NEIL ABERCROMBIE
GOVERNOR

DAVID HIPP
EXECUTIVE DIRECTOR

Phone: (808) 587-5700
Fax: (808) 587-5734

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

OFFICE OF YOUTH SERVICES
707 Richards Street, Suite 525
Honolulu, Hawaii 96813

JUVENILE JUSTICE STATE ADVISORY COUNCIL
PREVENTION & ACCOUNTABILITY COMMITTEE MEETING

March 5, 2014
10:00 a.m. to 1:00 p.m.
Hale Kipa - Conference Room
2970 Kele Street, Suite 110
Lihue, Kauai, Hawaii 96766

MINUTES

Present: Melinda Montgomery, Chair
Christina Andersson-Reichert, Vice-Chair
Walter "Wally" Lau
Tina Winquist
Absent: August Suehiro
Staff: Ed Chargualaf, OJJDP Program Coordinator
Leimomi Fernandes-Otake, JJ Administrative Assistant

I. Call to Order

Chair Montgomery called meeting to order at 10:30 a.m. after site visit of Hale Kipa, Inc. facility. Chair introduced the Hale Kipa Kauai staff and asked to add the OYS programs report to the agenda at 11:00 a.m. The members voted, and unanimously approved the report as item III D.

II. Review Juvenile Justice State Advisory Council (JJSAC) Prevention & Accountability Committee December 4, 2013 Minutes **Attachment A**

Chair asked for the review of the December 4, 2013 minutes. Wally Lau motioned to approve the December 4, 2013 minutes, seconded by Tina Winquist, and the motion was passed unanimously.

III. New Business

A. Providers' Accountability to SAG
   1. Performance Indicators - guidelines for site visit

Ed Chargualaf provided a background on providers returning monies and the lack of communications when returning the money. Noted Leimomi Fernandes-Otake assisting with the follow-up of quarterly reports. Chargualaf stressed need for subcommittee to become more involved in the programs funding, to make recommendations and site monitoring.

2. Reporting Requirements - baseline report

Chargualaf reviewed the site visit checklist to use as a guide for collecting basic information such as operations, facility, program type and how the program is managed. Chargualaf commented on the JJSAC Compliance Committee site visit last week, which he asked most of the leading questions versus the members, because they did not have a checklist. The checklist can also be a resource, such as Christina Andersson-Reichert can work with the P.O.I. project on Maui after the last site visit; Hale Kipa Inc. Kauai works with Kauai High School and the Office of the Mayor; and Lau to work on how to improve the Big Island Assessment Center. Winquist motioned to approve the checklist with changes (delete adult), seconded by Andersson-Reichert, and the checklist was approved unanimously.

Chargualaf reviewed Form 5-1 Quarterly Report and highlighted pages 2 to 4 to align with the OJJDP reporting. Page 2 to extract the major accomplishments, so providers need to refer to their scope of services. Page 3 to check if on track with financial, because sometimes the provider does not know how much money given or deal with the monies. Chargualaf conducting provider programmatic and fiscal orientation, to assist the provider to become more effective with the award. Lau commented the accountant and service staff need to communicate to ensure money is spent appropriately. Andersson-Reichert commented the need to include fiscal in the orientations, because service staff only deal with the kids and not think fiscal.

Chargualaf noted the expenditures should be driven by the program person versus accounting, because the budget is approved based on the program needs. Accounting should not reallocate money to another area if it is not in the budget.

Lau ask if there is a decrease in monies returned and if identified the programs returning the monies. Chargualaf noted a reduction because of visits advising if the money is not spent, the money will be taken away. An example is a program person resigned, and the provider did not hire a replacement because they wanted a guarantee of the next year funding. Although, the provider did not communicate the problem, when a subcontractor could have provided the service. The program person should know their award, how much spent, the balance remaining, and be at least knowledgeable of the budget. Also if there are low numbers due to lack of referrals, to communicate with him, so can open the program to all kids and families; do not wait for the quarterly report to note the lack of referrals.

Chargualaf noted another provider was told in December that their funding will be reduced because not expending funds. As a result, calls made to family court to get approval to drop off youth; the provider was given until March to analyze the status and if will use the money. Commented if the intended agency is not taking advantage of the service, than maybe try another agency who needs the service to use it. Prefers the SAG Subcommittees to get involved with the funded contracts and to check on the providers if they are having problems.

