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

Ethnic & Cultural Diversity Committee
3rd Quarter Zoom Video/Audio Meeting
(Copy of audio link available upon request)

Thursday, May 13, 2021
9:00AM-11:00 AM

Members Present: Rachel Lee Soon (Chair), Tai-An Mia, David Hipp, Carol Matsuoka, Shawn Kana'iaupuni,

Members Absent:

Members Excused: Viki Roemmling

Guests Present: Bailey Monick

Staff Present: Shannessy Ahu, John Paekukui, Norene Machida

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE
I. Call to order/Establishment of Quorum	<ul style="list-style-type: none"> • Meeting called to order at 9:04 a.m. by Chair, Rachel Lee Soon • Quorum established: 5/6 • Introduction of attendees: <ol style="list-style-type: none"> 1. Rachel Lee Soon, Chair ECD and member of JJSAC, Program Supervisor for Ho’opono Mamo, Child & Family Service 2. Tai-an Miao, Chair, University of Hawaii School of Medicine, Department of Psychiatry 3. David Hipp, Systems and Community Change, Lili’uokalani Trust (LT) 4. Bailey Monick, JJSAC Member, University of Hawaii, Department of Psychiatry 5. Shannessy Ahu, Federal Grants Manager, Program Specialist 6. Carol Matsuoka, Family Court, Juvenile Justice Transformation 7. Norene Machida, Office Asst III, Office of Youth Services 8. John Paekukui, Compliance Monitor, Office of Youth Services 9. Shawn Kana’iaupuni, President of Partners in Development Foundation 		

<p>II. Consideration and Approval of Minutes for the following Meeting(s): November 12, 2020 February 11, 2021</p>	<p>(9:13) R. Lee Soon</p> <ul style="list-style-type: none"> • Consideration of minutes for November 12, 2020 and February 11, 2021 <ul style="list-style-type: none"> ○ February 11, 2021 <ul style="list-style-type: none"> ➤ Correction Page 1: Correct spelling for Guest, Maria Sadaya-Ibus ➤ Correction Page 1: Add in Members Present, Rachel Lee Soon ➤ Correction Page 2: Add Introduction of Members, Rachel Lee Soon ○ November 12, 2020 <ul style="list-style-type: none"> ➤ Correction Page 4: Combine New Probation and Placement as one (1) bullet point • Minutes for November 12, 2020 and February 11, 2021 approved with corrections by Tai-An • Seconded by Shawn Kana'iaupuni 	<p>Corrections to Page 1 and 2 of the February 11, 2021 minutes as noted</p> <p>Corrections to Page 4 of the November 12, 2020 minutes as noted</p>	<p>N. Machida</p> <p>N. Machida</p>
<p>III. Community Input [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>(9:19) R. Lee Soon</p> <ul style="list-style-type: none"> • No community input 		

<p>IV. ECD Charter: Review & Discuss</p>	<p>(9:20) R. Lee Soon</p> <ul style="list-style-type: none"> • We will review a draft/example of a Charter and suggest any changes. • There will be a vote to make it official after any proposed changes. • Overview: The State of Hawaii Juvenile Justice State Advisory Council seeks to improve the juvenile justice system by collaborating with government and local communities to ensure effective service provisions and development of policies. The JJSAC advocates for delinquency prevention and <u>guide</u> Hawaii’s youth in becoming productive community members. • Add “s” to “guides Hawaii’s youth” <p>(9:21) R. Lee Soon</p> <ul style="list-style-type: none"> • Purpose: The Ethnic & Cultural Diversity Committee is committed to monitoring racial and ethnic disparities in the Hawai'i juvenile justice system and <u>engage</u> in collaborative efforts to reduce racial and ethnic disparities. • Remove “engage”, replace with “engaging” <p>(9:22) C. Matsuoka</p> <ul style="list-style-type: none"> • Is it disparities or inequities that exist in our communities? <p>(9:25) R. Lee Soon</p> <p>There is a distinction, and we can add “inequities” to the end of the sentence.</p>	<p>Revise: Overview as noted</p> <p>Revise: Purpose as noted</p> <p>Revise: Purpose as noted</p>	<p>N. Machida</p> <p>N. Machida</p> <p>N. Machida</p>
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- **Committee Composition:** Membership to the Ethnic & Cultural Diversity Committee shall consist of 10 members to include professionals from the police departments, Judiciary, Sherriff's, youth facility administration and youth who are interested in the juvenile justice field. The Ethnic & Cultural Diversity Committee Officers shall consist of a Chairperson, Vice Chairperson, Secretary. The Chairperson must be an appointed member to the JJSAC and serve as the Ethnic & Cultural Diversity Committee representative/spokesperson to the JJSAC. Officer Elections are held once every two years.

