

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

Executive Committee
1st Quarter Video/Audio Meeting
Hosted on Zoom
(Copy of audio link available upon request)

Thursday, November 7, 2024
11:00AM-1:00 PM

Members Present: Rick Collins (Chair), Delia Ulima (Vice-Chair), Anastasia Neumann (Youth Committee Chair)

Members Excused: Shawn Kana'iaupuni

Member Absent: None

Guests Present: None

Staff Present: Shannessy M. Ahu, Mimari Hall, Norene Machida

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<p>I. Call to Order/Establishment of Quorum</p> <p>Meeting protocol for audiovisual communication</p> <p>Introduction of Members and Guest</p> <p>Establishment of Quorum (3/4)</p>	<ul style="list-style-type: none"> Meeting called to order at 11:13 a.m. by Chair, Rick Collins Quorum has been established (3/4) Introduction of members and guest: <ol style="list-style-type: none"> Rick Collins, JJSAC Member, Chair Prevention & Accountability Committee, Independent Consultant, Hawaii Public Health Institute, Anastasia Neumann-JJSAC Youth Member, Chair Youth Committee, EPIC OHANA, HIGH HOPES Delia Ulima-JJSAC Vice-Chair, Executive Director EPIC Ohana Shannessy Ahu-Federal Grants Manager, Children & Youth Specialist V, Office of Youth Services Sheri Sagayaga, Children & Youth Specialist IV, Office of Youth Services John Paekukui, State Compliance Monitor, Office of Youth Services Norene Machida-Office Asst., Office of Youth Services 			
<p>II. Consideration and approval of minutes for the following Meeting(s):</p> <p>August 7, 2024-To Be Approved</p> <p>Review action items</p>	<p>(11:20)</p> <p>R. Collins</p> <ul style="list-style-type: none"> Consideration and approval of minutes for May , 2 2024 <ul style="list-style-type: none"> Correction: Pg.2, 12:10pm, correct “Neuman” to “Neumann” Motion to approve minutes as corrected by A. Neumann Seconded by D. Ulima All in favor 	<p>Minutes for May 2, 2024 approved with correction</p>	<p>Members</p>	

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	<ul style="list-style-type: none"> Motion carried by R. Collins 			
III. Public Testimony and Written Testimonies Submitted [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]	(11:23) R. Collins <ul style="list-style-type: none"> No written testimonies recorded or received. 			

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IV. Subcommittee Discussion: 3 Year State Plan Updates Guidance and Parameters for updates Youth Committee- Last meeting 10.28.24 Prevention &Accountability (P&A) Committee Last meeting 10.25.24 Compliance Committee Last meeting (cancelled) 5.21.2024 Ethnic & Cultural Diversity (ECD) Last meeting 7.11.2022	(11:24) R. Collins Guidance and Parameters for updates <ul style="list-style-type: none"> Ensure the work the Committee is doing is <ul style="list-style-type: none"> Achieving the goals in the State plans Opportunity for different types of goals The agenda items should be grounded in the State 3-year plans (11:26) A. Neumann Youth Committee <ul style="list-style-type: none"> May 2024, invited youth to attend the first meeting and conducted an overview of the Youth Committee <ul style="list-style-type: none"> Welcomed 7 new members, some with lived experience One person from Maui, two from the Big Island and four reside on Oahu They completed their paperwork to receive \$25 an hour for their attendance at meetings Lessened youth committee meet times so to include youth participation at the JJSAC meetings Encouraged members to join the JJSAC Completed Sunshine Law training Working on Youth Flyers and hope to share it with the JJSAC at the next meeting Opportunity to join the Coalition of Juvenile Justice Emerging Youth Leaders group <ul style="list-style-type: none"> One member showed some interest in applying 			

