



## **Statewide Citizen Review Panel Meeting Agenda**

**Thursday, August 15, 2024**

**10:00am-4:00 pm**

**Kipuka Kona, Lili'uokalani Trust followed by Tour of LT Ranch.**

Chair: Christopher Molina

Co-chair: Monica Ka'auwai

Recorder: Noe Realin

### **AGENDA**

#### **I. Welcome and Check-in: Started at 10:04 am**

- **Pilina Builder: If you could be any ice cream flavor and what it would and why?**  
**Present: Chris, Monica, Leah, Noe**  
**Virtual: Flo, Stephen, Michelle**

#### **II. Meeting Minutes**

- July meeting minutes APPROVED (Monica/Stephen)

#### **III. DHS Reports to CRP | Florence Calderon**

- Budget: \$15,000 – have not touched budget/minus Kona travel for members
- Flo will send org chart to members
- Hazard Pay: staff has sent in the needed data to support pay
  - Looking at possible pay out in October 2024
- Federal CRSR visit is coming up soon
- New secretary is Dana
  - Maria will start maternity in mid-September
- Per Diem for CRP members: amount was list on TAF for travel
  - Flo shared process for getting travel approved for off island meetings/Travel Authorization Form (TAF)
  - Per Diem was listed on the Kona travel TAF
  - Members would need to submit boarding passes
  - Food: save receipts as it may need to be submitted in the future. CWS staff do not need to submit receipts
- CWS safety for staff when there are threats from parents/family members
- Chris: Are there any changes being made following the CWS audit report (RCG support)?
  - Flo: at the end of the audit report there is a response from CWS
  - CWS is always looking at way to improve the work
  - Flo will reach out to Branch and Division to get a response regarding the audit and CWS response.
  - If it's a contract, AGs are more diligent when reviewing to protect CWS from litigation
    - Gone are the cookie cutter contracts
    - AGs are ensuring all contract are created to meet the purpose

- Evaluation process: Making sure this gets done

#### IV. CRP Business

##### Old Business Follow-up

- a. **By-Laws update- still with AG;** waiting for return
  - No current movement
- b. **Welcome documents review-** PIO will be asked to upload our brochure
  - Monica: is now able to focus on this/would like to create a workgroup to look at the many CRP documents and create a welcome package for new CRP members
  - Want packet to be comprehensive but not overwhelming
  - These documents would be sent prior to becoming a member
  - FAQ and By-laws are normally given upfront
  - Flo wants members to review documents and update them as they are dated. It was last reviewed in 2013
  - Members to review all documents and collectively work on creating a welcome packet.
    - Flo will send members all documents that were previous sent to members
    - Members will review documents and decide what to include in welcome packet.
    - Bring ideas and comments to next meeting
  - Will add this to next months agenda item to cover this.
    - Brochure is not uploaded to [DHS Website](#), last response letter 2016 posted in [archives](#) (update needed)
      - Flo has reached out via email regarding uploading brochure to DHS website. No response as of yet.
- c. **Recruitment:** Joe O'Connell(Hilo), Butch Gima(Lana'i), Karen Holt(Moloka'i), Kaileen Napeahi(Waianae) Sharla (EPIC)
  - Michelle: Will reach out to Keopu R. (former DHS communication)
  - Parent partner (lived experience) are able to be part panel as long as they have the minimal years following the closing of their case
  - Joe O'Connell: no concerns raised regarding his application – APPROVED to advance to interview
    - Flo: informal interview/talk story panel as added new process
    - Interview panel: Chris, Michelle
      - Flo will email Joe and cc Chris and Michelle
      - Chris/Michelle will schedule interview with Joe
      - Outcome of interview will be shared with members at next meeting for final vote
- d. Heidi: On-going membership
  - Flo: there needs to be commitment to attend meetings regularly
    - Heidi has missed more than 3 meetings
  - Heidi has shared her workload has increase which has made it difficult for her to attend meetings regularly
  - She is the only member from Maui
  - Flo suggests Chris/Monica meet with Heidi to determine her commitment and capacity to continue with panel

- Concerns raised regarding Heidi commitment.
- There has been very minimal communication from her.
- Moving forward, expectations need to be made clear
- Create a process for members to follow if they are unable to attend meetings and the expectations to stay updated by reading notes prior to next meeting.
- Get commitment to attend in-person meeting to build pilina (relationships).
- If she is unable to continue on panel can she refer someone from her island to ensure Maui is represented on panel
- Next Step: Chris and Monica will meet with Heidi and share expectations via zoom

e. **CRP Annual Report response-** 2023 Report is posted online, 2023 response need to be posted online. Chair and Co-chair will begin work on 2024 annual report and review with panel when a draft form has been produced

- Monica and Chris worked on draft report for 2024
- First two sections are the same. Changes are the projects
- Reports are due the end of fiscal year (end of July)
- Panels to review report and send any input/updates to Chris or Monica by Monday. Plans are to submit report on Friday (7/23/24)

f. **CSFR** – We strongly encourage members to participate on their island when possible

- Selective of community members participating. Prefer members to have some human or social service experience. Also must have a degree
- Bring Angela Doi present to panel the CQI review
- Noe: shared the importance for CWS line staff to participate in CQI reviews to understand the process. Pairing CWS line with a community member is beneficial
- Add projects for 24-25 fiscal year

g. **CRP Annual Retreat**

- Look at planning a 1 to 2 day retreat this fiscal year.
- Possibly to bring in NCRP speaker to hear what is happening nationally
- Angela Doi to do CQI training/Trauma Informed training
- Looking at a cultural component
- Branch, Division, Director normally attends
- Non-members cannot attend retreat/able to have an open house recruitment event before or after retreat

**V. CRP Projects:** Will re-visit these items at our next meeting in September

- a. Family First Hawaii – NH children in care
- b. CWS Retention: Survey Monkey questionnaire hui
- c. New Budget
  - Wellness Initiative work in each section
  - Calm app pilot?

**Next meeting: September 19th, 2024; 8:30am-10:00 am via MS TEAMS**