

NOTE: MEETING MINUTES ARE IN DRAFT FORMAT AND HAVE NOT BEEN APPROVED BY MEMBERS OF THE STATE ADVISORY COUNCIL ON JUVENILE JUSTICE, AS SUCH, INFORMATION IN THE MINUTES HAS NOT BEEN APPROVED FOR CONTENT AND ACCURACY.

JUVENILE JUSTICE STATE ADVISORY COUNCIL
Department of Human Services, State of Hawaii
Office of Youth Services

Executive Committee
3rd Quarter Video/Audio Meeting
Hosted on Microsoft Teams
(Copy of audio link available upon request)

Tuesday, May 19, 2020
9:00AM-10:30 AM

Members Present: Delia Ulima (Chair), Susan Pirsch (Vice Chair), Tai-an Miao

Members Absent:

Members Excused: Major J Averell Pedro, Noy Worachit

Guests Present:

Staff Present: Shannessy M. Ahu, John Paekukui, Josue Osegueda, Norene Machida

| AGENDA ITEM | DISCUSSION | RECOMMENDATIONS/ ACTIONS/CONCLUSIONS | PERSON(S) RESPONSIBLE | DATE DUE |
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| I. Call to order/Establishment of Quorum | <ul style="list-style-type: none"> • Meeting called to order at 9:09 a.m. by Chair, Delia Ulima • Quorum was established • Introduction of attendees: <ol style="list-style-type: none"> 1. Delia Ulima-Chair JJSAC, Epic Ohana 2. Tai-An Miao-Chair of Ethnic & Cultural Diversity Committee, University of Hawaii 3. Susan Pirsch-Vice Chair JJSAC, Chair of Prevention & Accountability Committee, Maui Youth & Family Services 4. John Paekukui-Compliance Monitor, Office of Youth Services 5. Shannessy Ahu-Federal Grants Manager, Program Specialist V, Office of Youth Services 6. Norene Machida-Office Asst. III, Office of Youth Services 7. Josue Osegueda-Program Specialist IV, Office of Youth Services | For information only | D. Ulima | |
| II. Consideration and Approval of Minutes for the following Meeting(s): November 14, 2019 and August 14, 2019 | <p>(9:11) D. Ulima</p> <ul style="list-style-type: none"> • Consideration and approval for November 14, 2019 Minutes <ul style="list-style-type: none"> ○ Quorum to approve these minutes needs to consist of members who were present. Susan Pirsch was not present and Noy Worachit is excused from attending this meeting. No quorum is established to approve minutes. <p>(9:12) S. Ahu</p> | | | |

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| | <ul style="list-style-type: none"> • Tai-an Miao's term ends upon adjournment of today's meeting. She will not be present to make quorum, for approval of minutes, at the next meeting. • Will contact OIP and advise. <p>(9:13) D. Ulima</p> <ul style="list-style-type: none"> • Consideration and approval of February 27, 2020 Minutes. <ul style="list-style-type: none"> ○ Motion to approve minutes as presented, by S. Pirsch. ○ Motion to approve minutes seconded, by T. Miao. | <p>Contact OIP to inquire about quorum for approval of minutes when a member's term ends.</p> | <p>S. Ahu</p> | |
| <p>III. Community Input</p> <p>[Pursuant to section 92-3, Hawaii Revised Statutes, Community Members will have 3 mins. to speak, i.e. per person, per item, or written testimony can be submitted on agenda items]</p> | <p>(9:15) No community in attendance</p> | | | |

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| IV. Subcommittee Discussion: <ul style="list-style-type: none"> • By-Law • OJJDP 3-Year State Plan discussion | <p>(09:16) D.Ulima</p> <ul style="list-style-type: none"> • Review of By-Laws (Copy available upon request) <p>(9:17) S. Ahu</p> <ul style="list-style-type: none"> • The purpose to review the By-Laws is for each committee to make suggestion for edits. <ul style="list-style-type: none"> ○ The last update of the By-Laws was in 2016. ○ Will note edits for the Executive Committee to review and approve before JJSAC votes on it. • Need Committees to review the 3-Year State plan. <ul style="list-style-type: none"> ○ 3-year State plan was discussed at a prior JJSAC meeting. ○ Need to know which goals were achieved and which goals need to be worked on. ○ We are requesting to see this topic addressed at every meeting. ○ Josh created a tracker to use at so that OYS knows how to assist. <p>(9:19) D. Ulima</p> <ul style="list-style-type: none"> • There are 2 versions of the By-Laws. What is the difference? <p>(9:20) S. Ahu</p> | <p>Each Committee to review the By-Laws and note any suggestions and/or edits.</p> <p>Each Committee to review their goals and report which were achieved and what needs to be worked on.</p> | <p>Committee Chairs</p> <p>Committee Chairs</p> | |