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	<ul style="list-style-type: none"> ○ I would not be able to join due to my work capacity <p>(11:32) D. Ulma</p> <ul style="list-style-type: none"> • We should be mindful of the concerns brought to our attention from Aide Sam Moore <ul style="list-style-type: none"> ○ One youth member had asked me to provide a letter of recommendation as they were interested in joining ○ Support our youth if they become members ○ Great opportunity on the national level to relate to other youth <p>(11:34) R. Collins</p> <ul style="list-style-type: none"> • At the JJSAC meeting please provide the updates given on the Youth Committee • How the work connects to the State plan goals <p>(11:40) R. Collins Prevention & Accountability Committee</p> <ul style="list-style-type: none"> • Worked on launching a Provider Survey to analyze and identify what types of services are being provided and the gaps and strengths in service <ul style="list-style-type: none"> ○ This aligns with our state plan goals • Looking to work with an outside provider to analyze the responses and put together a report • This goal is to help inform the Office of Youth Services (OYS) when they do their request for proposals to provide 	<p>Provide updates to the JJSAC on the Youth Committee</p>	<p>A. Neumann</p>	

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	<p>funding to services</p> <ul style="list-style-type: none"> The Provider survey was sent by OYS today to 90 emails <ul style="list-style-type: none"> Please disseminate this to organizations who work with youth <p>(11:45) J. Paekukui Compliance Committee</p> <ul style="list-style-type: none"> Need an appointed JJSAC member to Chair the Committee The last meeting had to be cancelled as the Vice Chair was not available. <ul style="list-style-type: none"> We have 3 members waiting to be voted in <ul style="list-style-type: none"> Captain Kunishima-HPD Lt. Grant Nakamura-MPD Sheri Ann Iwamasa-Maui judiciary <p>(11:52) R. Collins</p> <ul style="list-style-type: none"> Can the Committee identify some JJSAC members who may be interested in becoming a Chair of the Compliance or Ethnic and Cultural Diversity Committee (ECD) <p>(11:53) A. Neumann</p> <ul style="list-style-type: none"> Malia Malufau is someone I would recommend as a Chair <p>(11:54) D. Ulima</p> <ul style="list-style-type: none"> I would not be available to Chair a committee but I would be interested in sitting on the ECD committee 			

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	<ul style="list-style-type: none"> Randi Cooper would be a good Chair for the Compliance Committee <ul style="list-style-type: none"> She has lots of experience working for the Judiciary on the Big Island <p>(11:55) R. Collins</p> <ul style="list-style-type: none"> Does anyone know her well enough to ask if she is interested in becoming a Chair <p>(11:59) S. Ahu</p> <ul style="list-style-type: none"> Randi is planning on attending the in-person JJSAC meeting next week which would be the best time to ask her face to face We have other interested applicants who we can follow-up with: <ul style="list-style-type: none"> Darcia Forester, Supervisor, First Circuit Family Court, Juvenile Division was interested in joining the JJSAC and would be a good candidate to Chair the Compliance committee Roxanne Costa from BIJAC on the Big Island Debbie Spencer Chun of Adult Friends for Youth 	<p>Reach out to Randi Cooper if she is interested in becoming a Chair for the Compliance Committee</p> <p>Follow-up with interested applicants on applying to the JJSAC</p>	<p>R. Collins</p> <p>S. Ahu</p>	

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<p>V. Old Business: (open for discussion)</p> <p>Sunshine Law Training/Officer Roles</p> <p>Juvenile Justice State Advisory Council Membership</p> <ul style="list-style-type: none"> Youth Committee attendance at JJSAC Sub- Committee Membership <p>Suggestions for Ethnic & Cultural Diversity Chair (non- government member of JJSAC)</p> <p>Determination of Aide Sam Moore's Testimony</p>	<p>(12:07) R. Collins Sunshine Law Training/Officer Roles</p> <ul style="list-style-type: none"> Sunshine Law training is essential in conducting our meetings as Chair or any officer seats In the past, there has been some scrutiny on our processes and we need to be stricter and follow the Sunshine Law <p>(12:08) Juvenile Justice State Advisory Council Membership Youth Committee attendance at JJSAC</p> <ul style="list-style-type: none"> In efforts to bring the youth voice to the JJSAC <ul style="list-style-type: none"> Members from the Youth Committee will be compensated for attending the JJSAC meetings They won't have voting rights unless they become a JJSAC member <p>(12:09) A. Neumann</p> <ul style="list-style-type: none"> We would like to have a "youth corner" which will provide a space for youth members to present to the JJSAC on what the Committee is working on as well as what is of interest to youth <ul style="list-style-type: none"> In discussions, the Committee decided to introduce themselves at the first JJSAC Youth Corner <p>(12:10) R. Collins</p> <ul style="list-style-type: none"> There is time on the agenda for next week's meeting to include a Youth Corner if members are available to attend 			

