

HSCN ADVISORY BOARD

NOTICE OF MEETING

Tuesday, November 16th, 2021

Time: 5:30 pm-7:00 pm

Via ZOOM Teleconference

Due to COVID-19 Precautions, this meeting will be attended via Conference Call Only
Administered by the Hawai'i State Center for Nursing

Purpose:

The Advisory Board Meeting's purpose is to update the Advisory Board Members of HSCN mandates and activities, and to seek their input and guidance on current and future business.

Agenda:

Time	Item	Owner
5:25 P.M.	Log in	All Attendees
5:30 P.M.	Welcome and Introductions	Julio Zamarripa
5:40 P.M.	Outreach and Networking: Board Development Power Building Presentation and Discussion	Christy MacPherson, PHOCUSED
6:00 P.M.	Outreach and Networking: Power Building Practice Sessions- Breakout rooms Re-group & Discussion	Christy MacPherson, PHOCUSED
6:50 P.M	Other Business Meeting Evaluation Group Photo 2022 Meeting Schedule Approval	Julio Zamarripa
7:00 P.M	Closing Remarks and Adjournment	Julio Zamarripa

Next Meeting: Tuesday, Jan. 18th, 2021, 5:30 P.M. -7:00 P.M., location to be determined pending COVID-19.

*Please look out for e-mail to follow the meeting with minutes for your approval, so they can be posted to the HSCN website within 40 days, in accordance with Act 64 SLH2017.

Attachments:

1. Outreach and Networking Resources: Tips and Tools:

Link: <https://drive.google.com/drive/folders/1EYOzbY4oyqev4qyL4C10vX9UrTiiCzg-?usp=sharing>

2. 2022 DRAFT HSCN Board Meeting Schedule

Remote Meeting Access Details (Via ZOOM Conferencing):

You may join the meeting remotely using a computer, smart device or by phone. Please use the Meeting ID and see the access details below for the appropriate modality of access.

- To join the meeting from your computer, tablet or smart phone, follow the link provided:

Link to access meeting:

<https://zoom.us/j/98145550776?pwd=aGhGdkpzaVdTbmIwK2RPN1pnbTladz09>

Meeting ID: **981 4555 0776**

Passcode: **HSCNBOARD!**

- To join the meeting using your phone: Dial, +1 346 248 7799 US (Houston), Or +1 669 900 6833 US (San Jose) Or +1 253 215 8782 US (Tacoma), Or +1 312 626 6799 US (Chicago), Or +1 929 436 2866 US (New York) Or +1 301 715 8592 US (Washington D.C)

Find your local number: <https://zoom.us/u/avF3753Zk>

Meeting ID: **981 4555 0776**

Passcode: **8220415715**

Auxiliary Service or Disability Accommodation:

If you require an auxiliary aid, auxiliary services, or other accommodations due to a disability, please contact Brienne Atwood by phone at (808) 956-0545 or by email at batwood@hawaii.edu. Please make requests at least three working days in advance to allow adequate time to fulfill your request.

Upon request, this agenda/notice is available in alternative formats such as large print, or an ADA compliant electronic copy.

Testimony:

Any interested person may submit testimony in writing to the Board on any agenda item by regular mail, email, or fax. An individual or representative wishing to testify in person should register prior to the start of the meeting. Testimony must be related to an item that is on the agenda, and such person shall be required to identify the agenda item to be addressed by the testimony. Submit testimony by one of the following methods: Email to HSCFN@hawaii.edu, FAX to (808) 956-0547, mail to Hawaii State Center for Nursing Advisory Board 2528 McCarthy Mall Webster Hall 402 Honolulu, Hawai'i 96822. Each individual is allotted five minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Board.