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| | <ul style="list-style-type: none"> • The “red-lined” version was worked on by an Ad Hoc committee. This is not a familiar format for By-Laws. • If agreed, would like to work with the last approved By-Laws. <p>(9:21) D. Ulima</p> <ul style="list-style-type: none"> • Agree, the current format of the approved By-Laws is better to work from. <p>(9:22) S. Ahu</p> <ul style="list-style-type: none"> • By-Law ARTICLE I – NAME <ul style="list-style-type: none"> ○ No changes. • By-Law ARTICLE II - AUTHORITY AND FUNCTION <ul style="list-style-type: none"> ○ No changes. • ARTICLE III - MEMBERSHIP, OFFICERS AND COMMITTEES <ul style="list-style-type: none"> ○ Under Section A., MEMBERSHIP <ul style="list-style-type: none"> ✓ This will change, but no input is necessary. ✓ There have been changes in the law from OJJDP/ JRA. Seats changed and some were added. ○ Under section B.1., TERM <ul style="list-style-type: none"> ✓ Will remain the same and serve 4 years, two consecutive terms. ○ Under section C.1., OFFICERS <ul style="list-style-type: none"> ✓ How has the officer positions worked for this committee? | | | |

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| | <p style="text-align: center;">✓ Would like the positions to have a role and be purposeful.</p> <p>(9:24) S. Pirsch</p> <ul style="list-style-type: none"> • Is this relevant only to JJSAC? Are the committees held to the officer positions? <p>(9:25) S. Ahu</p> <ul style="list-style-type: none"> • JJSAC and Committees are not held to having a 1st or 2nd vice-chair position <ul style="list-style-type: none"> ○ It only requires a Chairperson. ○ The position of the 1st Vice-Chair would be to step in if something happens to the Chair succeeded by the 2nd Vice-Chair if both the Chair and 1st Vice-Chair are absent. ○ Normally there is a different position other than a 2nd Vice Chair. <ul style="list-style-type: none"> ✓ S. Pirsch, Chair of the P&A Committee, suggested a Recorder role be added to replace the 2nd Vice Chair seat ✓ Or a Secretary role. <p>(9:26) D. Ulima</p> <ul style="list-style-type: none"> • Consider changing the following words highlighted in red under C.1 Officers: | <p>AMEND: Article III, C.1. to have an option of a 2nd Vice-Chair and add in</p> | <p>S. Ahu</p> | |

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| | <ul style="list-style-type: none"> ○ The Officers of the JJSAC and Standing Committees shall include a Chairperson, 1st Vice Chair, “and a” 2nd Vice Chair who shall each serve for a term of 2 years. ○ Change “and a” to read “and may include a” ○ This will help build in the support the committee would need. ○ Consider eliminating 2nd Vice Chair position if it is not, a role needed. ○ Add in the role of a Recorder or Secretary. <p>(9:27) S. Ahu</p> <ul style="list-style-type: none"> ● These suggestions under C.1 will allow some flexibility to assist the committees. ● Are there any suggestions under C.2, the duties of the JJSAC Officers? <p>(9:30) D. Ulima</p> <ul style="list-style-type: none"> ● It doesn’t seem there is enough time during our meetings to be effective and responsive in policymaking, strategic planning or legislation. <p>(9:31) S. Ahu</p> <ul style="list-style-type: none"> ● OYS will support in all the activities and collaborate as we focus on the goals. ● Appointing Committee Chairs has been a problem | <p>a new seat for a Secretary/Recorder</p> | | |