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Cameron Clark, Policy Advocacy Clinic, UC Berkley School of Law Presentation to Permitted Interaction Group (PIG)	<p>Sub -Committee Membership</p> <ul style="list-style-type: none"> This has already been discussed under Item IV. of the agenda <p>Determination of Aide Sam Moore's Testimony</p> <ul style="list-style-type: none"> The conclusion after thoroughly reading Aide Sam Moore's testimony which include a list of demands <ul style="list-style-type: none"> This can be identified as an internal human resource issue with the Coalition of Juvenile Justice (CJJ) I don't recommend we take any action on the list of demands <ul style="list-style-type: none"> ➤ Detach from CJJ ➤ Not pay dues Do not see this aligning with our By-Laws and Charters based on one person's complaint <ul style="list-style-type: none"> She has other avenues to voice her complaints <p>(12:15) D. Ulima</p> <ul style="list-style-type: none"> I concur on not taking any action on behalf of the JJSAC <p>(12:16) S. Ahu</p> <ul style="list-style-type: none"> I don't recall in any of Aide Sam Moore emails, which have been forwarded to the Committee, of her expecting a reply or something back from the Committee Although there was no request, we can draft an email on 	<p>No further action taken to address Aide Sam Moore list of demands</p>	Members	

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	<p>behalf of the Executive Committee to advise or the Committee can as well</p> <p>(12:16) A. Neumann</p> <ul style="list-style-type: none"> • It would be best to leave things as is and keep in a positive direction <p>(12:17) D. Ulima</p> <ul style="list-style-type: none"> • I don't see any need to move forward with anything written <p>(12:18) R. Collins</p> <ul style="list-style-type: none"> • If there is any more communication to any of us from Aide Sam Moore, please forward to me and I will bring it to the attention of the Committee <p>Cameron Clark, Policy Advocacy Clinic, UC Berkeley School of Law Presentation to Permitted Interaction Group (PIG)</p> <ul style="list-style-type: none"> • They are working on legislation eliminate fines and fees that are associated with court and criminal fines for youth <ul style="list-style-type: none"> ○ Presented to the PIG group and they will determine if that becomes part of a policy priority for JJSAC ○ Shannessy and I met with Cameron and his colleagues to receive more information ○ They likely will introduce more legislation on this 			

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	type of policy			
<p>VI. New Business: (open for discussion)</p> <p>Discussion of JJSAC Meeting in December 2024/January 2025</p> <p>Review Legislative PIG Recommendations</p> <p>National State Advisory Group (SAG) Updates</p> <p>3-Year State Plan goals for the Juvenile Justice State Advisory Council (JJSAC)</p> <ul style="list-style-type: none"> Alignment of Office of 	<p>(12:20) R. Collins Discussion of JJSAC Meeting in December 2024/January 2025</p> <ul style="list-style-type: none"> Permitted Interaction Group (PIG) will be presenting their recommendations at the next JJSAC meeting in November <ul style="list-style-type: none"> No action can be taken at this meeting due to the Sunshine Law requirements for PIG's We will need to convene another meeting, before the start of legislation in January to vote on the PIG'S recommendations <p>(12:26) R. Collins Review Legislative PIG Recommendations</p> <ul style="list-style-type: none"> This will be presented at the JJSAC meeting in November <p>National State Advisory Group (SAG) Updates</p> <ul style="list-style-type: none"> Attended the National State Advisory Group (SAG) meeting and considered the following <ul style="list-style-type: none"> Level of commitment letter to members Expectations of members 			

