

Hawaii State Council on Developmental Disabilities (SCDD)
Modified Continuity of Operations Plan (COOP)
3/18/2020

Purpose

The purpose of the Continuity of Operations Plan is to ensure that essential functions continue to be performed during disasters or disastrous events.

Mission

The mission of the Council is to empower, advocate, and support Individuals with intellectual and developmental disabilities statewide to control their own destiny and determine the quality of life they desire.

Critical Business Functions

5 Year State Plan

Our Federal charge in the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) is to accomplish the goals, objectives and activities of our Five Year State Plan.

- In-house projects facilitated by Council staff; provide information, education, and planning.
- Increasing stakeholder and community entities involvement, facilitated by Council staff
- Council mandated meetings to ensure continuity of 5 Year State Plan Goals and Council business
- Administrative functions
 - Work for self-determination and equal access under the law.
 - Advocate for systems change and social justice.
 - Serve as conscience/monitor of the State.
 - Promote and model best practices.

Management of Federal and State Funds

- Ability to receive funds and reconcile funding with Fiscal
- Ability to support self-advocate projects
- Ability to create reports on our outcomes
- Ability to track spending to projects collaboration with others

Work Locations

The Executive Administrator, Secretary, Program Specialists, and Office Assistant are approved to telework. Council staff will continue operations via staggered locations (telework/in office) until it is deemed safe to return to normal, in office schedules. Council staff meetings will continue each Wednesday at 10am via teleconference. If the meeting needs to be rescheduled the Executive Administrator will email and text staff.

Essential Staff and Contact

- Executive Administrator, Daintry Bartoldus, daintry.bartoldus@doh.hawaii.gov direct line: 808-586-8166, office line: 808-586-8100; cellular 808-216-3199
- Secretary, Merline Remo, merline.remo@doh.hawaii.gov direct line: 808-586-8168, office line: 808-586-8100; cellular phone: 808-389-7741; [REDACTED]
- Office Assistant, Angie Nozaki, angie.nozaki@doh.hawaii.gov; direct line: 808-586-8180. Office line 808-586-8100; cellular phone: 808-220-4643; [REDACTED]
- Program Specialist, Self-Advocacy Coordinator, Zosimo Arista, zosimo.arista@doh.hawaii.gov, direct line 808-586-8169, office line: 808-586-8100; cellular phone: 808-349-2589; [REDACTED]
- Program Specialist, Maui County, Roxann Kehus, roxann.kehus@doh.hawaii.gov, office line: 808-984-8218; cellular phone: 808-283-3396; [REDACTED]
- Program Specialist, Hawaii County, Jesse Floyd, jesse.floyd@doh.hawaii.gov, office line: 808-936-406; cellular phone: 808-936-4061; [REDACTED]

- Program Specialist, Kauai County, Che Silvert, che.silvert@doh.hawaii.gov, office line: 808-274-5484; cellular phone: 808-228-9062; [REDACTED]

Work Schedule

Our building currently is open to the public, for this reason, we will have one Council Staff present from 7:45am-4:30pm at our main office; 1010 Richards St. Suite 122, Honolulu, HI. 96813. Our offices on the neighbor islands will not be open for the rest of March 2020.

- Executive Administrator will be in the office Monday through Friday.
- Secretary will be in the office one day a week to complete work that can only be done on the intranet.
- Program Specialist will telecommute Monday through Friday, however, will stop by the office to pick up and drop off work.
- Office Assistant will telework Monday through Friday, however, will stop by the office to pick up and drop off work. The Office Assistant may have to put in additional hours at the office, pending the Executive Administrator's schedule.

Continuity Authority

The SCDD will continue to operate in accordance with Public Law 106-402 of the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) and established under State Law by Act 198, Session Laws of Hawaii in 1975 through the Hawaii Department of Health, Directors Office as our Designated State Agency, with the purpose of providing support to the Council under the regulations of the DD Act Section 125(d). The Council will continue to operate under our approved By-Laws.