Chargualaf noted question number 4 to state next quarter activities or meetings, so possible David Hipp can attend; meet with probation; attend a graduation; and not just status quo. Page 4 collects data for OJJDP reporting, such as the number of youth served, completed the program and exited the program. The outcomes are tracked by BASK (behavior, attitude, skills and knowledge). Pages 5 and 6, the age and ethnicity is an OYS requirement, which notes if overrepresentation in the system and what doing to address it. The Oahu assessment center to open in April will address overrepresentation. Andersson-Reichert inquired if providers know about BASK. Chargualaf does talks about BASK at orientation and reviews OJJDP Performance Measures to choose providers outcomes.

Chargualaf commented the simpler the form, the better it is for reporting. Some providers do not provide invoices for over 9 months, because of the status quo and think their funding is annual. Andersson-Reichert suggested page numbers of the Form 5 Quarterly Report (page 1 of 6) and the committee approved the revised form unanimously. Action: Chargualaf to disseminate the updated OYS OJJDP Contract List to the members.

B. Comments & Recommendations to Providers

Action: Chargualaf to disseminate the revised Form 5-1 Quarterly Report to the providers.

C. OJJDP Program Providers - Site Visit

Walk through site visit of Hale Kipa Kauai prior to meeting.

D. Hale Kipa Kauai Presentations

Jaque Kelley-Uyeoka, Deputy CEO of Hale Kipa, Inc. shared Hale Kipa program stats and introduced staff.

1. Youth on Probation, who are at risk to violate probation.

Joe Maurer (former D.O.E.) and Hilary Ferris-Chandler briefed on how to help youth meet their probation conditions and to try to persuade judges to release early from probation. Youth are 12-17 years old, some 18 years old. Because summer numbers were low, opened the program with OYS approvals, then Family Court started referrals. Currently 10 youth in the program and 10 youth on the waitlist; youth from Lihue and Kapaa. Hope for additional funding to service the west side of the island. The outcome is positive compliance with probation and education help to get back on track. The program focuses on enrichment activities, provide family support, in court with the youth and collaborate with the Judges to order partnerships with the probation officers.

Hale Kipa's program is flexible to do many things for the kids from picking up to take to school, provide clothing and cell phones because many of the youth are homeless and to become a resource to the families by walking through the entire process. Now offer substance abuse assessments and trauma assessments ordered by the Judge. Food is the key to connecting with the youth or family, as small as providing a bag rice to the family or a simple cheeseburger with the youth makes them trust.

2. School Success Program, for Out of School Long-term Suspension

Matt Iues (former D.O.E.) briefed on how to get youth back on track and the one time summer program for 12 youth referred from the 3 high schools. Provided tee shirts and every day Kauai tour activity from zip lining, kayaking, canoeing, biking to horseback riding. Also provided credit recovery and the number reward is food. Stressed the need to start at the middle school before the youth become more traumatized.

Chair summarized Hale Kipa Maui is very transient, unlike Kauai which is more community and family based collaboration. Andersson-Reichert noted the same problem on the west side of Maui and the need to hire someone for the west side, but not getting referrals.

Chair commented when the youth is discharged, they help the youth figure out how to be successful on probation. Hale Kipa does the probation requirements in house: 1. the community service, 2. the substance abuse evaluation which is not covered by insurance, and youth do not have insurance (HMSA, Quest - most families cannot afford), and 3. the education piece to help the kids become successful to get off probation early.

IV. Announcements

1.Chargualaf will disseminate the approved Quarterly Reporter Forms to the providers and the checklist to SAG Committee.

V. Next Meeting

Tentative - Wednesday, June 4, 2014 in Hilo to site visit the Hilo Assessment Center. Action: Lau to coordinate meeting location and site visit.
Tentative - Wednesday, September 3, 2014 on Oahu (meetings return to Oahu) and to site visit Oahu programs

VI. Adjournment

Andersson-Reichert motioned to adjourn the meeting, and seconded by Winquist. There being no further discussion, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Leimomi Fernandes Otake

Leimomi Fernandes-Otake
Juvenile Justice Administrative Assistant