

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

Prevention and Accountability Standing Committee (P&A SC)
Zoom Video/Audio Meeting
Friday, June 28, 2024
1:00 p.m.-2:30 p.m.

NOTICE: Should you need this or any notice in an alternate format, please e-mail: DHSCivilRightsBox@dhs.hawaii.gov.
The Hawaii Relay Service 711 is available to hearing impaired and deaf individuals as needed as are video phones where required.

Members Present: Rick Collins, Shawn Kana'iaupuni, August Suehiro, Dane Ka'ae, Joe Los Banos

Members Absent: Charity Dudoit

Members Excused: None

Guests Present: None

Staff Present: Shannessy Ahu, 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 Members & Guest • Establishment of Quorum (4/6) 	<ul style="list-style-type: none"> • Meeting called to order at 1:02 p.m. by Chair Rick Collins • Introduction of Attendee <ol style="list-style-type: none"> 1. Rick Collins, JJSAC Member, Chair P&A Committee 2. Joe Los Banos, Vice-Chair, P&A Committee 3. August Suehiro, Secretary, P&A Committee 4. Dane Ka'ae, JJSAC Member, P&A Committee Member 5. Shawn Kana'iaupuni, JJSAC Member, P&A Committee Member 6. Shannessy Ahu, Office of Youth Services, Children and Youth Specialist V, Federal Grants Manager 7. Norene Machida, Office of Youth Services, Office Asst • Quorum is established. 			
<p>II. Consideration and Approval of Minutes for the following Meeting:</p> <ul style="list-style-type: none"> • April 18, 2024 • May 21, 2024-Informational Only • June 18, 2024-Informational Only <ul style="list-style-type: none"> ○ Please review prior to 	<p>(1:06)</p> <ul style="list-style-type: none"> • Motion to approve April 18, 2024 meeting minutes by S. Kana'iaupuni • Motion seconded by J. Los Banos • All in favor by R. Collins 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<p>the meeting and bring any suggested revisions to the meeting.</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>(1:08) R. Collins</p> <ul style="list-style-type: none"> • No community in attendance • No community written testimonies received. 			
<p>IV. Old Business (Open for Discussion) 3-Year State Plan:</p> <ul style="list-style-type: none"> • Goal 2.2 – Objective 2.2.1: Review and finalize the youth and provider surveys and draft a dissemination plan. 	<p>(1:06) R. Collins</p> <ul style="list-style-type: none"> • Objective 2.2.1 Review and finalize provider survey • Drafting cultural competence questions <p>(1:07) S. Kana'iupuni Cultural Competence Section-Staff Training and Awareness</p> <ul style="list-style-type: none"> • What ongoing training do staff receive on cultural competence, implicit bias, and working with diverse populations? • How do you assess staff's cultural awareness and commitment to inclusivity? <p>Program Design and Implementation</p> <ul style="list-style-type: none"> • How do you incorporate the cultural 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>perspectives, values, and experiences of the youth you serve into program design and delivery?</p> <ul style="list-style-type: none"> • What mechanisms are in place to gather feedback from youth and families to ensure programs are culturally relevant? • Representation and Accessibility • How diverse is your staff in terms of race, ethnicity, language abilities, etc. to reflect the communities you serve? • What accommodations or adaptations are made to ensure accessibility for youth with different abilities, linguistic needs, etc.? • Community Partnerships and Outreach • How do you collaborate with community leaders, organizations, and families from diverse backgrounds? • What strategies are used for culturally appropriate outreach and engagement with underrepresented groups? • Policies and Organizational Culture • How are principles of cultural competence and inclusion embedded into your organization's policies, practices, and overall culture? • What mechanisms exist for ongoing evaluation and improvement in this How long did it take you to complete the survey? 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>(1:11) R. Collins</p> <ul style="list-style-type: none"> Any questions, comments, or feedback on these questions? Recommendations or changes? <p>(1:12) J. Los Banos</p> <ul style="list-style-type: none"> No comments or recommendations, how it is measured and cultural questions are important <p>(1:13) D. Ka'ae</p> <ul style="list-style-type: none"> Keeping it simple and can be done in 10 minutes <p>(1:14) A. Suehiro</p> <ul style="list-style-type: none"> Advocate survey responses as expressed in the 3-Year State plans and include OJJDP in Washington <p>(1:15) S. Kana'iaupuni</p> <ul style="list-style-type: none"> No recommendation or changes <p>(1:16) R. Collins</p> <ul style="list-style-type: none"> The results and advocacy will probably carry over into the new 3-year state plans Propose to add a cultural competence 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<ul style="list-style-type: none"> • I work with 3 staff members on Maui and 1 on Moloka’I to send the survey and ask for feedback <p>(1:26) S. Kana’iaupuni</p> <ul style="list-style-type: none"> • Who will be receiving this survey when it is ready to launch • One staff at the Safehouse to ask to take the survey <p>(1:27) R. Collins</p> <ul style="list-style-type: none"> • People who are providing OYS services <p>(1:28) S. Ahu</p> <ul style="list-style-type: none"> • We can reach out to some of our providers and ask them to take the survey • How many survey feedbacks does the Committee want to send out • Is there a preference on sending to different geographical areas <p>(1:29) R. Collins</p> <ul style="list-style-type: none"> • 8-10 convenience survey tests • No geographic preferences on where to send the survey • Is it possible for OYS to send the survey to 4 	<p>Send survey to Safehouse Director</p>	<p>S. Kana’iaupuni</p>	