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<p>Youth Services and Juvenile Justice State Advisory Council Goals and Initiatives</p> <p>Draft of Budget for JJSAC</p>	<p>3-Year State Plan goals for the Juvenile Justice State Advisory Council (JJSAC)</p> <ul style="list-style-type: none"> Alignment of Office of Youth Services and Juvenile Justice State Advisory Council Goals and Initiatives as discussed in Sub-Committee report outs <p>Draft of Budget for JJSAC</p> <ul style="list-style-type: none"> Review budgetary requirements <ul style="list-style-type: none"> \$5000 to have an in person JJSAC meeting Youth Committee-\$600 a person, 8 members, \$4800 <p>(12:39)</p> <p>A. Neumann</p> <ul style="list-style-type: none"> If the youth committee members meet or attend conferences beyond their \$600 limit, will there be money in the budget to pay them for it ie., visiting a facility all day Can the budget cover upfront cost when attending conferences <p>(12:40)</p> <p>S. Ahu</p> <ul style="list-style-type: none"> Should be discussed with the Youth Committee members and approved by the JJSAC <ul style="list-style-type: none"> Are they willing to file a W-9 for attending conferences or other activities outside of the planned meeting times Still advocating and working with Admin on funding for upfront cost for travel 			

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	<ul style="list-style-type: none"> ○ Hope to get a decision on how to make this happen before the next conference <p>(12:47) R. Collins</p> <ul style="list-style-type: none"> • Draft of Budget <ul style="list-style-type: none"> ○ In Person meeting -\$5000 ○ Youth Committee-\$600/ppx8 youth=\$4800 ○ Admin Cost (survey monkey, zoom, etc) ○ Travel to conference -\$3000-\$4000pp • If the Youth Committee expands, then we will need to budget for this as well • Propose to the JJSAC a budget for approval <ul style="list-style-type: none"> ○ Anastasia to meet with the Committee to find out if they plan to use more hours or not ○ Place on the JJSAC agenda to discuss <ul style="list-style-type: none"> ➤ No approval until next meeting when the follow-up pieces can be 	<p>Anastasia to meet with the Committee to find out if they plan to use more hours or not</p>	<p>A. Neumann</p>	

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<p>VII. Future Agenda Items: (Open for Discussion)</p> <p>Executive Agenda Development</p> <p>JJSAC Agenda Development</p> <ul style="list-style-type: none"> Committee Presentations Partner Presentations Legislative Initiatives Youth Corner <p>Sub Committee Charter Review</p> <p>By-Law Review</p> <ul style="list-style-type: none"> Suggested Updates <p>Annual Report for Office of Youth Services</p>	<p>(1:00) R. Collins Executive Agenda Development, JJSAC Agenda Development</p> <ul style="list-style-type: none"> Would like the Executive Committee to be involved in developing the JJSAC agenda <p>Sub Committee Charter Review, By-Law Review</p> <ul style="list-style-type: none"> It's been several years since this was reviewed an updated <ul style="list-style-type: none"> This can be a future agenda item <p>Annual Report for Office of Youth Services</p> <ul style="list-style-type: none"> Annual report is submitted to the Director in December <p>(1:01) S. Ahu</p> <ul style="list-style-type: none"> Put together the annual report on behalf of JJSAC <ul style="list-style-type: none"> Sum up what has been done over the last Look at the goals inserted in the new 3-year state plans and provide updates Send to Rick for review 	<p>Add Sub-Committee Charter and By-Law reviews to next agenda</p>	<p>R. Collins</p>	

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<ul style="list-style-type: none"> Required Reporting Deadline 				
VIII. Next Meeting for FY 2024-2025 February 6, 2025 May 1, 2025 August 7, 2025 November 20, 2025	(1:02) D. Ulima <ul style="list-style-type: none"> Next meeting is on Thursday, February 6, 2025 May 1, 2025 August 7, 2025 November 20, 2025 			
IX. Adjournment	(1:03) <ul style="list-style-type: none"> Meeting adjourned at 1:03pm by R. Collins 			