(9:26)

S. Kana'iaupuni

- Having someone from law enforcement on the Committee would be a good idea
- Also, to have someone outside of the juvenile justice system on the Committee
- Stronger language than "interested in". People who "want" to or "committed" to the work of the Committee

(9:27)

R. Lee Soon

- Shall consist of no fewer than 6 members,
- law enforcement,
- youth correctional facilities,
- judiciary,
- community member and organizations,
- youth and parents or caregivers and community members,
- interested in increasing equity within the juvenile justice system,
- and Secretary/Recorder

(9:41)

C. Matsuoka

- Stronger language to say “eliminating”
- Purpose of the Committee is to eliminate

(9:42)

R. Lee Soon

- Should we take these changes and relook at the purpose statement language?

(9:43)

C. Matsuoka

- We can have a call-to-action language of “eliminating” instead of “monitoring” racial and ethnic disparities and inequities.

(9:44)

T. Miao

- This is a good way to be bolder and call people to the work.

(9:46)

D. Hipp

- We will always have disparities unless all races are arrested equally.
- We want to eliminate the inequity
- Not all disparities are harmful. Data is showing there are more Native Hawaiian’s being diverted and we do not want to eliminate this.

(9:50)

S. Kana’iaupuni

- The data is an important piece and could be addressed in the purpose statement.
- Data-Informed collaborative efforts

(9:51)

