

# May 18, 2016 ~ SBRRB Meeting Checklist

Member Attendance				
	Airline Preference	From	Details	Attend
Anthony Borge, Chair	NA	Oahu	Parking Pass	Yes
Barbara Bennett, 2nd Vice Chair	HA	Kauai	Parking Pass	No
Kyoko Kimura	HA	Maui	Parking Pass	Yes
Harris Nakamoto, Vice Chair	NA	Oahu	NA	Yes
Director's ex officio Mark Richey	NA	Oahu	NA	Yes
Robert Cundiff	NA	Oahu	Parking Pass	Yes
Nancy Atmospera-Walch	NA	Oahu	NA	
Garth Yamanaka	HA	B.I.	Parking Pass	Yes

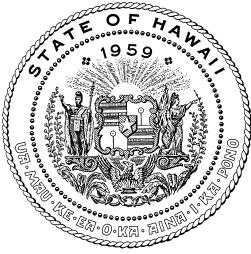
Pre Meeting Checklist	
Conference Room #436 (Confirm each month)	X
Make 12 - 15 copies of rule packages for board packets <i>NA = Packets</i>	✓
Poll Board Attendance - Working on	✓
Prepare TAF's for Director's approval - ASAP (Linda) - Group TAF = Incorrect <i>Qarm/Kyoko</i>	✓✓
Airline booking ASAP - Linda	✓✓
Draft Agenda to Chair for approval <i>5/11 ✓ Revs - 5/10</i>	✓
Post approved agenda on 1) SBRRB website, 2) State Calendar, 3) Lte. Governor's Office	✓✓✓
Send Agendas to those people who requested it - IMPORTANT	✓
Mail Board Packets to Board members, Deputy AG	✓
Include "discussion leader" names on the agendas to Board members only.	NA
Include parking permits in Board members' agenda packets.	✓

STAFF			
Mary Ann			Yes
Dori Palcovich			Yes
Dawn Takeuchi <i>Apuana</i>			Yes

Post Meeting Checklist	

**Visitors Sign-in-Sheet - Small Business Regulatory Review Board - May 18, 2016**

	Name	Title	Organization	Email	Phone
1	<i>Genevieve Salmonard</i>		<i>DOH - CAO</i>	<i>genevieve.salmonard@doh.kan.gov</i>	<i>586-9528</i>
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## SMALL BUSINESS REGULATORY REVIEW BOARD

Department of Business, Economic Development & Tourism (DBEDT)  
No. 1 Capitol District Bldg., 250 South Hotel St. 5<sup>th</sup> Fl., Honolulu, Hawaii 96813  
Mailing Address: P.O. Box 2359, Honolulu, Hawaii 96804

Tel 808 586-2594

David Y. Ige  
*Governor*

Luis P. Salaveria  
*DBEDT Director*

### Members

Anthony Borge  
*Chairperson*  
*Oahu*

Harris Nakamoto  
*Vice Chairperson*  
*Oahu*

Barbara Bennett  
*2<sup>nd</sup> Vice Chairperson*  
*Kauai*

Kyoko Y. Kimura  
*Maui*

Robert Cundiff  
*Oahu*

Nancy Atmospera-Walch  
*Oahu*

Garth Yamanaka  
*Hawaii*

Director, DBEDT  
*Voting Ex Officio*

## AGENDA

**Wednesday, May 18, 2016 ★ 1:00 p.m.**  
**No. 1 Capitol District Building**  
**250 South Hotel Street - Conference Room 436**

### **I. Call to Order**

### **II. Approval of April 20, 2016 Meeting Minutes**

### **III. Administrative Matters**

- A. Presentation from Department of Health's Compliance Assistance Office, Environmental Ombudsman, regarding environmental health administration of Hawaii's small businesses
- B. Update on this Board's Upcoming Advocacy Activities and Programs in accordance with the Board's Powers, under Section 201M-5, Hawaii Revised Statutes (HRS)
- C. Action and Voting on Board Chair, pursuant to Section 201M-5 (c), HRS, and Election of Vice Chair and Second Vice Chair
- D. Discussion and Action to Appoint Board Members for "Discussion Leader" Assignments for the Counties and State Agencies' Administrative Rule Review

### **IV. Next Meeting**

Scheduled for Wednesday, June 29, 2016 at 1:00 p.m., No. 1 Capitol District Building, Conference Room 436, Honolulu, Hawaii

### **V. Adjournment**

If you require special assistance or auxiliary aid and/or services to participate in the public hearing process (i.e., sign language, interpreter, wheelchair accessibility, or parking designated for the disabled), please call (808) 586-2594 at least three (3) business days prior to the meeting so arrangements can be made.