

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  
1010 Richard Street, Honolulu Hawaii 96813-2940

Youth Sub Committee Meeting  
Hosted on Zoom  
(Link available upon request )

Friday, July 19, 2024  
2:30 p.m.-4:30 p.m.

Members Present: Anastasia Neumann, Tianna-Celis Webster, Melissa Mayo, Kacie Lambert,  
Andrew Sabanal, Tori Ikeda, DJ Hadley

Members Absent:

Members Excused: Delia Ulima, Katchan Betiru

Guests Present:

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"> <li>• Introductions of Members &amp; Guests</li> <li>Establish Qorum</li> </ul>	<p>(2:33) A Neumann</p> <ul style="list-style-type: none"> <li>• Meeting called to order at 2:33 am by Chair, Anastasia Neumann</li> <li>• Quorum is established</li> <li>• Sunshine Laws Reminders <ul style="list-style-type: none"> <li>○ <b>Quorum of board members must be visible</b> to other members and the public during a remote meeting. Member’s brief absence from view during a meeting, such as to take a five-minute restroom break, would not cause the board to lose quorum.</li> <li>○ <b>However</b>, if a board member who is needed to meet the quorum requirement will be out of view for an extended period of time or will be absent during a vote, the board should call for a recess until quorum can be reestablished.</li> <li>○ Meeting is open to the public</li> <li>○ Recorded and posted to the Office of Youth Services&gt; Juvenile Justice State Advisory Council (JJSAC)&gt;Meeting Minutes <a href="https://humanservices.hawaii.gov/juvenile-justice-state-advisory-council-agendas-and-minutes/">https://humanservices.hawaii.gov/juvenile-justice-state-advisory-council-agendas-and-minutes/</a></li> </ul> </li> <li>• <b>If the audio-visual connection is lost</b>, the Sunshine Law requires the meeting to automatically recess for up to 30 minutes while the board attempts to restore the connection. If no connection is</li> </ul>			

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	<p>restored, the meeting will be cancelled and re-scheduled</p> <p>(2:36) A Neumann Introduction of Members &amp; Guest</p> <ul style="list-style-type: none"> <li>• Please introduce yourself by sharing what motivates you personally or in your chosen field</li> <li>• Anastasia Neumann-JJSAC Member, Chair, Youth Committee</li> <li>• DJ Hadley, Youth Member, Adult Friends for Youth</li> <li>• Tianna Webster, Youth Member, EPIC OHANA</li> <li>• Andi Sabanal, Youth Member, Youth Partner, EPIC OHANA</li> <li>• Mellisa Mayo, Youth Member, Pono Process Lead, EPIC OHANA</li> <li>• Kacie Lambert, Youth Member, VP Oahu HI HOPES Board, EPIC OHANA</li> <li>• Tori Ikeda, Youth Member, EPIC OHANA</li> <li>• Mellisa Mayo, Youth Member, Pono Process Lead, HI HOPES, EPIC OHANA</li> <li>• Shannessy Ahu, Children &amp; Youth Specialist, Office of Youth Services</li> <li>• Norene Machida, Office Assistance, Office of Youth Services</li> </ul>			
II. Consideration and Approval of Minutes for the Following	(2:34) A. Neumann			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
Meeting(s): <ul style="list-style-type: none"> <li>May 16, 2024 (Information Only)</li> </ul>	<ul style="list-style-type: none"> <li>May 16, 2024 minutes are Informational Only</li> <li>No approval by the Committee needed</li> </ul>			
III. Community Input <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>	(2:35) A Neumann <ul style="list-style-type: none"> <li>No community input and testimony received</li> </ul>			
IV. Old Business: (Open for discussion) <ul style="list-style-type: none"> <li>Youth Corner</li> </ul>	(2:36) A Neumann Youth Corner <ul style="list-style-type: none"> <li>Youth Committee provides presentations to the Juvenile Justice State Advisory Council (JJSAC)</li> <li>Members have the opportunity to present at the Youth Corner               <ul style="list-style-type: none"> <li>Last presentation was done by a young person from EPIC about college preparedness</li> </ul> </li> </ul>			
V. New Business: Youth Committee Overview Presentation <ul style="list-style-type: none"> <li>Youth Committee 3 Year State Plan</li> </ul>	(2:47) A Neumann Youth Committee Overview Presentation (Presentation from the last meeting available upon request)			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<ul style="list-style-type: none"> <li>• Review Youth Committee Charter</li> <li>• Youth Committee Brochure</li> <li>• Frequency of Payments</li> <li>• Establish Standing Meeting</li> </ul>	<p><u>Review Youth Committee Charter</u></p> <p>(2:49) S. Ahu</p> <p><u>Overview</u></p> <p>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 guide Hawaii's youth in becoming productive community members.</p> <ul style="list-style-type: none"> <li>• The State of Hawaii Juvenile Justice State Advisory Council is the bigger council and within this Council sits the different Sub-Committees</li> </ul> <p>(2:50) A Neumann</p> <p><u>Purpose</u></p> <p>The Youth Committee is dedicated to empowering youth voice, strengthening community and youth-adult partnerships, enhance and advance youth centered services in Hawaii thru prevention, diversion, healing, and well-being. The Youth Committee increases awareness as and advocate for youth issues, by presenting policy and practice recommendations to the JJSAC.</p> <p><u>Committee Composition:</u></p> <p>Membership to the Youth Committee shall consist of 5-10</p>			

