



**OPERATIONS COMMITTEE
MEETING NOTICE & AGENDA**

The Operations Committee Meeting for One Kalakaua Senior Living will be held on:

DATE: Monday, May 6, 2024
TIME: 2:30 p.m.
PLACE: Crafts Room
VENUE: Owners may attend in person

AGENDA

1. Approval of Minutes of Operations Committee Meeting on April 22, 2024
2. Committee Charter Discussion
3. Other Member Concerns

NEXT MEETING

DATE: TBD, LOCATION: TBD

THIS NOTICE SHALL BE POSTED SEVENTY-TWO HOURS PRIOR TO THE MEETING. ALL OWNERS OF RECORD MAY ATTEND THIS MEETING.



**MINUTES OF THE OPERATIONS COMMITTEE MEETING
ONE KALAKAUA SENIOR LIVING
MONDAY, APRIL 22, 2024
ONSITE, GAME ROOM**

CALL TO ORDER

Chair Jim Williams called the meeting of the Operations Committee to order at 2:30 p.m. Introduction of membership provided.

ATTENDANCE

Members Present: Chair Jim Williams (1110)
BOD Member Carol Shimokawa (808)
Owner Member Jane Uyehara (402)
Owner Member Roy Yamauchi (704)
Management Liaison Leina Ijacic, Executive Director/Administrator
Admin Support Lute Manumanu, Human Resources Assistant

NEW BUSINESS

1. **Review of Board Policy on Committees** – Committee Members reviewed the Board Policy on Committees
2. **Briefings on the Committee's Area of Responsibilities** – Leina provided overview for HRS 514B-125 (Meeting Expectations). Leina provided overview of the committee's area of responsibilities for Safety Committee, Human Resources and Personnel, Information Systems, Facilities, and RCS. Chair Jim Williams provided overview of the Executive Director Evaluation Process, highlighting that the Operations Committee will recommend the process for evaluation to the BOD, and the BOD will conduct the evaluation.
3. **Committee Charter Discussion** – Chair Jim provided overview of the Committee Charter template to focus work and discussion for the next Operations Committee meeting. **Charter to be finalized by Committee bore the net BOD meeting on May 23, 2024.**

DATE, TIME AND PLACE OF NEXT MEETING

May 6, 2024, 2:30 p.m. – Crafts Room

ADJOURNMENT

The meeting adjourned at 4:02 p.m.

Lute Manumanu
Recording Secretary, Human Resources Assistant

One Kalakaua Senior Living
Operations Committee

Operations Committee Charter

Purpose:

xxxx

Mission & Responsibilities:

1. xxxx

Measures for Success:

1. xxxx

Membership & Roles:

Membership is designated annually by the Board of Directors (BOD). Membership can change as needed with no minimum or maximum term requirements.

Role	Current Member as of 4/22/2024
Chair	xxx
BOD Member	xxx
Owner Member	xxx
Owner Member	xxx
Other Participants	
Liaison	Leina Ijadic, Executive Director/Administrator
Admin Support	xxx
Ad Hoc Member	xxx

Meeting Frequency & Time:

xxxx

Reporting Structure:

The Committee is an advisory committee and accountable to the One Kalakaua BOD. The Committee reports at Board of Director meetings. The Chair is selected by the BOD. Committee members are designated by the Committee Chair then approved by the BOD. The Executive Director/Administrator (ED) and an administrative support staff will be non-voting members of the Committee.

Financial, policy and procedural items are to be made as recommendations to the full BOD for approval. The (ED) may choose to move forward with non-board level items within the ED's role and scope (as designated by the ED's Job Description, through the Finance Policy, or other Board approved policy) at the ED's discretion.

Meeting Schedule

1. Regular meetings?
2. Special meetings?

Member Roles:

Chair:

1. Chairs meetings (Designates Interim-Chair to facilitate meetings if absent, or maybe delegated by the majority in rare events when Chair is unable to designate)
2. Screens, prioritizes and sets agenda for meetings in partnership with the ED
3. ????
4. ????
5. ????

Liaison:

1. Assists to screen, prioritize and set agenda for meetings
2. Coordinates Committee, staff, resident and owner communications

Administrative Support:

1. Assist with meeting logistics (scheduling, room booking, agenda, meeting notice posting, handout preparation and distribution)
2. Post meeting notice 72 hours prior to the meeting
3. Disseminate agenda and handouts
4. Takes minutes at the meetings
5. Highlight issues in the minutes
6. Routes the draft minutes to the Chair and Liaison for review, then full Committee within 3 weeks of the meeting or sooner if necessary
7. Disseminates minutes 72 hours before the next meeting
8. Support Committee members with office administrative tasks

All Members

1. If unable to attend, notify the Chair and Facilitator. If a meeting is missed, reviews meeting content with either with a member who attended or by reading the minutes.
2. Participation requirements?
3. Participates in trainings
4. Communication?
5. Implementation?
6. Policies?
7. Charter????

Agenda:

Agenda items will be forwarded to the Chair and Facilitator one week in advance of the meeting to allow time for review. Meeting Notice for all residents will be posted 72 hours in advance. Agenda and handouts will be provided to members 72 hours in advance. Additional handouts and/or presentation material maybe added up to the time of the meeting or at the meeting, as long as the agenda item has been included on the Meeting Notice.

Communication Plan:

Communication will be multi-faceted and will include dissemination of information via minutes, web site, huddles, flyers, communication to resident/employees/stakeholders. The current point of contact list for some of the key methods is below and can be updated at any time:

Method	Points for Contact (as of 4/22/2024)
BOD	Committee Chair
??	Committee Members
All Resident/Owner's/Staff Email Communication	Leina Ijacic
Website	Leina Ijacic
Resident Forums	Chair/Leina Ijacic/designee
Meeting Notice/Agenda & Handouts/Minutes	Administrative Support

Ground Rules:

1. Xx
2. ????

Decision-Making:

Consensus?
Voting?
Other?

Other Committee Guidelines or Procedures:

1. ????
2. ????