2528 McCarthy Mall, Webster 402 Honolulu, HI 96822

T 808.956.5211 F 808.956.0547 hscfn@hawaii.edu hawaiicenterfornursing.org

Invitation List:

Advisory Board Members

Name	Role/Title	Affiliation
Julio Zamarripa MSN, RN	Chairman, HSCN Advisory Board Registered Nurse	Straub Clinic and Hospital
Bonnie Castonguay MBA, RN, CMC	Vice Chairman, HSCN Advisory Board Co-founder and President	Ho'okele Health Innovations, LLC
Anne Scharnhorst RN, MN	Member Allied Health Department Chair	Maui Community College
Beth Hoban RN, MAOM	Member Founder, President, Chief Executive Officer	Prime Care Services, Hawai'i, Inc.
Susan Lee RN	Member Wound Care Nurse, Retired	Formerly with Lē'ahi Hospital
Rose Hata DNP, MBA, RN, APRN, CCRN, CCNS, NEA-BC	Member Director, Queen Emma Nursing Institute	The Queen's Medical Center
Arthur Sampaga RN, MSN, CCRN, CHEP, CNML	Member Chief Nursing Officer, East Hawai'i Region	Hilo Medical Center
Doreen Nakamura DNP, MBA, RN, NEA-BC, CCM	Member Director of Clinical Care	UHA Health Insurance
Clementina Ceria-Ulep PhD, MSN, RN	Ex-Officio Member Acting Dean, School of Nursing & Dental Hygiene	University of Hawai'i at Mānoa

Other Attendees


Name	Role/Title	Affiliation
Christy MacPherson	Guest Presenter Director	PHOCUSED
Laura Reichhardt MS, A-GNP-C, RN	Executive Director	Hawai'i State Center for Nursing
Katherine Finn Davis PhD, RN, APRN, CPNP, FAAN	Associate Director, EBP	Hawai'i State Center for Nursing
Carrie Oliveira PhD	Workforce Researcher	Hawai'i State Center for Nursing
Liane Muraoka RN	Program Lead	Hawai'i State Center for Nursing



Name	Role/Title	Affiliation
Donnelson Banquil	Administrative Officer	Hawai'i State Center for Nursing
Amy Ono	Administrative & Fiscal Support	Hawai'i State Center for Nursing
Brianne Atwood	Program Coordinator	Hawai'i State Center for Nursing

HSCN Advisory Board 2021 Board Development

The Advisory Board Meeting's purpose is to update the Advisory Board Members of HSCN mandates and activities, and to seek their input and guidance on current and future business.



November 16th, 2021

5:30 P.M.

WELCOME & INTRODUCTIONS

Round Table

Julio Zamarripa



Agenda Overview

Time	Topic	Owner
5:25 P.M.	Log in	All Attendees
5:30 P.M.	Welcome and Introductions	Julio Zamarripa
5:40 P.M.	Outreach and Networking: Board Development • Power Building Presentation and Discussion	Christy MacPherson, PHOCUSED
6:00 P.M.	Outreach and Networking: Power Building Practice • Sessions- Breakout rooms • Re-group & Discussion	Christy MacPherson, PHOCUSED
6:50 P.M.	Other Business • Meeting Evaluation • Group Photo • 2022 Meeting Schedule Approval	Julio Zamarripa
7:00 P.M	Adjournment	Julio Zamarripa

Housekeeping

- **Camera On:** Please have access to your camera and turn your video on so we may all see one another.
- **Breakout Rooms:** After the presentation and discussion we will break into breakout rooms of 2 people each to practice our listening skills.
- **Group Photo:** We will take our annual Advisory Board photo at the end of the meeting today!
- **Background:** Please set your background to [white](#) or [grey](#) for contrast.

5:40 P.M.

OUTREACH & NETWORKING

Power Building

Christy MacPherson, PHOCUSED



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Special Guest and Trainer

Christy MacPherson



Protect Hawai'i's 'Ohana, Children, Under-Served, Elderly, and Disabled (PHOCUSED)
Director

Christy MacPherson is the first director of health and human services advocacy organization [PHOCUSED](#) (Protecting Hawai'i's 'Ohana, Children, Under-Served, Elderly, and Disabled) since it became a project of Hawai'i Appleseed in 2019. She is a community organizer, licensed clinical social worker and field instructor for the University of Hawai'i Myron B. Thompson School of Social Work.