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	<p>youth (15-17 years old) and young adults (18-28 years old) who have current or lived experience in the juvenile justice system or are interested in working in the juvenile justice field. The Youth Committee Officers shall consist of a Chairperson, Vice Chairperson, Secretary, and at least 2 Adult Mentors who <u>do not have voting abilities</u>. The Chairperson must be an appointed member to the JJSAC and serve as the Youth Committee representative/spokesperson to the JJSAC. Officer elections are held once every two years.</p> <p>(2:52) S. Ahu</p> <ul style="list-style-type: none"> <li>• This Committee can update this charter by changing any of the committee composition or leaving it as stated</li> </ul> <p><u>Composition of the Committee</u> The Youth Committee will include:</p> <ul style="list-style-type: none"> <li>• 5-10 individuals aged 15-28</li> <li>• Members with current or past experience in the juvenile justice system or has a keen interest in the field</li> <li>• At least 2 adult mentors without voting rights</li> <li>• Delia Ulima-Adult Mentor</li> <li>• Recruit one more Adult Mentor</li> <li>• Mentor's count in quorum but do not have voting rights</li> </ul>			

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	<ul style="list-style-type: none"> <li>• At the upcoming meeting nominations for officer roles can be placed on the agenda</li> <li>• Vice-Chair- To be nominated by the Committee</li> <li>• Secretary-To be nominated by the Committee</li> </ul> <p>(2:53) A Neumann</p> <p><u>Committee Members Roles &amp; Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Engage in discussions by sharing perspectives, ideas, and opinions on agenda topics and community activities and system practices and policies as it related to youth and/or Juvenile Justice.</li> <li>• Votes on issues that arise during committee meetings and engages in decision making on Title II funding, grants, and program planning</li> <li>• Participates in other sub-committees of interest ensuring youth voice is represented.</li> <li>• 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</li> <li>• Encourage youth participation statewide. Efforts shall be made to recruit youth and young adults from neighboring islands and from diverse cultural backgrounds</li> <li>• Maintain confidentiality of personal experiences shared by fellow committee members</li> <li>• Represent the Youth Committee and JJSAC in a respectful and professional manner.</li> </ul>	<p>Send nominations for Vice-Chair and Secretary to Committee</p>	<p>OYS</p>	

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	<ul style="list-style-type: none"> <li>• Participate in all the Youth Committee meetings held during the year. Absences maybe excused by contacting the Chair and or OYS support staff prior to the meeting.</li> </ul> <p><u>Project Leads:</u></p> <ul style="list-style-type: none"> <li>• Responsibility for committee projects will be divided amongst the members.</li> <li>• 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.</li> </ul> <p><u>Chairperson Role and Responsibilities:</u> An elected Youth member who is also appointed to the JJSAC as an appointed member shall serve as the Chairperson for the Youth Committee. The Chairperson is responsible for:</p> <ul style="list-style-type: none"> <li>• Setting dates, time, and the agenda for the Youth Committee meetings, Facilitating the Youth Committee meeting and provides leadership and coordinates activities,</li> <li>• Supporting projects and follows up with Youth project leaders on an as needed basis</li> <li>• Representing the Youth Committee at the Executive and JJSAC meetings. Shall provide updates on Youth Committee action items or activities,</li> <li>• Actively participates in community outreach and ongoing trainings that focus on improving the Juvenile Justice System</li> <li>• Communicates effectively with youth members</li> </ul>			



