actions taken, or changes made. Monitor employee communication for a while, and promptly address any similar instances that arise. Document the discussion.

Hawaii Employee

A Monthly Newsletter from Your EAP

Taking Care of the Human Side of Hawaii Businesses



May 2024

Overcome Fear of Stigma to Seek Counseling



Personal challenges can impact well-being, and mental distractions that often accompany them can keep you from feeling like your best self. Your employee assistance program (EAP) is an easy path to help with challenges, but does stigma or embarrassment hold you back? You are sure of confidentiality, but you believe handling problems on your own better demonstrates you are not incompetent or weak. Here's the big reveal: Nothing could be further from the truth. Seeking counseling is a courageous and proactive decision that demonstrates strength, self-awareness, and a commitment to personal growth. Just as you would seek medical care for a physical ailment, seeking counseling for challenges or emotional pain is a vital aspect of self-care. Today, employers are committed to fostering a culture of support where seeking counseling is encouraged. So, go for it. Make the call. Your future self will thank you for it.

Stay Safe on a Bicycle



Each year, about 1,000 deaths occur from bike accidents, and most happen because traffic rules weren't followed. Accidental deaths in Canada involving bicycles is proportionately similar. Spring begins a surge in bicycle riding, so it's smart to consider tips you may not have heard of before to help you stay safe. Here's one regarding lighting: Safety is maximized during night riding when lights can be seen from both ends of your bicycle. Have one blinking to attract attention and a separate one that is steady on. This allows other road users to gauge your distance. In addition to proper lighting, wearing reflective clothing and using hand signals are also crucial for safe biking. Remember, staying visible and predictable on the road can significantly reduce the risk of accidents, ensuring a pleasant and secure ride for everyone. Source: www.nhtsa.gov [search "bicycle safety rules"]

Avoid Workplace Communication Landmines



Many organizations view communication problems as their biggest and costliest challenge. Virtually nothing happens without communication, so this leaves a lot of room for trouble. Regarding impact on staff, employee conflicts, hard feelings, resentments, and even a desire to leave the employer entirely are consequences associated with problematic communication. How many of the following communication landmines do you recognize? 1) Misreading the tone of text (misinterpreting a received message creates unnecessary tension); 2) lack of clarity or information when given an assignment (leads to confusion, frustration, and delay or possibly fear of asking for further clarification); 3) failure to validate (not giving the speaker verbal and nonverbal cues that confirm the message is being received and understood, causing frustration and tension); 4) withholding information (deliberately withholding information or excluding co-workers from important discussions leads to feelings of exclusion and resentment); and 5) ignoring nonverbal cues such as facial expressions or other body language during a conversation meant to convey feeling and meaning (the person speaking feels the listener is disinterested or lacks empathy, creating tension). If there is one overarching strategy for preventing or overcoming communication challenges, it is promoting a workplace culture that fosters respect. This positive workplace lays the groundwork for better communication by promoting trust, collaboration, and mutual understanding among employees. Respectful workplaces solve conflicts faster because employees are more willing to speak up, dialogue about issues, and find solutions. This shortens the life of conflicts and helps avoid damage to relationships.

CONTACT INFORMATION

Direct: 808-543-8445

Weekdays from 8:00 a.m. to 5:00 p.m.

After-hours: 800-994-3571

Email: eap@cfs-hawaii.org





MAHALO!



WorkLife Hawaii

Naomi Sutton

808-543-8445

worklifehawaii.org

