

**HAWAI‘I TEACHER STANDARDS BOARD
GENERAL BUSINESS MEETING**

Friday, September 15, 2023

**Meeting Conducted by Remote Technology via Zoom
and
Physical Location at 650 Iwilei Road, Suite 158, Honolulu, HI 96817**

MINUTES

PRESENT:

Branden Kawazoe, *Board Chairperson*
Lokelani Han, *Board Vice-Chairperson*
Sean Bacon for Keith Hayashi
Kahele Dukelow for Warren Haruki
Dr. Jonathan Gillentine
Justin Mew
Kristi Miyamae
Dr. Cecily Ornelles for Dr. Nathan Murata
Dawn Raymond
Kim Sanders
Dr. Katina Soares
U‘ilani Miguel, *Non-Voting Member*

EXCUSED:

Elena Farden for Keahi Makaimoku

STAFF:

Felicia Villalobos, Executive Director
Tracey Idica, Licensing Specialist
Kris Murakami, Esq., Licensing Specialist
Dr. Jennifer Padua, Licensing Specialist
Raymond “RJ” Rodriguez, Licensing Specialist
Elaine Hutchinson, Secretary

ALSO PRESENT:

Dr. Ronnie Tiffany-Kinder, Project Consultant

I. CALL TO ORDER

A. ROLL CALL TO ESTABLISH QUORUM

Board Chairperson Branden Kawazoe called the General Business Meeting to order at 12:30 p.m.

Board Chairperson Kawazoe shared information regarding procedures for virtual board meetings, then called roll call and established quorum. Board Chairperson Kawazoe and Board Members Justin Mew, Dawn Raymond, and Kim Sanders were present. Board Vice-Chairperson Lokelani Han, Board Members Sean Bacon, Kahele Dukelow, Dr. Jonathan Gillentine, Kristi Miyamae, Dr. Cecily Ornelles, Dr. Katina Soares, and Non-Voting Board Member U'ilani Miguel participated remotely. Board Member Elena Farden was excused.

Board Chairperson Kawazoe shared information regarding non-public site disclosure. None of the board members participating remotely had anyone present with them. Board Chairperson Kawazoe then shared additional information regarding meeting protocols and procedures.

B. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

C. ANNOUNCEMENTS

None

D. APPROVAL OF MEETING MINUTES

The minutes of the April 28, 2023, and the May 23, 2023, meetings were approved as written.

E. EXECUTIVE DIRECTOR'S REPORT

Board Chairperson Kawazoe introduced Executive Director Felicia Villalobos to share her report.

Executive Director Villalobos acknowledged her report and shifted to the monthly licensure audit conducted by the Hawai'i Teacher Standards Board ("HTSB") office staff, pertaining to educators teaching without a valid license or permit. Executive Director Villalobos shared a PowerPoint presentation on this matter:

Licensing Law

- Hawai'i Revised Statutes ("HRS") §302A-805 Teachers; license or permit required; renewals
- HRS §302A-808 Penalty

Amount of Unlicensed/Unpermitted Teachers

- Between the two licensure audits conducted by the Hawai'i Department of Education ("the Department") for the fall and spring semesters, the larger number of unlicensed/unpermitted teachers usually occurred in the fall, possibly due to recruitment in the summer to fill vacancies.
- HTSB staff started conducting monthly audits to help the Department get these unlicensed/unpermitted teachers in compliance with state law sooner.

Concerns

- Teachers were hired/employed without an HTSB license/permit, which was in violation of state law.
- Teachers were not being vetted through the NASDTEC Clearinghouse.
- Teachers were not clearing any Professional Fitness issues with HTSB prior to employment.
- Principals believed teachers had a valid HTSB license/permit prior to interviewing, therefore offering a contract of employment.
- New Hires were not informed about state licensure/permitting requirements.
- Teachers started the school year without renewing their license/permit.
- HTSB staff spent a large amount of time "chasing" teachers for their documents.
 - If an applicant was unresponsive, HTSB staff also communicated with Complex Area Superintendents ("CAS"), Principals/Directors, Personnel Regional Officers, the Hawai'i State Public Charter School Commission ("Charter Commission"), etc.