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	<p>and JJ Specialist (i.e., responds to email/phone communication in a timely manner, etc.)</p> <ul style="list-style-type: none"> <li>• These roles can be reviewed and edited by the Committee</li> </ul> <p><u>Vice Chairperson Role and Responsibilities:</u> The Vice Chairperson is elected by the Youth 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"> <li>• Assuming the Chairperson’s responsibilities when the Chairperson is absent,</li> <li>• Ensuring that the minutes for the last twelve months and current By-Laws are available at each committee meeting,</li> <li>• Ensuring that the Youth Committee meeting is held in accordance with Part I of Chapter 92, Hawaii Revised Statutes (Sunshine Law).</li> </ul> <p><u>Secretary/Recorder Role and Responsibilities:</u> The Vice Chairperson is elected by the Youth Committee once every two years. The Secretary <u>does not</u> have to be an appointed member of the JJSAC. The Secretary is responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring all attendees at the Youth Committee have signed the attendance sheet</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Ensuring the meetings are being recorded and take notes. Committee notes shall include the following: date, time meeting was called to order and adjourned, and important discussion points)</li> <li>• Ensuring quorum is achieved at the beginning of each Council meeting</li> <li>• Checking the accuracy of the Attendance Log for each Council meeting</li> <li>• The Committee should review and make suggested changes or recommendations</li> </ul> <p><u>Membership:</u> Interested youth will apply and participate in an interview with Youth Committee Chair, JJSAC Chair, and support staff (as needed). Interview is focused on the youth's availability to participate, youth's interests, and ensuring there is understanding about the committee and its purpose</p> <ul style="list-style-type: none"> <li>• A youth 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.</li> <li>• A youth committee member will meet with a new member following his/her first meeting to debrief and answer questions</li> <li>• If you have anything to add or review, we will revisit this charter</li> <li>• <u>Youth Committee Brochure (available upon request)</u></li> <li>• For the Committee to review and make</li> </ul>			

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	<p>suggestions on any changes</p> <p>(3:02) K Lambert</p> <ul style="list-style-type: none"> <li>As a young person looking at this, the words seem too professional, could be more youth friendly</li> </ul> <p>(3:03) A Neumann</p> <ul style="list-style-type: none"> <li>If the Committee can provide some youth friendly language or visuals</li> </ul> <p>(3:04) M. Mayo</p> <ul style="list-style-type: none"> <li>Is there a website that Youth can get this information from</li> </ul> <p>(3:05) S. Ahu</p> <ul style="list-style-type: none"> <li>The Office of Youth Services (OYS) has a website <a href="https://humanservices.hawaii.gov/oys">https://humanservices.hawaii.gov/oys</a> with information about our office but it has not been updated for several years.</li> <li>Would not recommend directing a youth to this site</li> <li>The flyer was a option to share information with young people as well as providers.</li> <li>On a federal level, the Office of Juvenile Justice &amp; Delinquency Prevention (OJJDP) which is the agency that establishes funding, may have some information on other Youth Committee's but not geared for Hawaii</li> </ul> <p>(3:08)</p>	<p>Provide youth friendly language and visuals for the flyer</p>	<p>Committee Members</p>	

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	<p>A. Neumann</p> <ul style="list-style-type: none"> <li>• The flyer was sent to the Committee as an attachment to the invite.</li> <li>• Please review and bring any recommendations you have to present at the next meeting</li> </ul> <p><u>Youth Committee 3-Year State Plans</u></p> <p><b><u>Goal 3.1: Establish a Youth Committee within the JJSAC that is functional, active, and engaged.</u></b></p> <p><b><u>Objective 3.1.1-</u></b> Recruit and retain a diverse group of young individuals who have current or previous involvement or professional interest in the Juvenile Justice System. This group will reflect the community’s demographics and foster the engagement of historically marginalized and underrepresented young individuals.</p> <ul style="list-style-type: none"> <li>• Initiate discussions with young individuals in the juvenile justice system. Generate interest by arranging individual or group interviews with youth from the Hawaii Youth Correctional Facility (HYCF) and the Detention Facility.</li> <li>• Initiate conversations with young individuals employed by community partnering agencies and students from local universities with an interest in the criminal justice field.</li> <li>• Develop and distribute a brochure for the youth committee that explains the committee's purpose</li> </ul>	<p>Review Youth Flyer and present recommendation at the next meeting</p>	<p>Committee Members</p>	

