

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, August 6, 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](mailto: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: Adrienne Heely-Caires, Paul Tonnessen, Malia Malufau, Misty Carter

Members Absent:

Members Excused:

Guests Present: McKenna Woodward

Staff Present: Shannessy Ahu, John Paekukui, 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>• Meeting protocol for audiovisual communication</li> <li>• Introduction of Members and Guest</li> <li>• Establishment of Quorum (3/4)</li> </ul>	<p>(11:33) A Heely Caires</p> <ul style="list-style-type: none"> <li>• Meeting called to order at 11:05 a.m. by Chair, Adrienne Heely Caires <ul style="list-style-type: none"> <li>○ Sunshine Law requires members to be on camera</li> <li>○ Quorum 3/4 is established</li> </ul> </li> <li>• Introduction of Members <ol style="list-style-type: none"> <li>1. Adrienne Heely Caires, JJSAC Member, Chair of the Ethnic &amp; Cultural Diversity (ECD) Committee</li> <li>2. Paul Tonnessen, JJSAC Member, Ethnic &amp; Cultural Diversity (ECD) Committee Member</li> <li>3. Malia Malufau, JJSAC Member, Vice-Chair Ethnic &amp; Cultural Diversity (ECD) Committee</li> <li>4. Misty Carter, JJSAC Member, Ethnic &amp; Cultural Diversity (ECD) Committee Member</li> <li>5. Shannessy Ahu, Office of Youth Services, Children &amp; Youth Specialist</li> <li>6. John Paekukui, Office of Youth Services, Compliance Monitor</li> <li>7. Norene Machida, Office of Youth Services, Office Asst.</li> <li>8. McKenna Woodward, Office of Hawaiian Affairs, Public Policy Advocate</li> </ol> </li> </ul>			

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II. Consideration and approval of minutes for the following meeting: <ul style="list-style-type: none"> <li>Draft of Minutes for July 10, 2025 (To be approved)</li> </ul>	(11:12) A. Heely Caires <ul style="list-style-type: none"> <li>Consideration and approval of minutes for July 10, 2025</li> <li>Motion to approve minutes as presented by P. Tonnessen</li> <li>Seconded by M. Carter</li> <li>All in favor</li> </ul>	Minutes for July 10, 2025, approved	Members	
III. Public Testimony and Written Testimonies Submitted:  <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>	(11:14) A. Heely Caires <ul style="list-style-type: none"> <li>No public and written testimonies received.</li> </ul> (11:15) M. Carter <ul style="list-style-type: none"> <li>Psychological first aid training was provided to Youth Services formally known as Youth Challenge as they welcomed in the new group               <ul style="list-style-type: none"> <li>They are interested in providing a presentation to this Committee</li> </ul> </li> </ul>	Coordinate agenda for a Youth Services presentation	A Heely Caires	
IV. 3-Year State Plan Goals & Objectives FFY:2024-26  Goal 4.1: Define the problem, monitor its scope, identify trouble spots in the system.	(11:23) A Heely Caires Goal 4.1: Define the problem, monitor its scope, identify trouble spots in the system			

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<p>Objective 4.1.1- Develop system for ongoing monitoring of racial and ethnic disparities in the Hawai'i juvenile justice system.</p> <ul style="list-style-type: none"> <li>• Set regular schedule for: (1) annual JJIS data review</li> <li>• Request for more specific analysis tailored to racial and ethnic disparities observed in annual review</li> <li>• Based on data review, identify action steps for committee to act on to consistently monitor and reduce racial and ethnic disparities.</li> <li>• Present findings to JJSAC members; provide data-informed update 1-2 times per year at JJSAC Full Body meeting</li> <li>• R/ED Report -Due July 2025</li> </ul>	<p>Objective 4.1.1- Develop system for ongoing monitoring of racial and ethnic disparities in the Hawai'i juvenile justice system.</p> <ul style="list-style-type: none"> <li>• Set regular schedule for: (1) annual JJIS data review</li> <li>• Request for more specific analysis tailored to racial and ethnic disparities observed in annual review</li> <li>• Based on data review, identify action steps for committee to act on to consistently monitor and reduce racial and ethnic disparities.</li> <li>• Present findings to JJSAC members; provide data-informed update 1-2 times per year at JJSAC Full Body meeting</li> <li>• (11:25) S. Ahu</li> <li>• The Crime Analysis can be found on the DHS website and was also emailed to members</li> <li>• State-wide analysis on decision points and provides the recommendations</li> <li>• The Committee can review the recommendations to start.</li> </ul>			

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<p>VII. Next scheduled meetings: Next Meeting for FY 2024-2025 (1<sup>st</sup> Wednesday of each month)</p> <ul style="list-style-type: none"> <li>TBD</li> </ul> <p>Juvenile Justice State Advisory Council (JJSAC) Meetings FFY:2024-2025</p> <ul style="list-style-type: none"> <li>Thursday, August 28, 2025-4th Q (In-Person)</li> <li>Thursday, November 20, 2025-1st Q</li> </ul>	<p>(11:29) A Heely Caires</p> <ul style="list-style-type: none"> <li>Next scheduled meetings Wednesday, September 3, 2025 (11:00am-12:00pm)</li> <li>August 28, 2025, will be an in-person JJSAC meeting at the Kawaihoa campus</li> <li>Secretary position to be considered by Misty Carter</li> </ul> <p>(11:30) M. Carter</p> <ul style="list-style-type: none"> <li>Will schedule a meeting with Shannessy to review the responsibility of the role</li> </ul>			
VIII. Adjournment	<p>(11:33)</p> <ul style="list-style-type: none"> <li>Motion to adjourn meeting at 11:33pm by P. Tonnessen</li> <li>Seconded by M. Carter</li> <li>Motion carried by A Heely</li> </ul>			