Current Solutions: License Renewal Notifications

- Through HTSB, teachers were sent monthly email notifications of expiring licenses starting January 1st, which was six months prior to expiration.
- HTSB staff participated in Charter Commission virtual meetings.
- HTSB staff participated in some New Hire events.
- HTSB staff created a letter to include in the Department's New Hire packet.
 - HTSB would need to check with each charter school to see if they had their own New Hire packet.
- As the employer, the Department notified teachers of expiring licenses.

Suggestions: License Renewal Notifications

- The Department ensures that all Principals/Directors notify their teachers of expiring licenses.
- The Department ensures that "license renewal" is included in the teachers' End of the Year Checklist.
- HTSB staff sends a reminder at the end of the school year to charter school Principals/Directors regarding teachers with expiring licenses/permits.
- HTSB uses an opt-in texting feature to send license renewal notifications.
- HTSB asks the Hawai'i State Teachers Association ("HSTA") to add license renewal notifications to their Member Matters Newsletter.

Suggestions: New Hire Notifications

- The Department adds the HTSB license/permit requirement as part of its new application/hiring system, NEOED.
 - For charter schools, HTSB staff would need to go school by school.
- HTSB staff alerts all CAS and Principals/Directors of licensure laws with annual letters and holds meetings to address any questions.
- HTSB uses an opt-in texting feature to send notifications.
- HTSB staff presents at complex area New Hire events.
- HTSB asks HSTA to include licensing information in their New Hire information and events.
- The Department includes licensing information in their Opening Packet.

Maui Teachers

- Due to the tragedy of the Maui wildfires, Board Chairperson Kawazoe authorized HTSB staff to give all unlicensed/unpermitted Maui teachers a deadline extension of January 2024 to obtain a valid license/permit.
- HTSB suggested that staff go to Maui to help those teachers get licensed/permitted, with the permission of the CAS and Principals/Directors.

Other Updates

- HTSB was informed that people had submitted board member applications, but communication with the Board and Commission's Office was unsuccessful thus far.
 - New board members would need to get sworn in during the legislative session.
- HTSB staff completed a data sharing agreement with the Executive Office on Early Learning.
 - With the Lieutenant Governor's Ready Keiki movement to open up more preschools, there would be a need for more public school teachers licensed in Early Education.

Board Vice-Chairperson Han wanted clarification on NASDTEC Clearinghouse participants.

Executive Director Villalobos confirmed all U.S. states and Guam participated with NASDTEC, but she looked to the licensing specialists to confirm the other U.S. territories.

Board Vice-Chairperson Han wanted clarification on the number of unlicensed/unpermitted teachers compared to the total number of employed teachers in public and charter schools. She also agreed with the suggestion regarding the addition of the HTSB license/permit requirement in the NEOED application system. Additionally, she wanted to know if the Charter Commission would be responsible for this same matter in the charter school application process.

Executive Director Villalobos stated HTSB could bring it up to the Charter Commission, but it would most likely be up to the individual charter schools and their governing boards. She mentioned HTSB staff would work with Charter Commission staff and Interim Executive Director PJ Foehr.

Board Member Bacon explained the Department's recruitment process, the NEOED system, and the action taken on unlicensed/unpermitted teachers. He stated there was always room for improvement.

Board Member Raymond wanted clarification on whether or not the J-1 teachers from the Philippines were included in the number of unlicensed/unpermitted teachers, as shared in the PowerPoint by Executive Director Villalobos.

Executive Director Villalobos stated the J-1 teachers were not a part of that count but deferred to Board Member Bacon for further information.

Board Member Bacon stated he would need to check on that exact number of J-1 teachers.

Board Member Mew asked Board Member Bacon about what action the Department took on unlicensed/unpermitted teachers in the time between the two audits in the fall and spring.

Board Member Bacon explained the Department worked with those unlicensed/unpermitted teachers during that time, but Principals could also check eHR for a list of their teachers' licensure statuses.

Board Member Mew asked Board Member Sanders what her experience was like using NEOED. He assumed that the applicant was already licensed/permitted by HTSB.

Board Member Sanders had the same assumption as Board Member Mew. She realized that, although NEOED indicated the applicant had a license, she would need to verify it was an HTSB license/permit.