	<p>R. Lee Soon</p> <ul style="list-style-type: none"> • We can also consider including “trauma-informed” with data-informed” as it holds the same values but more specific. • Purpose: The Ethnic & Cultural Diversity Committee is committed to eliminating racial and ethnic inequities in the Hawai'i juvenile justice system through data and trauma-informed collaborative efforts. • Committee Composition: Membership to the Ethnic & Cultural Diversity Committee shall consist of no fewer than 6 members to include individuals who work within or who are impacted by the juvenile justice system such as representatives from; law enforcement, youth correctional facilities, judiciary, community members and organizations, as well as youth and parents or caregivers who are committed to eliminating disparities and inequities within the juvenile justice system. • The Ethnic & Cultural Diversity Committee Officers shall consist of a Chairperson, Vice Chairperson, and Secretary/Recorder. The Chairperson must be an appointed member to the JJSAC and serve as the Ethnic & Cultural Diversity Committee representative/spokesperson to the JJSAC. Officer Elections are held once every two years. <p>(9:55) R. Lee Soon</p> <ul style="list-style-type: none"> • Review the committee members roles and responsibilities for any changes. <p>(9:56)</p>	<p>Final revision of Purpose Statement by members</p> <p>Final revision of Committee Composition by members</p>	<p>N. Machida</p> <p>N. Machida</p>
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	<p>S. Kana'aiupuni</p> <ul style="list-style-type: none"> • Include advocacy language in the roles <p>Committee Members Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Engage in discussions by sharing perspectives, ideas, and opinions on agenda topics, community activities and system practices and policies as it relates to youth and/or juvenile justice. • Discusses and provides input on Title II funding, grants, and program planning. • Participates in other sub-committees of interest ensuring youth voice is represented. • Collaborate with the Office of Youth Services JJ Specialist or support staff to develop annual goals and action items as part of the Three-Year State Plan and Governor's Report. • Encourage youth participation statewide. Efforts shall be made to recruit youth and young adults from neighbor islands and from diverse cultural backgrounds. • Maintain confidentiality of personal experiences shared by fellow committee members. • Represent the Ethnic & Cultural Diversity Committee and JJSAC in a respectful and professional manner through advocacy and community education. • Participate in all the Ethnic & Cultural Diversity Committee meetings held during the year. Absences maybe excused by contacting the Chair and/or OYS support staff prior to the meeting. <p>(10:05) R. Lee Soon</p> <ul style="list-style-type: none"> • Suggest we remove this section on project leads. <p>Project Leads:</p>	<p>Final revision on Committee Members Roles & Responsibilities</p>	<p>N. Machida</p>
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	<ul style="list-style-type: none"> • Responsibility for committee projects will be divided amongst the members. • Project Leads will be responsible for organizing and facilitating any activities or products of the project. If the project is new, the lead will write a project guide to be added to the committee’s charter. <p>(10:06) S. Kana’iaupuni</p> <ul style="list-style-type: none"> • Agree to remove from charter <p>(10:07) R. Lee Soon</p> <p>Chairperson Role and Responsibilities: An elected Ethnic & Cultural Diversity Committee member who is also appointed to the JJSAC shall serve as the Chairperson for the Ethnic & Cultural Diversity Committee. The Chairperson is responsible for:</p> <ul style="list-style-type: none"> • Setting dates, time, and the agenda for the Ethnic & Cultural Diversity Committee meetings, • Facilitating the Ethnic & Cultural Diversity Committee meeting and provides leadership and coordinates activities, • Supporting projects and follows up with Ethnic & Cultural Diversity Committee on an as needed basis, • Representing the Ethnic & Cultural Diversity Committee at the Executive and JJSAC meetings. Shall provide updates on Ethnic & Cultural Diversity Committee action items or activities, • Actively participates in community outreach and ongoing trainings that focus on improving the Juvenile Justice System. 	<p>Remove Project Leads from charter</p> <p>Final revision for Chairperson Role & Responsibilities</p>	<p>N. Machida</p> <p>N. Machida</p>