Email: christy@phocused-hawaii.org

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**Outreach and Networking:
Board Development**

Power Building Resources

Handouts

- The Listening Process Description
- Conducting Effective One-On-One Conversations
- Some Guidelines on Questions To Generate Conversation at a Relational (1:1) Meeting
- One-On-One Conversation Evaluation

<https://drive.google.com/drive/folders/1EYOzbY4oyqev4gyL4C10vX9UrTiiCzg-?usp=sharing>

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6:00 P.M.

**Breakout Rooms: Groups of 2
One-on-One**

20 mins each

Re-group & Discussion

10 mins

6:50 P.M

Other Business

Next Steps

Julio Zamarripa



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Group Photo

2021 Advisory Board Group Photo

- **One Meeting Photo (all Attendees)**
- **One Advisory Board & Executive Members Only**



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Reminder: Meeting Evaluation

Please complete the Board Development Meeting Evaluation.

Evaluation Link:

<https://www.surveymonkey.com/r/XZB6ZL2>



2022 Board Meetings Schedule: Approval?

Date	Type	Time	Location	Room
Tuesday 18-Jan-2022	Regular Meeting	5:30 P.M. -7:00 P.M.	Hawaii State Center for Nursing Biomedical Sciences Bld. 1960 East West Road Honolulu, HI 96822	Conference Room 105H
Tuesday 19-Apr-2022	Regular Meeting	5:30 P.M. -7:00 P.M.	Hawaii State Center for Nursing Biomedical Sciences Bld. 1960 East West Road Honolulu, HI 96822	Conference Room 105H
Tuesday 17-May-2022	Regular Meeting	5:30 P.M. -7:00 P.M.	Hawaii State Center for Nursing Biomedical Sciences Bld. 1960 East West Road Honolulu, HI 96822	Conference Room 105H
Saturday 20-Aug-2022	2022 Strategic Planning Session	8:30 A.M. -12:30 P.M.	TBD	
Tuesday 15-Nov-2022	Regular Meeting	5:30 P.M. -7:00 P.M.	Hawaii State Center for Nursing Biomedical Sciences Bld. 1960 East West Road Honolulu, HI 96822	Conference Room 105H

12:30 P.M

CLOSING REMARKS

Next Steps

Julio Zamarripa



Thank You



The Listening Process

The Listening Process entails truly *listening* to each other to find out members' hopes, dreams, talents and concerns both within the organization as well as in the wider community. Members share their "stories" with one another and deepen their relationships. This process will help strengthen and build our organization and identify key issues that they may choose to address.

This Listening Process training is for "listeners" who will be doing one-on-ones with their own members. This process takes roughly 6-8 weeks with a couple of report sessions during this time. The total time commitment is approximately 15-17 hours of your time which is spread over 2 months. The goal is to reach approximately 2/3 of the organization.

Any questions? Feel free to contact Christy MacPherson at 554-3833 or email her at christy@phocused.org.

CONDUCTING EFFECTIVE ONE-ON-ONE CONVERSATIONS

You have been conducting one-on-one conversations for most of your adult life. The difference is that now we want to encourage you to do it intentionally – for the purpose of building relationships and building on your public life to increase opportunity.

The leaders who most effectively do one-on-ones are those who:

- Are courageous and ask questions that encourage stories and provide insight into the values, life experience, faith journey, risk, ambitions, talents, joys and pains in the person's life.
- Are curious and able to listen and hear the person they are meeting with. Curiosity allows you to identify areas of interest you want to explore about the person.
- Are willing to ask "why" to help shape clarity in the conversation.

