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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 Zoom
(Copy of audio link available upon request)

Thursday, May 6, 2021
11:00AM-1:00 PM

Members Present: Delia Ulima (Chair), Vonn Ramos, Rick Collins, Major J Averell Pedro, Rachel Lee Soon

Members Absent: None

Members Excused: Noy Worachit

Guests Present: None

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

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<p>I. Call to Order/Establishment of Quorum</p> <ul style="list-style-type: none"> • Introduction of Attendees 	<ul style="list-style-type: none"> • Meeting called to order at 11:02 a.m. by Chair, Delia Ulima • Quorum was established (3/5) • Introduction of attendees: <ol style="list-style-type: none"> 1. Delia Ulima-Chair, JJSAC, Epic Ohana, High Hopes 2. Vonn Ramos, Chair, Prevention & Accountability, Executive Director, Hale Opio 3. Rick Collins, Secretary/Recorder JJSAC, Hawaii Public Health Institute, Community Coalition Maui & State-wide Alliance, Consultant (Community Coalitions) 4. Rachel Lee Soon, Chair Ethnic & Cultural Diversity (ECD) Committee, Program Supervisor, Ho’opono Mamo Juvenile Assessment Center 5. Major Pedro, Chair Compliance Committee, Honolulu Police Department, Community Affairs Juvenile Division 6. Shannessy Ahu-Federal Grants Manager, Program Specialist V, Office of Youth Services 7. Norene Machida-Office Asst. III, Office of Youth Services <p>(11:09) D. Ulima</p> <ul style="list-style-type: none"> • Noy Worachit has a new job at Air National Guard and we will be coordinating with her on attending future meetings 			
<p>II. Consideration and Approval of Minutes for the following Meeting(s):</p> <ul style="list-style-type: none"> • May 19, 2020 	<p>(11:10) D. Ulima</p> <ul style="list-style-type: none"> • Consideration and approval of minutes for May 19, 2020 and February 4, 2021 <p>(11:11) R. Lee Soon</p>			

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<p>•February 4, 2021</p>	<ul style="list-style-type: none"> • Will the motion move forward, or will it prevent it from moving forward if someone abstains from voting because they were not a part of the meeting? <p>(11:13) S. Ahu</p> <ul style="list-style-type: none"> • Sunshine Law does not cover sub-committees, but will check how Robert Rules apply to voting members who abstain • Minutes can be moved to the next meeting until information is confirmed <p>(11:16) D. Ulima</p> <ul style="list-style-type: none"> • We have several options to consider. How would everyone like to proceed with moving and approving minutes? <p>(11:16) R. Lee Soon</p> <ul style="list-style-type: none"> • I'm comfortable voting and abstaining to the May 2020 and Feb 2021 minutes. <p>(11:17) R. Collins</p> <ul style="list-style-type: none"> • I'm comfortable voting and abstaining to the May 2020 and Feb 2021 minutes. <p>(11:23) R. Lee Soon</p>	<p>Check on Robert Rules (Sunshine Law does not apply to Sub-Committees) abstaining to vote (not present at meeting) will the motion move forward or will this prevent the motion from moving forward</p>	<p>S. Ahu</p>	

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	<ul style="list-style-type: none"> • Correction, page 7 - it reads that nominations were "excepted", should read "accepted" <p>(11:24)</p> <ul style="list-style-type: none"> • Motion to approve minutes for May 19, 2020 by D. Ulima • Seconded by Rick Collins • Motion to approve minutes for February 4, 2021 by D. Ulima • Seconded by Rick Collins • Motion passed with members Delia Ulima, Vonn Ramos, Rachel Lee Soon, Rick Collins, and Major Pedro voting in favor of approving minutes for May 19, 2020 and February 4, 2021. Members Lee Soon and Collins abstained due to not being in attendance at either meeting. 			
<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>(11:25)</p> <ul style="list-style-type: none"> • No community in attendance 			