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	<ul style="list-style-type: none"> • Communicates effectively with Ethnic & Cultural Diversity Committee members and JJ Specialist (i.e., responds to email/phone communication in a timely manner, etc.). • Will contact any member who is unexcused and absent for more than 2 meetings to discuss engagement. <p>Vice Chairperson Role and Responsibilities: The Vice Chairperson is elected by the Ethnic & Cultural Diversity Committee once every two years. The Vice Chairperson <u>does not</u> have to be an appointed member of the JJSAC. The Vice Chairperson is responsible for:</p> <ul style="list-style-type: none"> • Assuming the Chairperson’s responsibilities when the Chairperson is absent, • Ensuring that the minutes for the last twelve months and current By-Laws are available at each committee meeting, • Ensuring that the Ethnic & Cultural Diversity Committee meeting is held in accordance with Part I of Chapter 92, Hawaii Revised Statutes (Sunshine Law). <p>Secretary/Recorder Role and Responsibilities: Secretary/Recorder will collaborate with the Office of Youth Services, JJ Specialist or support staff to ensure the following:</p> <ul style="list-style-type: none"> • Ensure all attendees at the Council meetings have signed the attendance sheet, • Ensure the meetings are being recorded, • Ensure quorum is achieved at the beginning of each Executive Committee meeting, • Check the accuracy of the Attendance Log for each Executive Committee meeting, • Repeat verbally each motion, who first, and seconded; provide the number of “yes,” and “no,” and abstentions. 	<p>Final revision for Vice Chairperson Role & Responsibilities</p> <p>Final revision for Vice Chairperson Role & Responsibilities</p>	<p>N. Machida</p> <p>N. Machida</p>
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	<p>(10:11) R. Lee Soon</p> <p>Office of Youth Services Juvenile Justice Specialist and Support Staff Responsibilities: A collaborative partnership between JJSAC and OYS is critical in completing tasks and achieving cooperative goals. To support these efforts, the Office of Youth Services Support Staff will:</p> <ul style="list-style-type: none"> • Provide the Ethnic & Cultural Diversity committee with a meeting space and/or video and conference calling access in accordance with Sunshine Law requirements, • Maintain hard and electronic copies of the Ethnic & Cultural Diversity Committee meeting minutes, • Post agendas and minutes to the Department of Human Services, Office of Youth Services website, • Keep a current log of members and attendance for meetings, • Assist the Ethnic & Cultural Committee in accessing information and data to guide discussion and to make informed decisions, • Provide suggestions of potential guest speakers, projects, and community outreach activities, • Provide or seek out training opportunities and technical assistance. • Advise Committee Chair of any member who has missed, two consecutive, unexcused absence (no response), meetings. <p>(10:12) R. Lee Soon</p>	<p>No revision for OYS Support Staff Responsibilities</p>	<p>N. Machida</p>
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	<p>Ethnic & Cultural Diversity Committee Procedures: To ensure continuity of the Ethnic & Cultural Diversity Committee, the following procedures are set as follows:</p> <ul style="list-style-type: none"> • Any suggestion on the process of people joining the Committee? What would be the process? <p>(10:13) T. Miao</p> <ul style="list-style-type: none"> • Conducting an interview and attending a meeting is a good process for interested members. • Having some level of formality for a member to be acknowledged, i.e., Uncle Wade did not know if he was a part of the Committee when he re-joined. <p>(10:14) S. Ahu</p> <ul style="list-style-type: none"> • Having a simple contact information form to keep track of members, would help OYS in communication and commitment. <p>(10:18) D. Hipp</p> <ul style="list-style-type: none"> • Applying to become a member may seem like we have an authority to decline their interest. <ul style="list-style-type: none"> ○ May deter them from applying <p>(10:20) R. Lee Soon</p> <ul style="list-style-type: none"> • Remove “which” after present members and replace it with “present members when”. • Final language for the ECD Committee Procedures: Membership 	<p>Create a new member contact form with information OYS would need</p>	<p>N. Machida</p>
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	<ul style="list-style-type: none"> • <i>Membership:</i> Interested persons will contact the Office of Youth Services and participate in an interview with Ethnic & Cultural Diversity Committee Chair and/or Office of Youth Service support staff. Interview is focused on the persons availability to participate, persons interests, and ensuring there is understanding about the committee and its purpose. Individuals will attend an Ethnic & Cultural Diversity Committee meeting at the conclusion of which a vote will be held to confirm/ratify their membership. • An Ethnic & Cultural Diversity Committee member will meet prior to a new member’s first coalition meeting to review the charter, meeting dynamics and answer questions the new member may have. • An Ethnic & Cultural Diversity Committee member will meet with a new member following his/her first meeting to debrief and answer questions. <p>(10:29) R. Lee Soon</p>	<p>Final revision for ECD Membership</p>	<p>N. Machida</p>
	<ul style="list-style-type: none"> • Decision Method: A simple majority of the total Ethnic & Cultural Diversity Committee membership shall constitute a quorum. The Ethnic & Cultural Diversity Committee shall act only by the majority of its present members when quorum is established. Participation may occur via video or teleconference in accordance with the Sunshine Law. If quorum is not established, the meeting may continue as an informational discussion only. Additionally, if quorum is not established, the Ethnic & Cultural Diversity Chair reserves the right to approve the next scheduled agenda. 	<p>Final revision for Decision Method</p>	<p>N. Machida</p>