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>providers</p> <p>(1:30) S. Ahu</p> <ul style="list-style-type: none"> • We will send the survey out to test <p>(1:31) R. Collins</p> <ul style="list-style-type: none"> • <u>Survey Pilot Questions</u> • How long did it take you to complete the survey? Survey Monkey • What questions, if any, were confusing or clear? • What questions did we not ask that you would like us consider asking? • Was there language (i.e., words, phrases, sentences, statements) used that were unclear or that you didn't understand? • In terms of length, was the survey too short, too long, or just right? • Were any questions uncomfortable or were you afraid for any reason to answer any specific questions? • Ask to purchase Survey Monkey for OYS to assist • Explanation: This question uses a 1-5 rating scale to have respondents evaluate their organization's level of cultural competence. • Providing the definition of cultural competence helps ensure everyone has the 	<p>Send survey to 4 people to test</p>	<p>S. Ahu</p>	

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>same understanding.</p> <p>(1:36) S. Ahu</p> <ul style="list-style-type: none"> We can purchase Survey Monkey and assist in the set-up Will send link of survey for Committee to review before sending out <p>(1:37) R. Collins</p> <ul style="list-style-type: none"> The next step is to work on the Youth Survey One month timeline to receive survey responses back for review by the Committee OYS to draft an introduction to be sent with survey Dropped version 5 in the chat box <p>(1:38) S. Ahu Will the Committee have</p>	<p>Purchase Survey Monkey for Committee to use.</p> <p>Send link of survey to Committee for test review</p> <p>Draft introduction to be sent with survey</p>	<p>S. Ahu</p> <p>S. Ahu</p> <p>S. Ahu</p>	
<p>V. New Business</p> <ul style="list-style-type: none"> 3-Year State Plan Goals for 2024-2026 	<p>(1:43) R. Collins Goal 2.1: Define the trends in the various entry/decision points of the Juvenile Justice system in all Hawaii Counties</p>			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<ul style="list-style-type: none"> ✓ Objective 2.1.1- Collect data on the different decision points in the juvenile justice systems, and analyze the data annually • Identify data elements needed to complete an analysis at each decision point. Submit your request to OYS support staff prior to the committee meeting when data will be reviewed. • Review Crime Analysis in depth and provide/report additional suggestions/recommendations to the JJSAC Objective 2.1.2- Identify which decision points have significantly increased/decreased the flow of youth going in/out of the juvenile justice system and identify trends that warrant closer ongoing analysis. • Report the trends to the JJSAC annually <p>Goal 2.2: Develop and implement a system to engage the community in identifying gaps in services and promote best/promising practices for juvenile justice programs</p> <ul style="list-style-type: none"> ✓ Objective 2.2.1- Identify key stakeholders involved at the decision points(s) identified in 2.1.2, including government agencies, service providers, community members, and 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>youth. (1:54) R. Collins</p> <ul style="list-style-type: none"> • This goal can be tied in with OYS’s Request for Proposal (RFP) • Is there a specific grant cycle this is done <p>(1:55) S. Ahu</p> <ul style="list-style-type: none"> • RFP’s are done continuously • Most are State contracts and fiscal year starts in July • If information is provided by the Committee it would on the next cycle of the contract • We are able to use Title II federal funds to create programs if gaps are identified <p>Suggested goals</p> <p><u>Prevention and Accountability</u> (3-Year State Plan Goals for P&A Committee discussion) Goal 2.1: Identify trends at various entry and decision points within the Juvenile Justice system across all counties in Hawaii, once per 3-year cycle.</p> <ul style="list-style-type: none"> • Objective 2.1.1- Collect data at key decision points in juvenile justice systems and perform an annual analysis of the gathered information. <ul style="list-style-type: none"> ○ Determine the necessary data 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>elements for the various decision point. Send the committees data request to OYS support staff one month prior to the committee meetings where data will be reviewed.</p> <ul style="list-style-type: none"> ○ Identify which decision points have significantly increased/decreased the flow of youth going in/out of the juvenile justice system and identify trends that warrant closer ongoing analysis. Report trends to the JJSAC annually ○ Review the Crime Analysis report and provide additional suggestions or recommendations to the JJSAC/OYS. ● Objective 2.1.2- Identify data gaps and shortcomings by pinpointing discrepancies and deficiencies. <ul style="list-style-type: none"> ○ Identify data needs and assess current data sources and quality. ○ Analyze possible causes and factors that contribute to the identified gaps (ex. data governances, integration issues, standardization, documentation, etc.) ○ Provide suggestions and recommendations to the JJSAC/OYS 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>on enhancing and executing solutions to address identified data gaps.