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

Ethnic & Cultural Diversity (ECD) Standing Sub Committee
Zoom Video/Audio Meeting
Wednesday, May 7, 2025
11:00 a.m.-12:00 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: Adrianne Heely-Caires, Paul Tonnessen, Malia Malufau

Members Absent: None

Members Excused: Misty Carter

**Guests Present: None** 

Staff Present: Sheri Sagayaga, John Paekukui, Norene Machida

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/	PERSON(S)	DATE
	(	ACTIONS/CONCLUSIONS	RESPONSIBLE	DUE
I. Call to Order/Establishment of	(11:03)			
Quorum	A Heely Caires			
<ul> <li>Meeting protocol for</li> </ul>	<ul> <li>Meeting called to order at 11:03 a.m. by</li> </ul>			
audiovisual communication	Chair, Adrianne Heely Caires			
<ul> <li>Introduction of Members and</li> </ul>	<ul> <li>Sunshine Law requires members to</li> </ul>			
Guest	be on camera			
<ul> <li>Establishment of Quorum (3/4)</li> </ul>				
	<ul> <li>Introduction of Members</li> </ul>			
	1. Adrianne Heely Caires, JJSAC Member, Chair			
	of the Ethnic & Cultural Diversity (ECD)			
	Committee			
	2. Paul Tonnessen, JJSAC Member, Ethnic &			
	Cultural Diversity (ECD) Committee Member			
	3. Malia Malufau, JJSAC Member, Vice-Chair			
	Ethnic & Cultural Diversity (ECD) Committee			
	4. Sheri Sagayaga, Office of Youth Services,			
	Children & Youth Specialist			
	5. John Paekukui, Office of Youth Services,			
	Compliance Monitor			
	6. Norene Machida, Office of Youth Services,			
	Office Asst.			
	Overwer is established (2/4)			
	<ul> <li>Quorum is established (3/4)</li> </ul>			

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<ul> <li>II. Consideration and approval of minutes for the following meeting:</li> <li>Draft of Minutes for April 2, 2025 (To be approved)</li> </ul>	<ul> <li>(11:09)</li> <li>A. Heely Caires</li> <li>Consideration and approval of minutes for April 2, 2025</li> <li>Motion to approve minutes as presented by P. Tonnessen</li> <li>Seconded by M. Malufau</li> <li>All in favor</li> </ul>	Minutes for April 2, 2025, approved	Members	
III. Public Testimony and Written Testimonies Submitted:	(11:10) A. Heely Caires			
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]	No public and written testimonies received.			

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/	PERSON(S) RESPONSIBLE	DATE DUE
<ul> <li>IV. Subcommittee Discussion:</li> <li>Sub Committee Charter</li> <li>Committee Charter Overview and Committee Composition</li> <li>Committee Members Roles and Responsibilities</li> <li>Ethnic and Diversity Committee Procedures</li> </ul>	<ul> <li>(11:11)</li> <li>A. Heely Caires</li> <li>Committee Charter Overview and Committee</li> <li>Composition</li> <li>Suggest amending the composition amount of members for the Ethnic and Cultural Diversity Committee, with a focus on ensuring it has a minimum of 4 members instead of 6.</li> <li>(11:12)</li> <li>P. Tonnessen</li> </ul>	ACTIONS/CONCLUSIONS	KESPONSIBLE	DUE
	<ul> <li>Agree it is a good change</li> <li>M. Malufau <ul> <li>Agree</li> </ul> </li> <li>(11:13) <ul> <li>P. Tonnessen</li> <li>Motion to amend the charter to change the Committee Composition from no fewer than 6 to no fewer than 4</li> <li>Seconded by M. Malufau</li> <li>All in favor</li> <li>Motion carried</li> </ul> </li> <li>(11:16) <ul> <li>A. Heely Caires</li> <li>Committee Members Roles and Responsibilities</li> </ul> </li> </ul>	All in favor to amend the Charter Committee Composition	Members	

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<ul> <li>The duty of the Secretary is open for nominations.</li> <li>Would like to nominate Misty Carter. Are there any objections?</li> <li>If none, OYS will advise Misty and confirm her acceptance or decline of this nomination</li> <li>Ethnic and Diversity Committee Procedures</li> </ul>	Advise Misty Carter of her nomination as Secretary of the ECD Committee	OYS	
	Are there any amendments needed for the			
	Committee procedures?  • Since none, it will be kept the same			
V. National Racial & Ethnic Disparities	(11:24)			
(RED) Discussion:	S. Sagayaga			
State Updates on Racial &	Working on the Title II State of Hawai'i plan			
Ethnic Disparities (R/ED)	for Racial and Ethnic diversity (R/ED)			
<ul> <li>Highlights &amp; Concerns Shared</li> </ul>	<ul> <li>Working with other states on what type of</li> </ul>			
from other States	projects they are doing			
	Michigan is building relationships with			
	members of the Lansing Empowerment Network; networking and visiting counties;			
	partnership with program evaluators; data			
	review and analysis and connecting that to			
	sharing with impacted systems and			
	professionals; volunteer work with Lansing			
	schools			
	<ul> <li>Data translators – relationships with data keepers and messengers of data to different</li> </ul>			
	keepers and messengers or data to different			<u> </u>

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<ul> <li>audiences, decision makers, and youth serving system professionals</li> <li>May need help in providing who our stakeholders are</li> <li>(11:28)</li> <li>A Heely Caires</li> <li>At the next meeting members can provide this information or email it to you.</li> </ul>	Actions, concessions	RESTOTISTIE	501
	(11:29) P. Tonnessen			

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
VI. Next scheduled meetings: Next Meeting for FY 2024-2025 (1st Wednesday of each month)  Wednesday, June 4, 2025  Wednesday, July 2, 2025  Wednesday, August 6, 2025  Juvenile Justice State Advisory Council (JJSAC) Meetings FFY:2024-25  Thursday May 22, 2025  Thursday, August 28, 2025	<ul> <li>(11:33)</li> <li>P. Tonnessen</li> <li>I will be on vacation on June 4<sup>th</sup> and will not be able to attend the next meeting.</li> <li>(11:34)</li> <li>A Heely Caires</li> <li>We will move the meeting to the following week on Thursday, June 12, 2025 from 11:30am-12:30pm</li> <li>August 28, 2025 will be an in-person JJSAC meeting at the Kawailoa campus.</li> </ul>	Next ECD meeting scheduled for Thursday, June 12, 2025 from 11:30am-12:30pm	Members/OYS	
VII. Adjournment	<ul> <li>(11:53)</li> <li>Motion to adjourn the meeting at 11:38 <ul> <li>a.m. by P. Tonnessen</li> </ul> </li> <li>Seconded by M. Malufau</li> <li>Motion carried by A. Heely Caires</li> </ul>			