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	<p>and how ongoing participation contributes to efforts in reforming juvenile justice.</p> <ul style="list-style-type: none"> <li>• Create content for the youth committee section on the Office of Youth Services website and other approved social media platforms.</li> <li>• Engage with intermediate and high schools within the local community to initiate discussions on current prevention strategies. Participate in school fairs or setting up informational booths to raise awareness and offer resources.</li> <li>• Rename the Youth Committee to a title that aptly represents the diverse range of individuals encompassing those aged 10-17 and young adults between 18-28 years.</li> </ul> <p><b>Objective 3.1.2-</b> Establish foundational standards and a structured approach for youth engagement within JJSAC.</p> <ul style="list-style-type: none"> <li>• Training on Youth-Adult Partnership and Trauma-Informed Care will be initiated and organized by the youth committee and offered at s JJSAC meeting.</li> <li>• Allocate time during each JJSAC meeting for a youth-led discussion.</li> </ul> <p><b>Objective 3.1.3</b> Offer a fresh perspective from young individuals to impact the initiatives of other JJSAC sub-committees.</p> <ul style="list-style-type: none"> <li>• Members of the Youth Committee will engage in sub-committee meetings as opportunities arise and will actively champion crucial matters pertaining to youth and young adults</li> </ul>			

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	<ul style="list-style-type: none"> <li>• During the stages of the procurement process, at least one young person from the committee will be involved in reviewing federally funded contracts.</li> </ul> <p>(3:18) A Neumann</p> <ul style="list-style-type: none"> <li>• This plan were idea's from previous Youth Committee members</li> <li>• This Committee can make any changes to these plans and objectives               <ul style="list-style-type: none"> <li>○ Any ideas on doing something else is welcome</li> </ul> </li> <li>• Some of these goals we are currently working on ie.,the brochure</li> </ul> <p>(3:19) M. Mayo</p> <ul style="list-style-type: none"> <li>• Are their educational opportunities and training to learn more about juvenile justice before we go out to talk to young people.</li> </ul> <p>(3:20) T. Webster</p> <ul style="list-style-type: none"> <li>• Our East-Hawaii board teams up with Salvation Army and has a good network set-up</li> </ul> <p>(3:25) A. Neumann</p> <p><b><u>Goal 3.2: Build a Youth Committee aimed at enhancing engagement in Juvenile Justice reform initiatives by including members in decision-making, program</u></b></p>			

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	<p><b><u>implementation, and evaluation on a statewide scale.</u></b></p> <p><b><u>Objective 3.2.1-</u></b> Members of the Youth Committee will participate in educational training sessions and conferences designed to empower members to make well-informed decisions regarding statewide programs.</p> <ul style="list-style-type: none"> <li>• At least one youth will volunteer to attend annual national trainings held by the Office of Juvenile Justice and Delinquency Prevention and/or the Coalition of Juvenile Justice</li> <li>• Attend virtual/in-person trainings as recommended by the Youth committee or JJSAC</li> </ul> <p><b><u>Objective 3.2.2-</u></b> Members of the Youth Committee will organize meetings with community partners and government agencies to gather both qualitative and quantitative data.</p> <ul style="list-style-type: none"> <li>• Conduct Focus groups and interviews to obtain relevant information</li> <li>• Request presentations from family courts, University of Hawaii at Manoa (Crime Analysis), Juvenile Justice Information System, Police Departments, Service providers, etc.</li> </ul> <p><b><u>Objective 3.2.3-</u></b> Youth will develop surveys to delve deeper into the necessity for supplementary services, service expansion, or innovative services concerning juvenile justice prevention.</p> <ul style="list-style-type: none"> <li>• Develop an online/paper survey to distribute to providers</li> <li>• Develop an online survey/paper survey to</li> </ul>			

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	<p>distribute to youth/young adults (3:40) A Neumann</p> <ul style="list-style-type: none"> <li>• This final draft is due in 2 weeks</li> <li>• There are no additions or edits to this plan</li> <li>• Plans to be approved as presented</li> </ul> <p><u>Frequency of Payments</u> (3:41) S. Ahu</p> <ul style="list-style-type: none"> <li>• Is there anyone who has not filled out a Vendor Request Code (VRC) form?</li> </ul> <p>(3:42) K. Lambert</p> <ul style="list-style-type: none"> <li>• Have not received a VCR form</li> </ul> <p>(3:43) S. Ahu</p> <ul style="list-style-type: none"> <li>• We will follow-up with our Secretary on receiving all the VCR forms submitted</li> <li>• Starting from this meeting, payments will be issued to each member <ul style="list-style-type: none"> <li>○ Need to fill out and sign an invoice after each meeting</li> <li>○ We keep track of attendance time</li> <li>○ \$25 an hour, usually 2-hour meeting</li> </ul> </li> <li>• How frequently does everyone want to be paid <ul style="list-style-type: none"> <li>○ Quarterly</li> </ul> </li> </ul>	<p>No changes or additions to the 3-Year State plans as submitted by the Committee</p> <p>Send Kacie Lambert VCR form to complete</p>	<p>Committee Members</p> <p>OYS</p>	