There are four reasons for conducting one-on-one conversations:

1. Establish or strengthen the relationship with this person (get to know them better)
2. Understand what motivates them (what is their self-interest and how does it connect to yours?)
3. Help create clarity about values (asking "why" helps do that)
4. Get information.

You are on the hunt for leaders – people like yourself. As you conduct one-on-ones, you want to know three basic things:

1. Is the person relational – what groups do they belong to, what have they done with others, etc.
2. What stories did you hear that give you insight about this person (see above)
3. What do you believe is the self-interest of this person (what do they want, what are they willing to work for, what will benefit them).

Rules for successful one-on-one conversations:

1. You make an appointment. Call each person. If you are part of an outreach campaign being carried out in your congregation, let the person know. Tell them it will only be 30 minutes and you would like to meet in a place that is appropriate for the meeting (get a room at the congregation, at their home, at a quiet restaurant)
2. Be on time. Take nothing with you other than your curiosity and courage. You do not take notes during the one-on-one.
3. Be courageous and curious. You will know you are successful if the time appears to fly by and you still want to talk to this person.
4. Thank the person for their time and sharing.
5. If you set up the appointment, this is your one-on-one and you are directing the conversation and listening intently. Should the person want to know about you, encourage the person to set up an appointment with you.
6. When you are in your car or at home, immediately fill out the one-on-one form and keep it in a file.

Please leave any biases you may have at home. Do not judge. Do not preach. JUST PROBE, LISTEN, and SEEK CLARITY.

Some Guidelines on Questions To Generate Conversation at a Relational (1:1) Meeting

The following questions are meant as a guideline to engage an individual in conversation during a relational meeting. Questions should be focused on the person's self-interests within the context of her/his daily life, or search for meaning, or struggle to act on values in the wider community. Starting off with "why's?" and "how's?" tend to generate reflective responses. Raising questions pertaining to "what's?" may generate a lot of information without meaning, unless followed up by some probing.

Here are some sample questions focusing on:

Individual

Where did you grow up? How was growing up in those days? Did you have an easy time growing up?

When did you arrive on the island? Why did you come to this city?

Who do you take after: your mother or your father? Who are your mentors?

So, you are a teacher ... Why did you decide to become one?

How do you spend your "free" time? Do you like to read? What do you read?

Family or Household

Do you have a family? How many children do you have?

How is your child doing in school?

Is your eldest planning to go to college? Do you think s/he is fully prepared to enter the university or to earn a living after graduating from high school?

Why do you live with your parents? Is that by choice or necessity?

Community/City

How is your neighborhood? Do you feel safe walking around your neighborhood at night? Do you know your neighbors? Have you found a friend or two among them?

Why did you choose to live where you are living now?

Five or ten years from now, how would you envision this city?

ONE-ON-ONE CONVERSATION

Name of the person being visited: _____

Address:

Telephone: _____

What relationships does this person have (groups he/she belongs to, leadership roles he/she has assumed, activities in which he/she has been engaged in the community)?

What did you learn about this person? (values, ambitions, interests, life experience, joy, anger, capacity to risk, talents)

What do you believe is the self-interest of this person? (What do they care about the most?)

What is your name? _____

Date of visit _____

DRAFT Hawai'i State Center for Nursing: 2022 Advisory Board Meetings

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* Note: May 17th Meeting to include Advisory Board Leadership Elections.

Remote Meeting Access Details

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- To join the ZOOM meeting by phone, dial by your location at one of the following numbers
 +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 669 900 6833 US (San Jose) or +1 301 715 8592 US (Washington DC) or +1 312 626 6799 US (Chicago) or +1 929 436 2866 US (New York)
 Meeting ID: **981 4555 0776** Passcode: **8220415715**

To ensure equal accessibility, this document is available in alternative formats (e.g. large print, digital copy, audio, etc.) upon request. Please contact Brienne Atwood at batwood@hawaii.edu or by phone at (808) 956-0545 to requests accessible alternative formats.