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<p>IV. Subcommittee Discussion:</p> <ul style="list-style-type: none"> •3-Year State Plan Committee Goals <ul style="list-style-type: none"> • Youth • ECD • Compliance • P&A •SharePoint and Permitted Interaction Group (PIG) 	<p>(11:25) D. Ulma</p> <ul style="list-style-type: none"> • I will report on what the youth committee is doing in the absence of the Chair, Noy Worachit. <p>Youth Committee Goal 3.1: Develop a functioning, active, engaged Youth Committee of the JJSAC</p> <ul style="list-style-type: none"> • Committed to monthly meetings when possible and Increasing membership • Trying to understand how youth are involved in the juvenile justice system <ul style="list-style-type: none"> ○ The Youth Committee created a survey aimed to identify the needs of the youth at HYCF ○ Followed up by conducting a focus group and reviewed the results of the survey. ○ Scheduling a meeting with Mark Patterson to review the results • They were invited by Carol Matsuoka to participate in a JDAI Connect with Santa Cruz county. <p>(11:30) R. Lee Soon ECD Committee</p> <ul style="list-style-type: none"> • February was the first meeting held as Chair and included new members. • Reviewed goals and work done in the past 			

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	<ul style="list-style-type: none"> • Worked on implementing the new governance of the Committee and voted in <ul style="list-style-type: none"> ○ Rachel Lee Soon, Chair ○ David Hipp, Vice-Chair ○ Viki Rommeling-Secretary/Recorder • Reviewed the roles of officers • To start work on a Charter • Discussion on what “address” looks like according to the 3-Year State plan and develop a measurable action plan. <p>(11:34) M. Pedro Compliance Committee</p> <ul style="list-style-type: none"> • Was not able to attend the meeting and will defer the meeting discussions to John Paekukui who was there, but not here today. <p>(11:35) S. Ahu</p> <ul style="list-style-type: none"> • I would suggest waiting until the next meeting to report out from the Compliance Committee • A guest in the community from Hawaii Public Radio attended the Compliance Committee meeting, but nothing was reported. • Prior to the meeting, we notified the DHS Public Information Officer 			

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	<p data-bbox="575 277 1241 383">○ If this happens in the Council or Sub-Committee meetings, the proper step is to notify our Public Information Officer if it concerns media.</p> <p data-bbox="428 391 527 423">(11:36)</p> <p data-bbox="428 431 554 464">V. Ramos</p> <p data-bbox="428 472 642 505">P&A Committee</p> <ul data-bbox="478 513 1297 1292" style="list-style-type: none"> <li data-bbox="478 513 1188 699">● It was the first meeting as acting Chair and we held elections. <ul style="list-style-type: none"> <li data-bbox="575 586 869 618">○ Vonn Ramos, Chair <li data-bbox="575 626 953 659">○ Charity Dudoit, Vice Chair <li data-bbox="575 667 1087 699">○ August Suehiro, Secretary/Recorder <li data-bbox="478 748 1199 781">● Reviewed the 3-Year plan and past committee work <li data-bbox="478 789 1289 976">● One of the objectives, as identified in the plan, is to review the Crime Analysis and provide additional feedback and recommendations to JJSAC <ul style="list-style-type: none"> <li data-bbox="575 902 1184 976">○ We are waiting for the Crime Analysis to be released <li data-bbox="478 984 1289 1211">● Identify key stakeholders involved at the decision points(s) identified including government agencies, service providers, community members, and youth. <ul style="list-style-type: none"> <li data-bbox="575 1097 1236 1130">○ Requested a list of contract providers from OYS <li data-bbox="575 1138 1297 1211">○ We have members from each county that can scope out providers not contracted by OYS <li data-bbox="478 1219 1272 1292">● We have a new member, Kristy Nishimura from the DOE, Alternative Learning Programs <p data-bbox="428 1333 527 1365">(11:45)</p> <p data-bbox="428 1373 543 1406">D. Ulma</p>			