</p> <p>Goal 2.2: Identify the key stakeholders engaged at decision points, such as government agencies, service providers, community members, and youth.</p> <ul style="list-style-type: none"> • Objective 2.2.1- Develop an online/paper survey to distribute to providers to obtain relevant information regarding gaps in services and best/promising practices. • Objective 2.2.2- Develop an online survey/paper survey to distribute to youth/young adults to obtain relevant information regarding gaps in services and best/promising practices. • Objective 2.2.3- Conduct Focus groups and interviews to obtain relevant information regarding gaps in services and best/promising practices. • Objective 2.2.4- Create a comprehensive list of strategies for juvenile justice programs, covering community-based alternatives, delinquency prevention, educational initiatives, support services for at-risk youth, positive youth development, family court programs, substance abuse interventions, detention, and supervision. <p>Goal 2.3: Collect and analyze data on OYS funded</p>			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>programs. Evaluate program effectiveness, reoffending rates, social impact, and outcomes annually, to offer informed recommendations on resource allocation, policy adjustments and future initiatives.</p> <ul style="list-style-type: none"> • Objective 2.3.1- Make evidence-based recommendations for resource allocation to optimize program productivity and effectiveness (e.g., overall budget allocation and utilization, program areas, etc.) • Objective 2.3.2- Propose policy changes informed by data analysis to enhance the overall success of OYS initiatives (ex. record expungement). <p>(2:02) R. Collins</p> <ul style="list-style-type: none"> • Would this be a decision that OYS makes • How many programs does OYS fund • Annual report from OYS for Committee to review and recommendations <p>(2:03) S. Ahu</p> <ul style="list-style-type: none"> • Having the Committee review this data would support OYS • The review can be broken down by a section or group of contracts • Reword objectives 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>(2:14) R. Collins</p> <ul style="list-style-type: none"> • OYS should be funding policy system and environmental change work that would support juvenile justice • JJSAC could submit recommendations <p>(2:16) R. Collins</p> <ul style="list-style-type: none"> • Is there an annual OYS Legislative report • How can we be a voice to request or suggest what the Governor should put in their package related to juvenile justice every legislative session <p>(2:17) S. Ahu</p> <ul style="list-style-type: none"> • JJSAC created a Permitted Interaction Group for legislative actions <p>(2:18) R. Collins</p> <ul style="list-style-type: none"> • Does this Committee want to take the initiative and create a legislative goal • Annual report or letter to the Governor of legislative recommendations for the following session <p>Objectives</p> <ul style="list-style-type: none"> ○ Meet and talk with legislature ○ Attend conferences ○ Talk with OYS staff to get 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p style="text-align: center;">information</p> <p>(2:21) D. Ka'ae</p> <ul style="list-style-type: none"> It seems like a natural progression, like a summary of the work being done by the Committee <p>(2:22) R. Collins</p> <ul style="list-style-type: none"> This may be a goal for the ECD Committee Recommendation of diversity, equity and inclusion section in all future RFP's. <p>(2:27) J. Los Banos</p> <ul style="list-style-type: none"> Motion to approve 2.1, 2.2 and 2.3, with the understanding that Goal 2.3 will be amended and a legislative goal will be inserted with objectives for the Committee to finalize <p>(2:28) D. Ka'ae</p> <ul style="list-style-type: none"> Motion seconded <p>(2:28) R. Collins</p> <ul style="list-style-type: none"> All in favor 	<p>3-Year State Plan goals approved , with the understanding that Goal 2.3 will be amended and a legislative goal will be inserted with objectives for the Committee to approve</p>	<p>Committee</p>	
<p>VI. Future Agenda Items: (Open for Discussion)</p>	<p>(2:29) R. Collins</p>			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<ul style="list-style-type: none"> Review trend analysis and finalize for JJSAC board 	<ul style="list-style-type: none"> Met with Shannessy to help input more information into the trend analysis Review at next meeting <ul style="list-style-type: none"> Find someone to present it to JJSAC at the next meeting 	Review Trend Analysis and find someone to present at JJSAC	Committee	
VII. Next scheduled meetings: <ul style="list-style-type: none"> TBD 	(1:50) R. Collins <ul style="list-style-type: none"> Next meeting Monday, August 12, 2024 11:30am-1pm Dane has training and will not be available 			
VIII. Adjournment	(2:34) <ul style="list-style-type: none"> Move to adjourn the meeting at 2:34pm by R. Collins Motion to adjourn meeting by J. Los Banos Motion seconded by D. Ka'ae 			