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

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

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

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



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

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



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

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|             | <ul style="list-style-type: none"> <li>✓ Objective 2.1.1- Collect data on the different decision points in the juvenile justice systems, and analyze the data annually</li> <li>• 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.</li> <li>• Review Crime Analysis in depth and provide/report additional suggestions/recommendations to the JJSAC</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• Report the trends to the JJSAC annually</li> </ul> <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"> <li>✓ 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</li> </ul> |   |                          |             |

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|             | <p>youth.<br/>(1:54)<br/>R. Collins</p> <ul style="list-style-type: none"> <li>• This goal can be tied in with OYS’s Request for Proposal (RFP)</li> <li>• Is there a specific grant cycle this is done</li> </ul> <p>(1:55)<br/>S. Ahu</p> <ul style="list-style-type: none"> <li>• RFP’s are done continuously</li> <li>• Most are State contracts and fiscal year starts in July</li> <li>• If information is provided by the Committee it would on the next cycle of the contract</li> <li>• We are able to use Title II federal funds to create programs if gaps are identified</li> </ul> <p>Suggested goals</p> <p><b><u>Prevention and Accountability</u></b> (3-Year State Plan Goals for P&amp;A Committee discussion)<br/> <b>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.</b></p> <ul style="list-style-type: none"> <li>• <b>Objective 2.1.1-</b> 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"> <li>○ Determine the necessary data</li> </ul> </li> </ul> |   |                          |             |

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|             | <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"> <li>○ 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</li> <li>○ Review the Crime Analysis report and provide additional suggestions or recommendations to the JJSAC/OYS.</li> <li>● <b>Objective 2.1.2-</b> Identify data gaps and shortcomings by pinpointing discrepancies and deficiencies. <ul style="list-style-type: none"> <li>○ Identify data needs and assess current data sources and quality.</li> <li>○ Analyze possible causes and factors that contribute to the identified gaps (ex. data governances, integration issues, standardization, documentation, etc.)</li> <li>○ Provide suggestions and recommendations to the JJSAC/OYS</li> </ul> </li> </ul> |   |                          |             |

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|             | <p>on enhancing and executing solutions to address identified data gaps.</p> <p><b>Goal 2.2: Identify the key stakeholders engaged at decision points, such as government agencies, service providers, community members, and youth.</b></p> <ul style="list-style-type: none"> <li>• <b>Objective 2.2.1-</b> Develop an online/paper survey to distribute to providers to obtain relevant information regarding gaps in services and best/promising practices.</li> <li>• <b>Objective 2.2.2-</b> Develop an online survey/paper survey to distribute to youth/young adults to obtain relevant information regarding gaps in services and best/promising practices.</li> <li>• <b>Objective 2.2.3-</b> Conduct Focus groups and interviews to obtain relevant information regarding gaps in services and best/promising practices.</li> <li>• <b>Objective 2.2.4-</b> 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.</li> </ul> <p><b>Goal 2.3: Collect and analyze data on OYS funded</b></p> |   |                          |             |

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

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|             | <p>(2:14)<br/>R. Collins</p> <ul style="list-style-type: none"> <li>• OYS should be funding policy system and environmental change work that would support juvenile justice</li> <li>• JJSAC could submit recommendations</li> </ul> <p>(2:16)<br/>R. Collins</p> <ul style="list-style-type: none"> <li>• Is there an annual OYS Legislative report</li> <li>• 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</li> </ul> <p>(2:17)<br/>S. Ahu</p> <ul style="list-style-type: none"> <li>• JJSAC created a Permitted Interaction Group for legislative actions</li> </ul> <p>(2:18)<br/>R. Collins</p> <ul style="list-style-type: none"> <li>• Does this Committee want to take the initiative and create a legislative goal</li> <li>• Annual report or letter to the Governor of legislative recommendations for the following session</li> </ul> <p>Objectives</p> <ul style="list-style-type: none"> <li>○ Meet and talk with legislature</li> <li>○ Attend conferences</li> <li>○ Talk with OYS staff to get</li> </ul> |   |                          |             |

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|   | <p style="text-align: center;">information</p> <p>(2:21)<br/>D. Ka'ae</p> <ul style="list-style-type: none"> <li>• It seems like a natural progression, like a summary of the work being done by the Committee</li> </ul> <p>(2:22)<br/>R. Collins</p> <ul style="list-style-type: none"> <li>• This may be a goal for the ECD Committee</li> <li>• Recommendation of diversity, equity and inclusion section in all future RFP's.</li> </ul> <p>(2:27)<br/>J. Los Banos</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p>(2:28)<br/>D. Ka'ae</p> <ul style="list-style-type: none"> <li>• Motion seconded</li> </ul> <p>(2:28)<br/>R. Collins</p> <ul style="list-style-type: none"> <li>• All in favor</li> </ul> | <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 style="text-align: center;">Committee</p> |             |
| <p>VI. Future Agenda Items: (Open for Discussion)</p> | <p>(2:29)<br/>R. Collins</p>   |   |  |             |



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