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	<ul style="list-style-type: none"> • This is a perfect segway into the next item on the agenda, which is Permitted Interaction Group (PIG) <p>(11:46) S. Ahu</p> <ul style="list-style-type: none"> • PIG's are formed by Council and Boards. Council members have the flexibility to meet on matters outside of a meeting that traditionally requires additional procedures to be followed. This is allowed for members of Standing Sub-Committees as well. <ul style="list-style-type: none"> ○ Able to meet whenever and out in the community ○ PIG's do not need OYS to formally organize and assist in meetings ○ Intention is to bring back the information for a decision to be made by the Council or Board. • Office of Information Practice has advised against the use of SharePoint, for Council's who must meet formally. <p>(11:49) R. Lee Soon</p> <ul style="list-style-type: none"> • Can SharePoint be used in the less formal PIG's? <p>(11:50) S. Ahu</p> <ul style="list-style-type: none"> • We will inquire with OIP if PIG groups are able to use SharePoint 	<p>Inquire with OIP if PIG groups can use SharePoint</p>	<p>S. Ahu</p>	

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	<p>(11:51) R. Lee Soon</p> <ul style="list-style-type: none"> • Because of the structure or motions to set-up a PIG, we would ask JJSAC for approval to set-up a PIG group to exist during the year that covers some of the same themes or issues discuss in each committee such as: <ul style="list-style-type: none"> ○ Legislation ○ Community Inputs • Would there be anything that prohibits this format? <p>(11:52) S. Ahu</p> <ul style="list-style-type: none"> • There might be, but we will inquire and confirm with OIP • In the PIG's I was a part of, it had a beginning and end date. <ul style="list-style-type: none"> ○ When the task was done, it was disseminated, and the following year a new committee was formed ○ Not sure if it is intended to be a long-term interaction group <p>(11:53) D. Ulima</p> <ul style="list-style-type: none"> • We should add this to the next agenda and be ready for the recommendations with a purpose attached. • What kind of committee's should we convene? <p>(11:54) S. Ahu</p> <ul style="list-style-type: none"> • It could be on responsibilities of JJSAC such as the Governor's Annual Report. 	<p>Inquire with OIP if PIG's can be convened anytime during the year (long term) as issues arise, or is there something that prohibits this format</p>	<p>S. Ahu</p>	

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	<ul style="list-style-type: none"> ○ They may have changed this to every 2-years, therefore no work on this until next year <p>(11:55) R. Lee Soon</p> <ul style="list-style-type: none"> ● If there is cross committee work, such as P&A’s work in assessing community providers in different counties, which is common for all committees, than it would be helpful to form a PIG to do this work. <p>(11:56) D. Ulima</p> <ul style="list-style-type: none"> ● “System Mapping” would be helpful to each Committee. <ul style="list-style-type: none"> ○ We can add this to the agenda for the upcoming JJSAC meeting for approval ○ To start immediately until the task is done <p>(11:57) S. Ahu</p> <ul style="list-style-type: none"> ● This would be a great start as OYS was asked for a list of different programs, from JJSAC member Kristy Nishimura of the DOE. ● OYS is in discussions about a mapping system of youth services at different decision point <p>(11:58) V. Ramos</p>	<p>Find out when the next Governor Report is due (to form a PIG group)</p>	<p>S. Ahu</p>	

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	<ul style="list-style-type: none"> • From my experience sitting on a PIG, creating a timeline for approvals is important to move the work forward because the Council may not meet as frequently as a PIG. <ul style="list-style-type: none"> ○ The PIG can come to the Full-Body and share, but there can't be any action taken during the PIG meeting <p>(11:59) R. Lee Soon</p> <ul style="list-style-type: none"> • Another cross-committee project that keeps coming up is the review of data. <ul style="list-style-type: none"> ○ This is part of the ECD committee goals and if this is a priority in the other committees, it would be good to have the committees come to the PIG to review data together. ○ Look at the type of data we are getting to make recommendations to JJSAC for other types of data we should be asking for <p>(12:01) D. Ulima</p> <ul style="list-style-type: none"> • We will include on the agenda for the approval of 2 PIG's at the next JJSAC meeting. <ul style="list-style-type: none"> ○ System Mapping ○ Data Analysis <p>(12:07) R. Lee Soon</p> <ul style="list-style-type: none"> • It may also be good to have and OYS Report PIG 	<p>Include on the next JJSAC Agenda (May/August) discussion on approval of PIG for System Mapping and Data Analysis</p>	<p>D. Ulima</p>	

