

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)

Thursday, May 15, 2025
9:00 a.m.-11:00 a.m.

Members Present: Anastasia Neumann, Andrew Sabanal, Tori Ikeda

Members Absent: Aponi Boyer, DJ Hadley, Tyrik Namelo

Members Excused: Delia Ulima

Guests Present: Iwalani Ung

Staff Present: Shannessy Ahu, Sheri Sagayaga, 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"> • Introduction of Members & Guests • Establish Quorum (4/6) 	<p>(9:03) A Neumann</p> <ul style="list-style-type: none"> • No Quorum established • We will conduct this meeting as Informational only until we establish quorum <p>Sunshine Laws Reminders</p> <ul style="list-style-type: none"> • Quorum of board members must be visible 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. • However, 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. • Meeting is open to the public • Recorded and posted to the Office of Youth Services> Juvenile Justice State Advisory Council (JJSAC)>Meeting Minutes https://humanservices.hawaii.gov/juvenile-justice-state-advisory-council-agendas-and-minutes/ • If the audio-visual connection is lost, 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 restored, the meeting will be cancelled and re- 			

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	<p>scheduled (9:04) A Neumann Introduction of Members & Guest</p> <ul style="list-style-type: none"> Anastasia Neumann, JJSAC Member, Chair, Youth Committee Andi Sabanal, Youth Member, Youth Partner, EPIC OHANA Tori Ikeda, Youth Member, EPIC OHANA Shannessy Ahu, Children & Youth Specialist, Office of Youth Services John Paekukui, Compliance Monitor, Office of Youth Services Norene Machida, Office Assistance, Office of Youth Services 			
<p>II. Consideration and Approval of Minutes for the Following Meeting(s):</p> <ul style="list-style-type: none"> Draft of Minutes for October 28, 2024 (To be approved) 	<p>(9:09) A. Neumann</p> <ul style="list-style-type: none"> No quorum, tabled until next meeting 			
<p>III. Community Input [Pursuant to section 92-3, Hawaii Revised Statutes, Community Members will have 3 mins. to speak, i.e., per person, per item, or</p>	<p>(9:10) A Neumann</p> <ul style="list-style-type: none"> No community input or testimony received 			

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written testimony can be submitted on agenda items]				
IV. Old Business: <ul style="list-style-type: none"> Review Youth Committee Charter Juvenile Justice State Advisory Council (JJSAC) Involvement <ul style="list-style-type: none"> Observe Role on the Council Voting rights as a member of JJSAC 	(9:13) A Neumann Youth Committee Brochure <ul style="list-style-type: none"> Discussed how to re-write "Want to get involved and make an impact?" Maintain the age requirement of 15-28. Discussed potentially adding a QR code and ensuring consistent font sizes throughout the document. Discussed design changes focusing on simplifying the color scheme. Discussed holding a competition where team members would create their own pamphlet designs. Shannessy offered a prize for the winning entry. Design to be voted on at the next meeting (9:42) A Neumann Review Youth Committee Charter <ul style="list-style-type: none"> After serving two terms, I will be stepping down as chairperson in June but will still be apart of the Committee The committee's composition, including the number of youth members (5-10) and adult mentors (2). 	Request copies of the original file to avoid modifying the master document. Consideration of prize for brochure selected by members Anastaisa term ends June 30, 2025 and stepping down as the Chair of the Committee	Members S. Ahu A Neumann	

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	<ul style="list-style-type: none"> ○ Delia Ulma volunteered to be the Committee's adult mentor but has not been able to commit her time to this role. ○ Emphasized the importance of maintaining the maximum of 10 youth members to ensure quorum and flexibility. ○ Discussed the need to recruit new adult mentors and potentially share the chairperson, role between members. • Proposed that project leads create detailed guidelines for new projects to ensure clear accountability and tracking. • Remove the requirement for individual interviews with the Youth Committee Chair, as this was not being practiced. <ul style="list-style-type: none"> ○ OYS will reach out to committee members for one-on-one meetings with interested youth. • The committee decided to add a probationary period for new members to ensure commitment to the work. <ul style="list-style-type: none"> ○ Discussed implementing a debrief meeting for new members to assess their interest and fit within the committee after their first meeting. • Meeting frequencies: Confirmed they currently meet at least once a quarter and try to hold meetings before JJ SAC meetings. 	<p>Recruit an adult mentor for the Committee.</p> <p>Keep project lead guidance.</p> <p>Add to Committee Roles & Responsibilities</p>	<p>Members</p> <p>Members</p> <p>Members</p>	