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	<ul style="list-style-type: none"> <li>○ Twice a year</li> <li>○ Once a year</li> </ul> <p>(3:44) A Neumann</p> <ul style="list-style-type: none"> <li>● Please vote for how the Committee wants to be paid</li> <li>● The Committee voted to be paid quarterly</li> <li>● All in favor</li> </ul> <p>(3:45) A Neumann</p> <ul style="list-style-type: none"> <li>● EPIC OHANA youth members are paid by JJSAC. <ul style="list-style-type: none"> <li>○ Work is separate and does get logged on timecards</li> <li>○ Move schedule around to complete hours for your normal work</li> <li>○ Any questions, ask your supervisor or Delia Ulima</li> </ul> </li> </ul> <p>(3:46) S. Ahu</p> <ul style="list-style-type: none"> <li>● There is another opportunity for the youth to join the Juvenile Justice State Advisory Council <ul style="list-style-type: none"> <li>○ Governor appointed position</li> <li>○ Paid opportunity</li> <li>○ There are openings for youth membership</li> <li>○ Meetings are from 2-4 hours</li> <li>○ Please let us know if you are interested</li> </ul> </li> </ul>	<p>Payments for each meeting will be quarterly</p>	<p>Committee Members</p>	

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p><u>Establish Standing Meeting</u> (3:47) A. Neumann Next Meeting Dates:</p> <ul style="list-style-type: none"> <li>• Monday, August 26, 2024</li> <li>• Monday, September 23, 2024</li> <li>• Monday, October 28, 2024</li> </ul>			
<p>VI. Action Items &amp; Next Steps</p> <ul style="list-style-type: none"> <li>• Youth Committee Information Form</li> <li>• Vendor Code Request Form</li> <li>• OYS Invoice Form for Payments</li> <li>• Youth Committee One Year Commitment</li> </ul>	<p>(3:58) A Neumann</p> <ul style="list-style-type: none"> <li>• If anyone has not already filled out the google docs “Youth Committee Form” we will send the link</li> <li>• Youth Committee One Year Commitment <ul style="list-style-type: none"> <li>○ If you are not available to attend a meeting, need to advise</li> <li>○</li> </ul> </li> </ul>	<p>Send link to Youth Committee Form</p>	<p>OYS</p>	
<p>VII. Future Agenda Items (open for discussion)</p> <ul style="list-style-type: none"> <li>• Discuss Sunshine Law &amp; Robert Rules</li> <li>• Proposed Goals and Activities for Committee` <ul style="list-style-type: none"> <li>○ Out-of-State Conference Opportunities</li> </ul> </li> </ul>	<p>(4:00) A Neumann Next topics we will be discussing at the next meeting</p> <ul style="list-style-type: none"> <li>• Discuss Sunshine Law &amp; Robert Rules</li> <li>• Proposed Goals and Activities for Committee`</li> <li>• Out-of-State Conference Opportunities</li> </ul>			

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<ul style="list-style-type: none"> <li>Establish Standing Meeting Dates</li> </ul>				
VIII. Announcements (open for discussion)	(4:01) A Neumann <ul style="list-style-type: none"> <li>No announcement</li> </ul>			
IX. Next Scheduled Meetings: <ul style="list-style-type: none"> <li>To Be Announced</li> </ul>	(4:02) A Neumann <ul style="list-style-type: none"> <li>Monday, August 26, 2024</li> <li>Monday, September 23, 2024</li> <li>Monday, October 28, 2024</li> </ul>			
X. Adjournment	(4:04) <ul style="list-style-type: none"> <li>Motion to adjourn by M. Mayo</li> <li>Seconded by K. Lambert</li> <li>All in favor</li> <li>Motion carried meeting adjourned at 4:04pm</li> </ul>			