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, April 2, 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, Shannessy Ahu, Norene Machida

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
I. Call to Order/Establishment of Quorum Meeting protocol for audiovisual communication Introduction of Members and Guest Establishment of Quorum (3/4)	 (11:03) S. Ahu We will move to Item II. of the agenda before calling the meeting to order. (11:09) A. Heely Caires Meeting called to order at 11:09 a.m. by Chair, Adrianne Heely Caires Quorum is established (3/4) Introduction of Members 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. Shannessy Ahu, Office of Youth Services, Federal Grants Manager, Children & Youth Specialist 5. Sheri Sagayaga, Office of Youth Services, Children & Youth Specialist 6. Norene Machida, Office of Youth Services, Office Asst. 			

AGENDA ITEM	DISCUSSION	DECCOMMENDATIONS/	PERSON(S)	DATE
AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/		
 II. Officer Elections Ethnic & Cultural Diversity Chair Ethnic & Cultural Diversity Vice-Chair Ethnic & Cultural Diversity 	(11:04) S. Sagayaga Officer Elections • Committee voted for the Ethnic & Cultural Diversity (ECD) Committee Chairperson O Adrianne Heely Caires	Voted as Chair of the ECD Committee A. Heely Caires.	Committee	DUE
Secretary	 No objections All in favor Committee voted for the Ethnic & Cultural Diversity (ECD) Committee Vice-Chairperson Malia Malufau No objections All in favor Nomination for Ethnic & Cultural Diversity (ECD) Secretary 	Voted as the Vice-Chair of the ECD Committee Malia Malufau Nomination for ECD Secretary to be placed	Committee A Heely Caires	
III. Public Testimony and Written Testimonies Submitted: Pursuant to section 92-3, Hawaii Revised Statutes, Community Members will have 3 mins. to speak,	 Tabled until the next meeting. (11:28) A. Heely Caires No public and written testimonies received. 	on the next agenda		
i.e., per person, per item, or written testimony can be submitted on agenda items]				

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/	PERSON(S)	DATE
		ACTIONS/CONCLUSIONS	RESPONSIBLE	DUE
IV. Subcommittee Discussion: Sub Committee Charter	(11:25) A. Heely Caires Committee Charter Overview and Committee Composition • Suggest amending the composition of the Ethnic and Cultural Diversity Committee, with a focus on ensuring it has a minimum of 4 members instead of 6. • Committee to postpone any amendments until the next meeting when all members could be present. • Send Charter to members to review prior to the next meeting and include any other suggested amendments to the composition, roles and responsibilities as well as procedures. • Including how to ensure continuity, member replacement, and meeting frequency.	Postpone Charter amendments until all members are present to vote. Send Charter for Committee review at the next meeting.	A. Heely Caires S. Sagayaga	DUE
	 Purpose: The Ethnic & Cultural Diversity Committee is committed to eliminating racial and ethnic inequities in the Hawai'i juvenile justice system through data and trauma-informed collaborative efforts. The Committee goals and objectives, from the 3-Year State plans includes: the 			

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/	PERSON(S)	DATE
AGENDA ITEM	committee's purpose which is to eliminate racial and ethnic inequities in the Hawaii juvenile justice system. Goal 4.1: (Re)Define the problem, monitor its scope, identify trouble spots in the system. Objective 4.1.1- Develop system for ongoing monitoring of racial and ethnic disparities in the Hawai'i juvenile justice system. • Set regular schedule for: (1) annual JJIS data review • Request for more specific analysis tailored to racial and ethnic disparities observed in annual review • Based on data review, identify action steps for committee to act on to consistently monitor and reduce racial and ethnic disparities. • Present findings to JJSAC members; provide data-informed update 1-2 times per year at JJSAC Full Body meeting	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE
	Goal 4.2: Education & advocacy to reduce disparities. Objective 4.2.1- Present current state of racial and ethnic disparities to variety of stakeholders			

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/	PERSON(S)	DATE
	 Develop current presentation/communication on disparities in the system, potential causes, and solutions Develop list of target audiences, which may include policy makers, government agencies, judges, law enforcement, community groups, youth groups, educators, etc. Conduct outreach and set up calendar for presentations Goal 4.3: Address systemic problems and advance system improvements with regard to disparities. Objective 4.3.1- Based on data-informed discussions with stakeholders, engage in collaborative efforts to reduce racial and ethnic disparities. Identify local interventions that are effective in or have promise for reducing disparities Support local interventions through advocacy, education, available funding support Develop longer-term partnership between JJSAC and local partners 	ACTIONS/CONCLUSIONS	RESPONSIBLE	DUE

AGENDA ITEM	DISCUSSION	RECCOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	 Email Sheri Sagayaga if you have any agenda items you would like the Committee to discuss at the next meeting (11:49) S. Ahu Prior to the May 7, 2025, meeting, Sheri can schedule a separate meeting with the Chair to help organize the agenda if needed. We can further go into detail on the following State Plans 	Email Sheri Sagayaga for item discussions to include on the agenda for the next meeting Schedule a meeting prior to May 7, 2025, with Adrianne	Committee S. Sagayaga	
	Title II FundingPrior ECD Committee work			
V. Next scheduled meetings: Next Meeting for FY 2024-2025 (1st Wednesday of each month) Wednesday, May 7, 2025 Wednesday, June 4, 2025 Wednesday, July 2, 2025 Wednesday, August 6, 2025	(11:51) A. Heely Caires (1st Wednesday of each month-11:00am-12:00pm) Wednesday, May 7, 2025 Wednesday, June 4, 2025 Wednesday, July 2, 2025 Wednesday, August 6, 2025			
VI. Adjournment	 (11:53) Motion to adjourn the meeting at 11:53 by P. Tonnessen Seconded by M. Malufau Motion carried by A. Heely Caires 			