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	<ul style="list-style-type: none"> Members to review and provide feedback on the charter, particularly regarding communication methods 	Members to review the charter again and come up with edits, specifically around the yellow highlighted areas and the probationary clause for the board.	Members	
V. New Business: Youth Committee Meeting <ul style="list-style-type: none"> New Member (To be Voted In) Iwalani Ung Youth Corner/Member Highlights 2-3 sentences Photo 	(10:23) A. Neumann New Member (To be Voted In) <ul style="list-style-type: none"> Due to lack of quorum, we are unable to vote Iwalnai Ung in as a new member. Tabled until next meeting Youth Corner/Member Highlights <ul style="list-style-type: none"> We will take 5 minutes for each person to create a bio as an introduction and relationship-building across Committees. <ul style="list-style-type: none"> Should be at least 2-3 sentences Send a photo Emphasized the importance of these bios and outlined plans for a "youth corner" to allow members to share projects and voice concerns. (10:27) S. Ahu <ul style="list-style-type: none"> There is a JJSAC in-person meeting in August at the Kawaihoa Youth & Family Wellness Center on August 28, 2025 from 9am-11:00am. 			

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	<ul style="list-style-type: none"> ○ A tour of the campus and lunch will be provided. ○ If you are not able to attend, we can share your bios during the meeting • We will be sending out an email to all Sub Committee members to confirm their attendance and transportation needs. <p>(10:28) A Neumann</p> <ul style="list-style-type: none"> • If your planning to attend, check with your supervisors as it will likely be a whole day event with the tour. • Place your bio in chat or email it to me or OYS with a photo 	<p>Sending email to Sub Committee to confirm their attendance and travel needs.</p> <p>Complete bio and email to A Neumann or OYS</p>	<p>S. Ahu</p> <p>Members</p>	
<p>VI. Action Items & Next Steps</p> <p>Youth Committee Brochure/Flyer</p> <ul style="list-style-type: none"> • Review edits and finalize 	<p>(10:29) A Neumann</p> <ul style="list-style-type: none"> • Review the edits and finalize 			
<p>VII. Future Agenda Items (open for discussion)</p> <ul style="list-style-type: none"> • Proposed Goals and Activities for Committee • Officer Positions <ul style="list-style-type: none"> ○ Vice-Chair 	<p>(10:30) A Neumann</p> <p>Topics to be discussed at the next meeting</p> <ul style="list-style-type: none"> • Proposed Goals and Activities for Committee` <ul style="list-style-type: none"> ○ Work on goals in the new 3-Year State plan ○ What we would like to do in the 			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<ul style="list-style-type: none"> ○ Secretary • Presentation: Partners in Development Foundation (PIDF) <ul style="list-style-type: none"> ○ Program Overviews 	<p>Community</p> <ul style="list-style-type: none"> • Officer Positions <ul style="list-style-type: none"> ○ Review roles of each position ○ Consider nominations • Partners in Development Foundation (PIDF) <ul style="list-style-type: none"> ○ Propose this gets pushed out until the Committee is 			
<p>VIII. Next Scheduled Meetings:</p> <ul style="list-style-type: none"> • Youth Committee Meeting <ul style="list-style-type: none"> ○ TBD • Juvenile Justice State Advisory Council <ul style="list-style-type: none"> ○ May 22, 2025 ○ August 28, 2025 	<p>(10:31) A Neuman</p> <ul style="list-style-type: none"> • Youth Committee Meeting <ul style="list-style-type: none"> ○ Will be scheduling the next meeting in July ○ OYS will send a doodle poll • JJSAC Quarterly Meeting <ul style="list-style-type: none"> ○ May 22, 2025 9am-11am via Zoom ○ August 28, 2025-9am-11am-In Person 	<p>Send doodle poll to Youth Committee to establish their availability to meet in July</p>	OYS	
IX. Adjournment	<p>(10:48)</p> <ul style="list-style-type: none"> • No quorum established • Meeting adjourned by A. Neumann at 10:48am 			