

HAWAII INVASIVE SPECIES COUNCIL
Public Outreach Working Group Minutes

9:00 a.m. to 11:00 a.m., Wednesday, August 25, 2004

Hawaii Department of Agriculture – Plant Quarantine Conference Room

1. Call to Order – Introductions

Laura Lott, Darcy Oishi, Debbie Ward, Randy Honebrink, Janelle Saneishi, Carter Smith, Ken Foote, Bruce Casler, Mindy Wilkinson, Jay Deputy, Andy Kaufman, Mele Fong, Jolie Wanger, Tony Montgomery, David Morihara

2. Minutes correction and approval

(Approved with minor change)

3. Update on Hawaii Invasive Species Council-Public Outreach budget

Mindy: The HISC budget has still not been approved. HISC meeting is tentatively scheduled for Sept. 21.

We're starting position about $\frac{3}{4}$ through the year. For three outreach staff, we estimate the cost to be 102,496, and \$107,506 will be left over for existing projects/grants, etc.

Discussion:

Ken: This is a pilot project and we need to demonstrate success this year. I think we might want to fund existing projects that can show immediate results.

Laura: Are there projects there that really need funding to produce base goals that we can fund?

Mele: Everyone always needs money. We really need to go back to the base document and make sure we show accomplishments in these areas—this is going to come from the PO budget.

Christy: We received 4 survey forms to collate. Also, we need to show success not just for public awareness, but also for all working groups funded by the HISC.

Laura: we have our criteria for the project grants

Jay: I think one of the things we will have to work on is getting documentation for the match of Carter's position. If the outreach staff will need to collect this sort of information, we need to be clear about it.

4. Position Descriptions (PDs) of the three HISC Public Outreach Staff

Mindy: I did not receive comments back from the committee (Ken, Jolie, Mele, Mindy, Penny, Maile) on the work plan. Anne Marie LaRosa has commented, she will be supervising the Big Island PO staff. I will just move ahead and contact committee members. If you are interested in describing the action items (i.e. port of entry worker outreach, aquatic outreach, etc.), let me know.

Action: Committee: Ken, Jolie, Mele, Mindy, Penny, Maile will have a meeting of this committee after the next outreach meeting to hammer this out. Will work on one work plan and modify for each position. Will send to group for comments with request to return comments within 10 working days. Should have work plan completed by October meeting.

4. Public Outreach Survey Form

Christy: We received 4 forms.

Ken: I now have limited time to compile the forms.

Action: Everyone on the committee is asked to send the survey form out and have it posted on websites where possible, with the heading “Invasive Species Outreach”.

5. Project Proposals: RFP Draft and How do we rank projects and decide what receives funding?

Christy: I forwarded several items from Claudia to the group about a day after our last meeting. Appears that some received it and some did not.

Action Item: Christy will send out the RFP information from Claudia with request to respond to Christy within 10 days. Christy will send compiled RFP info to Mindy, David, Janelle, Jolie, Laura-they will send out their revised form 1 week prior to next meeting so we may come to the meeting and OK it.

6. Proposals on Table

Once RFP is complete, people that have presented verbal proposals can apply, along with others who did not present proposals.

7. Updates:

a. Websites

RFP draft sent out for comment, waiting on Mele/Teya’s and Philip’s comments. Hope to send it out by end of month to HEAR site for posting and to website designers. Have \$8,000 for CGAPS/ISCs portion, if needed, can supplement with HISC funds if needed.

Action Item: Mindy will send out DLNR website address where HISC working group agendas, etc. are posted.

b. Pest Hotline

Christy: A letter to Verizon has been drafted and sent to Neil Reimer to send out.

Number is requested to be toll-free statewide, with a 7-digit, easy to remember number, such as 888-PEST, or 123-PEST.

Mindy: We are also working with PBIN to have a database for reports to track calls, pests, etc.

Darcy: There are specific plans that are put into place that are triggered by certain types of calls.

Action Item: Christy will ask Philip to send the request for phone tree update to entities on each island: Who to call for what type of pest, where.

c. Public Service Announcements

Christy: Need to write RFP next. Have just completed the pre-campaign outreach survey. Will send out the results soon.

Bruce: PIJAC will discontinue involvement on aquatic outreach project. Bruce will try to get MAC back involved if we are already including an aquatic component to our work.

8. Discussion/Announcements

Laura: We had a really good phone-tree conversation the other day, who would call who if a positive is found. We will contact Mindy and Christy to get the word out to this group **RE WNV phone tree?**

Jay: The invasive species workshop as part of the Ag conference will be delayed until March. It will be a LICH conference, perhaps in partnership with forestry. We'd like a full-day conference, tentatively scheduled March 23-24-25?? (one of those days, Jay will let us know which day and the location when it is set).

9. Next Meeting

9:00a.m. – 11:00 a.m.

Wednesday, September 22

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1849 Auiki Street - Sand Island

Honolulu, Hawaii 96819

Adjournment