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	<ul style="list-style-type: none"> ○ Between now and then, if there are any reports that need to be reviewed, we could form a PIG ahead of time and meet between <p>(12:08) S. Ahu We will advise what kind of help we will need for approval of another PIG.</p>	<p>Deadlines of upcoming OYS reports that PIG's can be formed</p>	<p>S. Ahu</p>	
<p>V. Old Business</p> <ul style="list-style-type: none"> • Executive Committee Charter <ul style="list-style-type: none"> • Edits, Additions/ Deletions 	<p>(12:08) D. Ulima</p> <ul style="list-style-type: none"> • The charter will need to be reviewed and moved to approve with any edits/amendments <p>(12:15)</p>			

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	<p>(12:37) S. Ahu</p> <ul style="list-style-type: none"> If this is not already noted in the JJSAC by-laws, we will have to ask the members to vote on this change. <p>(12:38) R. Lee Soon</p> <ul style="list-style-type: none"> I don't see anything in the JJSAC bylaws about the full-body JJSAC delegating decisions to the Exec. Committee, so we'll want to add that to the agenda for the full-body meeting. <p>(12:38) N. Machida</p> <ul style="list-style-type: none"> For Rick to vote as a member and Secretary of JJSAC, the Executive committee charter should include his role as a secretary for the Executive member of the committee <p><u>Secretary/Recorder Role and Responsibilities:</u> 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"> ✓ <u>Ensure all attendees at the Council meetings have signed the attendance sheet,</u> ✓ <u>Ensure the meetings are being recorded,</u> ✓ <u>Ensure quorum is achieved at the beginning of each Executive Committee meeting,</u> ✓ <u>Check the accuracy of the Attendance Log for each Executive Committee meeting,</u> ✓ <u>Repeat verbally each motion, who first, and seconded; provide the number of "yes," and "no," and abstentions.</u> <p>(12:54)</p>	<p>Add in Secretary role and responsibilities</p>	<p>N. Machida</p>	

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	<p>D. Ulima</p> <ul style="list-style-type: none"> • If we agree with this charter as amended, I motion to move the charter as amended <p>(12:55) R. Collins</p> <ul style="list-style-type: none"> • Seconded and approve the motion <p>(12:56) V. Ramos</p> <ul style="list-style-type: none"> • In favor, approved <p>(12:57) R. Lee Soon</p> <ul style="list-style-type: none"> • In favor, approved <p>(11:58) S. Ahu</p> <p>Federal Grants & Contracts Timeline</p> <ul style="list-style-type: none"> • Title II Formula Grant (60-day timeline) <ul style="list-style-type: none"> ○ Has not been released • Program and Services for Youth on Probation, Kaua'i has been awarded to Child and Family Service on April 1, 2021 • Big Island Juvenile Intake Assessment Cntr East (BIJIAC)- contract will be up for renewal September 2021 • Annual Governors Report 	<p>Send final copy of Executive Committee charter to member for any corrections to amendments made</p>	<p>N. Machida</p>	

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VI. New Business •CJJ & OJJDP SAG updates	(1:00) D. Ulima <ul style="list-style-type: none"> • Topic deferred in interest of time to the next meeting 	Add to next meeting agenda	D. Ulima	
VII. Announcements •Upcoming conferences: <ul style="list-style-type: none"> • CJJ 2021 Annual Conference June 9-11, 2021 • 2021 Janet Reno Forum July 26-29, 2021 	(1:00) D. Ulima <ul style="list-style-type: none"> • You should have received an email to register for these conferences 			
VIII. Future Agenda Items	(1:01) D. Ulima <ul style="list-style-type: none"> • No future items to consider 			
IX. Next meeting •August 5, 2021 •November 18, 2021	Next Meeting(s) <ul style="list-style-type: none"> • August 5, 2021 • November 18, 2021 			
X. Adjournment	<ul style="list-style-type: none"> • Motion to adjourn the meeting by Delia Ulima • Meeting adjourned at 1:01 pm by Rachel Lee Soon • Seconded by Rick Collins 			