Board Member Soares assumed the same as Board Members Mew and Sanders.

Board Member Bacon stated this was good feedback for NEOED.

Board Chairperson Kawazoe asked Board Member Bacon if there was a timeline for including this HTSB license/permit check in NEOED.

Board Member Bacon explained it was a checklist item for the onboarding/hiring process on both sides. He stated there might need to be additional training for the hiring managers.

Board Chairperson Kawazoe commented the number of unlicensed/unpermitted teachers in the classroom was alarming and HTSB was trying to improve on that.

Board Chairperson Kawazoe asked board members if they had any further questions or discussion. There were no further questions or discussion from board members.

F. PRESENTATION – Dr. Ronnie Tiffany-Kinder: U.S. Teacher Licensure Status, Renewal Process, and Implications for Hawaii

Dr. Ronnie Tiffany-Kinder was a project consultant for HTSB. The purpose of her study, alongside Licensing Specialist Dr. Jennifer Padua, was to understand teacher licensure status and criteria of the teacher licensing agencies in the U.S. states and territories. The study was guided by two research questions:

1. How do Hawai'i's initial and renewal license criteria compare to other U.S. teacher licensing agencies?
2. Based on research and practices from other U.S. teacher licensing agencies, what implications should HTSB consider for its licenses?

From March through August, the data was gathered from two sources: (1) the teacher licensing agency's website and (2) the state's administrative rules, codes, and policies.

Dr. Tiffany-Kinder highlighted some of her preliminary findings:

- When looking at licensure requirements across the U.S., there were three major commonalities:
 1. College degree
 - Whether or not the college degree needed to come from an accredited institution was not clear.
 2. Completion of a state-approved teacher education program ("SATEP")
 3. Fingerprint and background check
 - This could happen at either the licensing or the hiring level.
- The differences occurred with the state- or jurisdiction-specific requirements as there was a lot of latitude, allowable deficiencies, and exceptions.

Dr. Tiffany-Kinder asked Licensing Specialist Padua to speak on their SATEP findings from the licensing agency perspective.

Licensing Specialist Padua explained when reviewing license/permit applications, HTSB licensing specialists needed to check both the state requirements and the applicant's SATEP requirements to see if the applicant met Hawai'i's requirements.

Regarding international applicants and teacher licensing agencies offering international licenses/permits, Licensing Specialist Padua highlighted that seven states offered a non-renewable international license/permit. The remaining states

expected international applicants to meet the same requirements as U.S. applicants. No state offered an international license/permit for a specific group of people.

Dr. Tiffany-Kinder explained all teacher licensing agencies had a tiered licensure leveling system consisting of formal education and years of teaching experience. The license types ranged from one to six levels, and the license names and criteria were not comparable among states. Having two or three levels of licensure was the most common. Some states also had lifetime licenses and retiree licenses.

Dr. Tiffany-Kinder highlighted the implications for Hawai'i:

- To have interstate agreements, states should have a common language to describe the levels of licensure and common metrics to measure an applicant's qualifications.
- Since licensing criteria varied among states, HTSB staff needed to be knowledgeable of the different licensure requirements from other agencies.
 - The exceptions, variations, and allowable deficiencies created a case-by-case condition for licensure.
- Compared to other states, Hawai'i licensure holders were not required to provide evidence of additional professional development ("PD") courses or credits when renewing their license.
 - In Hawai'i, PD activities were usually tied to reclassification with the Department.
- Only teacher candidates in a Hawai'i SATEP needed to demonstrate knowledge of Hawaiian culture and language.
 - Other states with indigenous cultures required all teacher candidates, applicants, and current teachers to demonstrate knowledge of the indigenous culture. This was required at both the initial license and the renewal license levels.

Licensing Specialist Padua mentioned many states had non-academic licensure requirements, such as First Aid or Suicide Awareness, that happened at the licensing level for both the initial license and the renewal license. She explained Hawai'i's current renewal requirements did not include non-academic knowledge or indigenous culture knowledge.

Board Vice-Chairperson Han commended the study and asked if the findings could be shared with HSTA's Hawaiian Education Committee.

Dr. Tiffany-Kinder stated the research belonged to HTSB but deferred to Executive Director Villalobos.