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| | <ul style="list-style-type: none"> • The Vice-Chair could also focus on becoming knowledgeable on the Sunshine Law so that members get to know it well. <ul style="list-style-type: none"> ○ Would conduct a separate training on the Sunshine Laws. ○ Will include this in the By-Laws for JJSAC to approve or remove. • ARTICLE III, D. COMMITTEES <ul style="list-style-type: none"> ○ Each committee will review their goals to edit to make it purposeful. ○ Are there any suggestions in reviewing the purpose of the Executive Committee? <p>(9:47) D. Ulima</p> <ul style="list-style-type: none"> • Under D.1.a of the Executive Committee, is there a State representative to the Federal Advisory Committee of the Office of Juvenile and Delinquency Prevention from OYS? <p>(9:48) S. Ahu</p> <ul style="list-style-type: none"> • Not sure what this position is and will advise. • JJSAC and Committees are made up of volunteers <ul style="list-style-type: none"> ○ When they sign up, it requires much work and training is important. ○ Working on a brochure to hand-out before they commit. | <p>AMEND: Article III, C.2, 1st Vice-Chair and 2nd Vice-Chair</p> <p>Find out who fills this position.</p> | <p>S. Ahu</p> <p>S. Ahu</p> | |

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| | <ul style="list-style-type: none"> • The law requires JJSAC to participate in the 3-Year plan, which is coming up soon, and will need to start working on this. • RFP and RFI budgets are important for JJSAC and Committees to know in order to help make informed decisions on how to fund programs, where the money should be allocated and what JJSAC should be doing with their allocated amount. • P&A Committee has most of these responsibilities. <ul style="list-style-type: none"> ○ Therefore, we need to identify which committee would be responsible and then schedule to meet more often. ○ Because we only meet four times a year, RED, Compliance and Title II application were submitted before JJSAC's approval. <p>(9:52) D. Ulma</p> <ul style="list-style-type: none"> • Is there any suggestion on what committees these responsibilities should be placed? <p>(9:53) S. Pirsch</p> <ul style="list-style-type: none"> • Suggest the RFI and RFP be the responsibility of the Executive Committee. <ul style="list-style-type: none"> ○ It would be beneficial because of the broad representation of all Committees who can look at this from different angles. <p>(9:55)</p> | | | |

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| | <p>T. Miao</p> <ul style="list-style-type: none"> • Agree communication from this Committee to JJSAC would be best. Seems harder for sub-committee members to share out. <p>(9:56) D. Ulma</p> <ul style="list-style-type: none"> • The Executive Committee represents each part of the JJSAC. <ul style="list-style-type: none"> ○ If the Executive Committee is responsible for RFI, budget or 3-Year State plan then we have someone from each committee that's informed. <ul style="list-style-type: none"> ✓ They can communicate and get info from the committees. ✓ Report to JJSAC about the Committee's response to RFP's, budget, or State plans. <p>(9:58) S. Ahu</p> <ul style="list-style-type: none"> • Will amend Article III, D.1a. in the By-Laws. <ul style="list-style-type: none"> ○ Executive Committee can meet every other month to keep everything updated. • Under section D.2.a, Nomination Committees, can you give us your feedback? <p>(9:59) S. Pirsch</p> <ul style="list-style-type: none"> • We haven't gone thru this process. People were nominated into that committee if they were present or not. | <p>AMEND: Article III, D.1.d, Move RFP responsibility to Executive Committee</p> | <p>S. Ahu</p> | |

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| | <p>(10:00) S. Ahu</p> <ul style="list-style-type: none"> • Since there is no feedback, we will consider changing the language to form an Ad hoc Committee, which allows a select group to meet on an issue or for a particular purpose. • Under section D.3., Committee Chairperson: <ul style="list-style-type: none"> ○ Nominations for new Committee Chairs is coming up in November 2020. ○ There is no reference on how long a Committee Chair can serve. Can we place language in to say a Committee Chairperson can serve for more than 2 years with a possible extension for another 1 or 2 years? <p>(10:03) T. Miao</p> <ul style="list-style-type: none"> • Agree on longer terms. Some Councils start training their Vice-Chair to succeed the Chair. Other Councils have staggered rotations. <p>(10:04) S. Pirsch</p> <ul style="list-style-type: none"> • Agree on the longer terms as well as having the Vice-Chair succeed the Chair. <ul style="list-style-type: none"> ○ Meeting only 8 times within a 2-year term makes it hard to get traction. | <p>AMEND: Article III, D.2.a, Change language to be an Ad Hoc Committee</p> | <p>S. Ahu</p> | |