	<p>(10:31) R. Lee Soon Membership Replacement</p> <ul style="list-style-type: none"> • This would only be necessary when the resigning person is an officer. • Add to the Chairpersons responsibilities: <ul style="list-style-type: none"> ○ Will contact any member who is unexcused and absent for more than 2 meetings to discuss engagement. <p>(10:32) S. Ahu</p> <ul style="list-style-type: none"> • We will advise the Chair when someone does not respond for a follow-up on attending • Add to Support Staff Responsibilities: <ul style="list-style-type: none"> ○ Advise Committee Chair of any member who has missed, two consecutive, unexcused absence (no response), meetings. <p>(10:36) R. Lee Soon</p> <ul style="list-style-type: none"> • <i>Member Replacement:</i> The Sub-Committee member will notify the Juvenile Justice Specialist and the Ethnic & Cultural Diversity Committee Chair in writing of their resignation as a sub-committee member. An example resignation letter is available upon request. After two consecutive unexcused absences, the Chairperson of the sub-committee will contact the member to discuss engagement. If there is no communication and a third unexcused absence occurs, the member will be considered to have resigned from the sub-committee. If the individual is an officer of the Ethnic & Cultural Diversity Committee, the chairperson will work with the JJSAC chairperson on finding a replacement or temporarily assign a replacement 	<p>Add another bullet to Chairperson's responsibilities</p> <p>Add to Support Staff Responsibilities</p> <p>Final revision for Member Replacement</p>	<p>N. Machida</p> <p>N. Machida</p> <p>N. Machida</p>
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<p>V. Partner Updates:</p> <ul style="list-style-type: none"> • Diversion Updates 	<p>(10:49) R. Lee Soon Are there any partner updates to be shared?</p> <p>(10:50) T. Miao</p> <ul style="list-style-type: none"> • David Hipp, Shawn Kana'iaupuni, Karen Umemoto, Earl Nishinuma, Gilbert Gee., and I are in discussions on writing a grant proposal on reducing structural racism <ul style="list-style-type: none"> ○ Figuring out the study design ○ Due August 24, 2021 <p>(10:51) R. Lee Soon</p> <ul style="list-style-type: none"> • At the Executive meeting we are looking at adding permitted interaction groups which may be helpful in your work on this project 		
<p>VI. 3-Year State Plan ECD Goals</p> <ul style="list-style-type: none"> • Objectives/Activities/Measures 	<p>(10:52) R. Lee Soon</p> <ul style="list-style-type: none"> • We will add this to our future agenda 		
<p>VII. Future Agenda Items (Open for discussion) Partner Presentations</p>	<p>(9:53) R. Lee Soon</p> <ul style="list-style-type: none"> • Would like to keep this topic of Partner Presentations on future agenda items <ul style="list-style-type: none"> ○ As we discuss our goals, this will be a topic to consider using for community advocacy and education as noted in the Charter. • Would the committee like to meet every month? <p>(10:55) D. Hipp</p> <ul style="list-style-type: none"> • As Tai-an noted, meeting 6-8 times a year is not 		

	<p>unreasonable.</p> <p>(10:56) R. Lee Soon</p> <ul style="list-style-type: none"> We will work with Shannessy and Norene on sending out a doodle poll for members availability to meet in June and July to review 3-Year State plan goals 	Send out doodle poll for member availability in June and July 2021	R. Lee Soon/OYS
VIII. Schedule 2021 ECD Meeting for 2021:	<ul style="list-style-type: none"> JJSAC Full-Body meeting in 2 weeks on Thursday, May 27, 2021 from 9am-1pm May 13, 2021 August 12, 2021 November 4, 2021 		
IX. Adjournment	<ul style="list-style-type: none"> Motion to adjourn by David Hipp Seconded by Tai-An Miao Meeting adjourned at 10:57 a.m. 		