Executive Director Villalobos stated these research projects were included in the budget and were being conducted to improve Hawai'i licensure requirements. Since the research belonged to HTSB and the full board ("Board"), she did not see an issue if the Board wanted to share the research. She also suggested sharing the research with the HTSB Hawaiian Workgroup.

Relating to the licensure requirement of indigenous culture knowledge, Board Member Dukelow asked about licensure requirements for immigrant or other minority populations.

Dr. Tiffany-Kinder stated she did not see that at the licensing level, but some SATEPs did require it.

Board Chairperson Kawazoe asked board members if they had any further questions or discussion. There were no further questions or discussion from board members.

II. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

None

G. LICENSING UPDATE – Licensing Specialist Dr. Jennifer Padua

Licensing Specialist Padua stated June, July, and August were HTSB staff's busiest months due to teacher candidates graduating, licenses/permits expiring, New Hires recruited from the mainland coming to Hawai'i, current teachers forgetting to renew their licenses, the first audits of the new school year occurring, and ongoing special projects including workgroup meetings and conferences. She thanked her colleagues for their constant support and advice.

Board Chairperson Kawazoe commended the staff on their efforts to help put HTSB in the right direction, as well as take care of Hawai'i's teachers so that they could take care of Hawai'i's students.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

H. TEACHER REGISTERED APPRENTICESHIP UPDATE – Licensing Specialist Raymond “RJ” Rodriguez

Licensing Specialist Rodriguez briefly added to Licensing Specialist Padua's update that about 100 applications would come through HTSB during the slow months, but that number jumped to about 1,000 during the busy months.

Licensing Specialist Rodriguez reviewed HTSB's history regarding teacher apprenticeship and corresponding grants. He stated that, despite obstacles, HTSB staff continued to work with different states and learned how their apprenticeship programs were put in place. Licensing Specialist Rodriguez mentioned Tennessee was recognized as a leader in teacher registered apprenticeships and they published a playbook, which HTSB was pulling information from.

Licensing Specialist Rodriguez listed next steps:

- Conducting a needs assessment through a partnership with the Department.

- Reaffirming partnerships with Hawai'i-approved educator preparation programs ("EPPs").
- Looking for different workforce partners (e.g., Principals, district offices, other community partners).
- Continuing research and attending webinars/conferences so that HTSB could share input with the Hawai'i State Legislature.

Licensing Specialist Rodriguez explained HTSB's design for a teacher apprenticeship program included a pre-apprenticeship program for high school students. He mentioned Hawai'i had a very strong Career Technical Education ("CTE") structure in the high schools and that, while the education pathway was fairly new, it was well-established.

Board Chairperson Kawazoe called on Executive Director Villalobos.

Executive Director Villalobos stated HTSB staff would revise and resubmit the proposal for one of the grants. She also mentioned staff would need to look into partnering with community colleges for the pre-apprenticeship program.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

III. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

None

IV. NEW BUSINESS, COMMITTEE REPORTS, AND PENDING COMMITTEE ACTION

COMMITTEE REPORT – Teacher Standards Committee: Sanders

The Teacher Standards Committee met at 9:00 a.m. and looked at three New Business Items.

A. NBI 23-01: License Affirmation (April, May, June, and July 2023)

Board Member Sanders reviewed NBI 23-01, affirming the licenses and permits for the respective months. She stated the Teacher Standards Committee voted to recommend NBI 23-01, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-01, as written. The motion carried unanimously with all board members present voting to approve NBI 23-01, as written.

ACTION: NBI 23-01: License Affirmation (April, May, June, and July 2023), was adopted by the Board.

B. NBI 22-99 Revised: Requirements for Adding Hawaiian Licensure Fields to an Existing Hawaii License

Board Member Sanders reviewed NBI 22-99 Revised, which included the Rationale/Background. She stated the Teacher Standards Committee voted to recommend NBI 22-99 Revised, as written, to the Board. She then asked Executive Director Villalobos to speak on this NBI.

Executive Director Villalobos highlighted the differences between this revised NBI and the original NBI. She also mentioned “Cost” was a newly added part of some NBIs this year.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 22-99 Revised, as written. The motion carried unanimously with all board members present voting to approve NBI 22-99 Revised, as written.