Order of Succession

Executive Administrator, Incumbent Daintry Bartoldus. First Alternate, Secretary, Merline Remo

External Procedures

Staff:

- Council staff will continue to execute all duties as listed in their most recent Performance Appraisal Standards, unless otherwise instructed by the Executive Director.
- Individuals that need to be in the office will report to the office on their assigned day.
- Executive Administrator will come into the office daily, unless the State Building closes to the public. If that should happen a revised COOP will be created.
- The Executive Director will receive, review and disseminate information with Council staff, Council members and the public as appropriate through email and our website. No information may be shared by staff unless first approved by the Executive Director.
- Council staff will have access to appropriate files when not in the office via their Microsoft 365 One Drive.
- Council staff will abide by the rules and regulations set forth in the State of Hawaii, to teleworking during this infectious disease emergency.

Council mandated meetings:

Beginning March 30th, to the extent possible, Council staff will continue to conduct Council mandated meetings via videoconference. All public will be encouraged to attend via videoconference however, a physical location will be provided in the conference room located at 1010 Richards Street, Honolulu, Hawaii 96813. All social distancing practices and recommendations will be followed with individuals sitting at least 6 feet apart from each other. If an appropriate room to accommodate social distancing is not available, the meeting will be rescheduled.

Meetings will continue to be held in accordance with the Sunshine Law using guidance from the State of Hawaii Office of Information Practices issued March 16, 2020:

Uniform Information Practices Act (Modified), chapter 92F, HRS, was temporarily suspended and the Sunshine Law, part I of chapter 92, HRS, substantially suspended by the Supplemental Memorandum of Governor Ige dated March 16, 2020, to give government the maximum flexibility to focus its attention and personnel resources on directly addressing the immediate situation at hand. When the situation is stabilized and there is proper leeway to re-direct those resources, the suspension of these laws will be lifted.

Chapter 92, HRS, public agency meetings and records, to the extent necessary to enable boards to conduct business in person or through remote technology without holding meetings open to the public. Boards shall consider reasonable measures to allow public participation consistent with social distancing practices, such as providing notice of meetings, allowing submission of written testimony on agenda items, live streaming meetings, and posting minutes of meetings online. No board deliberation or action shall be invalid, however, if such measures are not taken. Chapter 92F, HRS, uniform information practices act.

Teleconferencing. The Council will set up ZOOM conferencing with video and audio and will assure there is at least one location in each County where the general public can attend in order to ZOOM (with video and audio capabilities) into the conference if they so choose. There will be the opportunity for the general public to call in through the ZOOM line if they so choose. However, all Council members MUST ZOOM in and use both video and audio during the conference. If for any reason the ZOOM conferencing video or audio should fail, the meeting will immediately halt, if reconnection with both video and audio cannot be reestablished, the meeting will be adjourned at the time the video, audio or both stopped working.

Emergency Meetings. The Council does not foresee the need to call an emergency meeting with the board members. The Executive Administrator will keep Council staff and Council members informed through email.

State Plan Requirements

All assurances, deadlines, activities and requirements listed in the SCDD Five Year Plan will remain in effect. If a Program Specialist feels an activity will need to be rescheduled within the awarding Federal Fiscal Year, they may do so but must notify the Executive Administrator via email or teleconference in a reasonable amount of time and document the specific need for rescheduling, what alternate measures were considered and/or taken and what plans are in place for rescheduling in their reporting template. If a Program Specialist feels they will not be able to complete the agreed upon activities within the Federal Fiscal Year, this will be discussed at the weekly Council Staff meeting to find alternative ways to complete the activities or to set new deadlines.

Critical Dept Records

All department historical documents are electronic and stored on a flash drive kept in the Executive Administrators office. Other personal files are kept in a locked cabinet at 1010 Richards St. Rm. 122, Honolulu, HI. 96813

Covid-19 Information Resources

Hawaii Department of Health <https://health.hawaii.gov/>

Centers for Disease Control and Prevention <https://www.cdc.gov/>

National Association of Councils on DD <https://www.nacdd.org/news/covid-19-resources/>

Plain Language Information on Covid-19

<https://ddc.vermont.gov/sites/ddc/files/documents/newsevents/Plain%20Language%20Information%20on%20Coronavirus.pdf>