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| | <ul style="list-style-type: none"> ○ If the Vice-Chair succeeds the Chair, all the wisdom isn't lost in the turnover. ○ What we do in our jobs for the next person to work through it, especially in a committee, is important to establishing a legacy. ○ What can we do to prevent people from coming and going to create legacy? <p>(10:06) S. Ahu</p> <ul style="list-style-type: none"> ● Will work on adding this in the By-Laws for this Committee to review and edit. ● Under Article IV. A. 1. MEETINGS <ul style="list-style-type: none"> ○ Law requires for JJSAC to meet at each quarter. ○ It doesn't say standing-committees have to meet every quarter. <ul style="list-style-type: none"> ✓ The Youth Committee has not been meeting and when they do meet, the meetings are too far apart. ✓ Would like to soften the language for Committees who can't meet each quarter. <p>(10:07) T. Miao</p> <ul style="list-style-type: none"> ● Motion to approve changing the language. <p>(10:07) S. Pirsch</p> <ul style="list-style-type: none"> ● Motion seconded. | <p>AMEND: Article III, D.1.a., Chair to serve for 2 years with extension to serve 1-2 years more</p> | <p>S. Ahu</p> | |

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| | <p>(10:08) D. Ulima</p> <ul style="list-style-type: none"> • Agree to soften the language since there can be several viable reasons such as: <ul style="list-style-type: none"> ○ A member in the Legislature ○ Lack of members ○ Only 1 or 2 people attending, and not as effective as it may be. <p>(10:09) S. Ahu</p> <ul style="list-style-type: none"> • The goal is for each Committee to meet more. We can build up to this. • Will edit the authoritative language regarding standing-committees meeting every quarter. • Under Article IV. C.-ATTENDANCE <ul style="list-style-type: none"> ○ We currently have 17 members, losing 4 at the end of this month and 5 to 6 new members pending. ○ Difficult to move forward with action items and goals when members can't attend or only attend once a year. ○ Want them to be a part of the discussions. ○ We take attendance and submit this yearly. ○ Is it true to keep "a JJSAC member being replaced if they miss 3 consecutive meetings", without being excused" in the law? ○ If it is not going to be done, then it should be removed. Would like to adjust this to be true. <p>(10:10) D. Ulima</p> | <p>AMEND: Article IV.A.1., change language to provide flexibility for Standing Committees who can't meet every quarter.</p> | <p>S. Ahu</p> | |

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| | <ul style="list-style-type: none"> • Absentism is important to address. If they are Governor appointed, how would this be addressed? <p>(10:11) S. Ahu</p> <ul style="list-style-type: none"> • The JJSAC Chair would have some options to address this situation. <ul style="list-style-type: none"> ○ The member can resign and submit a letter. ○ If not, a letter with reason should be written and signed by the Chair. OYS can assist and guide. ○ They can also have someone from their agency sit in their place and be counted. • Each Committee will have the same rules. <p>(10:12) D. Ulima</p> <ul style="list-style-type: none"> • It is an honor, responsibility and privilege to be appointed by the Governor to serve on JJSAC. <ul style="list-style-type: none"> ○ Their membership is important. ○ We need everyone to be committed, accountable and contribute their expertise. ○ If they can't find someone to sit in their place and fill their role and responsibility, then the ethical thing to do, is address if they should continue to serve. <p>(10:13) S. Ahu</p> | | | |