ACTION: NBI 22-99 Revised: Requirements for Adding Hawaiian Licensure Fields to an Existing Hawaii License, was adopted by the Board.

C. NBI 23-02: Adoption of the Online Teaching Workgroup Recommendations

Board Member Sanders reviewed NBI 23-02, which included the Rationale/Background. She stated the Teacher Standards Committee voted to recommend NBI 23-02, as written, to the Board. She then asked Licensing Specialist Padua to speak on this NBI.

Licensing Specialist Padua stated there was great representation in the workgroup from the Department, charter schools, and Hawai'i EPPs. She highlighted the differences between this NBI and current criteria for the Online Teaching licensure field. If this NBI was approved by the Board, she mentioned the next step for the workgroup would be to create verification forms.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-02, as written. The motion carried unanimously with all board members present voting to approve NBI 23-02, as written.

ACTION: NBI 23-02: Adoption of the Online Teaching Workgroup Recommendations, was adopted by the Board.

COMMITTEE REPORT – Budget, Personnel, and Strategic Planning Committee: Mew

The Budget, Personnel, and Strategic Planning Committee met at 10:00 a.m. They looked at budget and personnel updates and two New Business Items.

D. 2022-2023 Budget Update: Mew

Board Member Mew shared an update about the School Year 2022-2023 Annual Report, stating that, overall, HTSB did not go over budget. He explained the personnel amounts colored red did not mean HTSB went over budget but were offset by another allotment within personnel. He stated this was an allowable expense and process.

Board Member Mew also explained the cost of these board meetings, as they could be attended virtually or in-person by board members.

Board Chairperson Kawazoe asked board members if they had any questions or discussion.

ACTION: None. There were no questions or discussion from board members.

E. Personnel Update

Board Member Mew introduced Executive Director Villalobos to share an update on HTSB personnel.

Executive Director Villalobos stated the Hawai'i State Legislature granted the Board four new office staff positions: two Educational Officers and two Office Assistant IVs. Executive Director Villalobos was still in the process of getting these positions accepted by the Department and filled, hopefully, by the end of December. She mentioned there were many tasks and endeavors that HTSB was undertaking, and the additional staff would be of great assistance. She also stated the new licensing specialists would work with Licensing Specialist Rodriguez on teacher apprenticeship and pre-apprenticeship.

Executive Director Villalobos was working with the Department's Office of Talent Management to upgrade HTSB's current Office Assistant III positions and new Office Assistant IV positions to Teacher Licensing Clerk positions. Compared to the Office Assistant, the duties of the Teacher Licensing Clerk were more closely aligned with the responsibilities and endeavors of HTSB.

Executive Director Villalobos stated HTSB currently did not have the staff to work with Hawai'i legislators. She hoped to get the four new positions filled by the start of the next legislative session.

Board Chairperson Kawazoe asked board members if they had any questions or discussion.

ACTION: None. There were no questions or discussion from board members.

F. NBI 22-96 Revised: 2023-2024 Election of HTSB Officers and Committee Assignments

Board Member Mew reviewed NBI 22-96 Revised, addressing changes in HTSB's officers. He stated the Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 22-96 Revised, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 22-96 Revised, as written. The motion carried unanimously with all board members present voting to approve NBI 22-96 Revised, as written.

ACTION: NBI 22-96 Revised: 2023-2024 Election of HTSB Officers and Committee Assignments, was adopted by the Board.

G. NBI 23-03: Permitted Interaction Group Relating to the Annual Evaluation of the Executive Director

Board Member Mew reviewed NBI 23-03, which included the Rationale/Background. He stated the Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-03, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-03, as written. The motion carried unanimously with all board members present voting to approve NBI 23-03, as written.

ACTION: NBI 23-03: Permitted Interaction Group Relating to the Annual Evaluation of the Executive Director, was adopted by the Board.

COMMITTEE REPORT – Teacher Education Committee: Ornelles

The Teacher Education Committee met at 11:00 a.m. and looked at one New Business Item.

H. NBI 23-04: Adoption of the Model Code of Ethics for Educators Second Edition

Board Member Ornelles reviewed NBI 23-04, which included the Rationale/Background, and noted the second edition changes addressed language clarity and specificity without altering content. She mentioned there were also two added line items regarding technology. She stated the Teacher Education Committee voted to recommend NBI 23-04, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-04, as written. The motion carried unanimously with all board members present voting to approve NBI 23-04, as written.

ACTION: NBI 23-04: Adoption of the Model Code of Ethics for Educators Second Edition, was adopted by the Board.

COMMITTEE REPORT – Legislative Committee: Miyamae

The Legislative Committee met at 11:30 a.m. and looked at two New Business Items.

I. NBI 23-05: Approval of Revisions to Hawaii Revised Statutes for the 2023-2024 Legislative Session

Board Member Miyamae reviewed NBI 23-05 pertaining to the expansion of criteria for a full CTE license, which included the Rationale/Background. She stated the Legislative Committee voted to recommend NBI 23-05, as written, to the Board. She also mentioned Senator Dela Cruz would be willing to bring this up for discussion if HTSB was unable to include this in the Governor’s Legislative Package. Board Member Miyamae then asked Licensing Specialist Rodriguez to speak on this NBI.

Licensing Specialist Rodriguez agreed there were Hawai’i senators willing to help out, but this NBI only talked about the Governor’s Legislative Package so an amendment might need to be made. He then highlighted the difference between this NBI and current criteria as stated in HRS §302A-803(a)(9).

Licensing Specialist Rodriguez thanked HSTA and Mitzie Higa for their assistance. Licensing Specialist Rodriguez also clarified that the comparable education and experience criteria would need to be defined by the Board.

Board Member Raymond proposed to amend NBI 23-05, adding language regarding support from a Hawai’i legislator.

Board Chairperson Kawazoe called for a motion to amend NBI 23-05.

Board Member Raymond made a motion to amend NBI 23-05. Board Vice-Chairperson Han seconded the motion.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny the amended language for NBI 23-05. The motion carried unanimously with all board members present voting to approve the amended language for NBI 23-05.

Board Chairperson Kawazoe asked board members if they had any further questions or discussion. There were no further questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-05, as amended. The motion carried unanimously with all board members present voting to approve NBI 23-05, as amended.

ACTION: NBI 23-05: Approval of Revisions to Hawaii Revised Statutes for the 2023-2024 Legislative Session, as amended, was adopted by the Board.

J. NBI 23-06: Permitted Interaction Group Concerning the Board's 2024 Legislative Priorities

Board Member Miyamae reviewed NBI 23-06, addressing the creation and duties of the Permitted Interaction Group. She stated the Legislative Committee voted to recommend NBI 23-06, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-06, as written. The motion carried unanimously with all board members present voting to approve NBI 23-06, as written.

ACTION: NBI 23-06: Permitted Interaction Group Concerning the Board's 2024 Legislative Priorities, was adopted by the Board.

V. EXECUTIVE SESSION

Board Chairperson Kawazoe shared information regarding procedures for virtual Executive Session.

Board Chairperson Kawazoe called for a motion to move into Executive Session.

Board Vice-Chairperson Han made a motion to move into Executive Session. Board Member Raymond seconded the motion.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether or not to move into Executive Session. The motion carried unanimously with all board members present voting to move into Executive Session at 2:12 p.m.

This portion of the meeting is a closed meeting under HRS §92-4 and HRS §92-5(a)(1)(2) and (4).

Board Chairperson Kawazoe called the meeting back to order at 3:58 p.m.

Board Chairperson Kawazoe reported out what was discussed during Executive Session:

- Meeting minutes from April 28, 2023
- Personnel update from Executive Director Villalobos
- Consultation with Deputy Attorney General Michael Azuma
- Update on HTSB-approved EPP cases regarding clinical experience placements
- Approved NBI 23-07, NBI 23-08, NBI 23-10, and NBI 23-11
- Withdrew NBI 23-09

VI. NEXT HTSB MEETING: October 27, 2023

Board Chairperson Kawazoe stated the next HTSB Board Meeting was scheduled for October 27, 2023. The details of the agenda would come out prior to the meeting.

VII. ADJOURNMENT

Board Chairperson Kawazoe adjourned the General Business Meeting at 3:59 p.m.