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| | <ul style="list-style-type: none"> • Within the Executive Committee would it be okay to add a way to track people’s work on the Committee and celebrate those achievements. <ul style="list-style-type: none"> ○ Recognize or award them individually. ○ Recognize a Committee for meeting a goal. ○ Acknowledge their time volunteering ○ Help them to feel good about their work <p>(10:18) D. Ulima</p> <ul style="list-style-type: none"> • We want the moral to be high, acknowledge and lift people. Can we include this as a topic on the agenda at every meeting? <ul style="list-style-type: none"> ○ Build in 5 minutes, at the top of every agenda to acknowledge some of the following, including what was already mentioned. <ul style="list-style-type: none"> ✓ Anniversary Date ✓ New People ✓ Name the topic JJSAC Acknowledgments <p>(10:20) T. Miao</p> <ul style="list-style-type: none"> • I agree and really like this idea of acknowledging people. <p>(10:21) S. Pirsch</p> <ul style="list-style-type: none"> • Appreciate what OYS is doing to help us gain traction. Our rewards will be inherent with what we do as a body. <p>(10:22)</p> | | | |

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| | <p>S. Ahu</p> <ul style="list-style-type: none"> • Appreciate all the feedback and will want this placed on the agenda at every meeting. <ul style="list-style-type: none"> ○ N. Machida will work with Chair and follow-up ○ We can also highlight members and/or Committees <p>(10:23)</p> <p>D. Ulima</p> <ul style="list-style-type: none"> • It is a great idea, in addition to having an acknowledgment period, and include highlighting an individual to get to know them. <p>(10:24)</p> <p>S. Ahu</p> <ul style="list-style-type: none"> • Yes, it is a way to connect with people. <ul style="list-style-type: none"> ○ Shows more than the work we are trying to do. ○ We all are trying to do our best. ○ Beneficial for JJSAC members to “get to know” who they are, make a connection and work together. <p>(10:25)</p> <p>D. Ulima</p> <ul style="list-style-type: none"> • There are multiple benefits from doing this: <ul style="list-style-type: none"> ○ Building a community. ○ Honoring the individuals work and expertise. ○ Making connections <p>(10:28)</p> <p>S. Ahu</p> | <p>Include on the JJSAC and Executive Committee Agenda, Person or Committee of Acknowledgment</p> | <p>N. Machida</p> | |

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| | <ul style="list-style-type: none"> • The Committees are the ones who will be doing all the work and responding to the action items. • The vision for JJSAC is to become more informative <ul style="list-style-type: none"> ○ Invite speakers to give information to member to help make decisions. • Under Article V.D. STAFF <ul style="list-style-type: none"> ○ There is not enough staff from OYS, therefore we would like to soften the language to provide this when possible. ○ We will do our best to staff each meeting <p>(10:29) D. Ulima</p> <ul style="list-style-type: none"> • S. Pirsch, T. Miao and I agree to change the language. <p>(10:30) S. Ahu</p> <ul style="list-style-type: none"> • After all the Committees meet and have given their feedback, I will put the By-Laws together for the Executive Committee to review and final review and approval by JJSAC. <ul style="list-style-type: none"> ○ Will review the red-line version and take what is relevant • JJSAC is working off the 2017 budget which has \$11,000 left to spend. <ul style="list-style-type: none"> ○ JJSAC is allotted \$19,000 a year. ○ Due to the travel restrictions and other changes, I will be asking OJJDP for an extension to use this for next year. | <p>AMEND: Article V.D. Staff, change language to provide staffing when possible.</p> <p>Request from OJJDP extension to use 2017 JJSAC budget in 2021.</p> | <p>S. Ahu</p> <p>S. Ahu</p> | |

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| | <ul style="list-style-type: none"> ○ This could afford that more members can be invited to attend the National Conferences and inter-Island travel. | | | |
| V. Old Business <ul style="list-style-type: none"> • Committee members | Topic deferred in interest of time | | | |
| VI. New Business (open for discussion) | Topic deferred in interest of time | | | |

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| <ul style="list-style-type: none"> • Grants/Contracts Committee • JJSAC Budget | | | | |
| VII. Announcements | Topic deferred in interest of time | | | |
| VIII. Future Agenda Items | Topic deferred in interest of time | | | |
| IX. Next meeting | Next Meeting(s) <u>2020 Meetings</u> <ul style="list-style-type: none"> • Thursday August 27, 2020 • Thursday November 19, 2020 | For information only | | |
| X. Adjournment | <ul style="list-style-type: none"> • The meeting was adjourned at 10:34 A.M. | For information only | | |