



Statewide Citizen Review Panel Meeting Agenda

Thursday, October 17, 2024

8:30am-10:00 am

Virtual Teams

Chair: Christopher Molina

Co-chair: Monica Ka'auwai

Recorder: Noe Realin

AGENDA

I. Welcome and Check-in

- **Present: Monica, Heidi, Flo, Chris, Noe, Leah**
 - **Absent: Stephen (off island), Michelle (on leave)**

II. Meeting Minutes

- α. September meeting minutes APPROVED

III. DHS Reports to CRP | Florence Calderon

- **Budget: No update at this time/Balance around \$13500**
 - Only deduction would be for Kona travel (~\$1500)
- **Maria (PD secretary): Currently on maternity leave**
 - Dana is covering
 - Maria may be out till mid-December
- **Organization chart: Flo is looking for a current internal org chart**
 - Would break down of positions within the section
- **Hazard pay: Went out to the staff that were eligible**
 - Over 420 hours = \$20000
- **CSFR: Currently doing a pre-audit of cases that maybe reviewed**
 - Feds looking at 80-100 case files
 - PD continue to meet with Feds monthly
- **Kona Travel**
 - Reminder for CRP members to turn in boarding passes and parking receipts
 - Mail to Dana or Flo
- **Civil Beat: Writing positive stories regarding CWS**
 - Current articles are around the additional support that CWS needs
 - CWS Point of Information Officer (Amanda Stevens) provides responses to public

IV. CRP Business

Old Business Follow-up

- α. **By-Laws update- still with AG; waiting for return**

- **Flo:** will follow up with AG regarding the status
- b. **Welcome documents review-**
 - Is brochure uploaded to [DHS Website](#), last response letter 2016 posted in [archives](#) , any other updates(update needed)
 - Monica will arrange a group to review welcome documents to create an informative welcome package for new members
 - Requesting tip sheet links from Flo
 - Monica will send out a poll for when the best time is to meet as a hui
 - Flo: When to send this to a new member can be discussed at this time. She will also send additional documents, and hui will decide what to add to welcome package.
- c. **Recruitment:** Joe O'Connell(Hilo), Butch Gima(Lana'i), Karen Holt(Moloka'i), Kaileen Napeahi(Schedule Appointment to talk story - Waianae) Sharla (EPIC), Keopu Reelitz (Possibly)
 - Flo will send updated CRP application to all CRP members
 - Looking for a Kona representation
 - Joe: Looking at inviting to meeting in November/December.
 - Keopu: Michelle nominated. Not clear if application was sent.
 - Butch: Heidi's recommendation for Lanai. Heads Lanai network of providers. His daughter may be a social worker for Lanai/Molokai
 - Karen: Michelle nomination
 - Kailene: Members approved moving forward in process. Chris and another member will set up meeting to discuss with her interest areas. Flo will work on welcome letter.
 - Sharla (EPIC): may not be interested at this time. Chris will follow up with her.
- d. **CRP Annual Report response-** 2023 Report is posted online, is the 2023 response posted online. Chair and Co-chair completed 2024 annual report – checking in about response.
 - **Hard copy of letter for the annual CRP**
 - **Flo has not found it/she does have the digital copy**
 - **Chris will send hard copy to Flo**
 - **Letter may have been sent to Elladine**
 - **Will add digital copy to website**
- e. **CSFR** – We strongly encourage members to participate on their island when possible – Flyer?
 - **Monica: Requesting the latest fly for CQI reviews**
 - **Flo will look for flyer and will share with CRP team**

V. CRP Projects

- a. Family First Hawaii – NH children in care
 - **Stephen is normally part of this committee**
 - **Meeting is normally held quarterly**
- b. CWS Retention: Survey Monkey questionnaire hui
 - Chris looking at starting this group up again soon/Looking at meeting in November
 - Want to reach out to different people from different sections to get a wide view and perspectives
 - This would be use to ask deeper questions to support the broader survey
 - Will not do focus group but individual interviews instead
 - Looking at doing 1-2 interviews by the end of the year
- c. New Budget
 - Wellness Initiative work in each section

- Survey: will hope to help with retention and the quality of work
- Decompression room: Space at New Media Center (NMC) has been identified
 - This could be a pilot of what a decompression room would look like
 - The room identified at NMC is a walkway that is not used
 - This would be difficult to block out the noise/work that is going around the walkway
 - Items: Massage balls/foot massage/large bean bags/soft lighting
 - Aroma therapy
 - Massages: This could be done by massage students
 - Not sure if all islands have this resource
 - Would be good to offer for section/unit retreats
 - Headphones/covering for headphones: unable to purchase with CRP funds
 - Small massage balls: share video links/have a person (papa ola) have sessions to teach staff
 - The maybe some left over wellness items that could be added to wellness room
 - Using QRcode as an evaluation tool to what is working and what is not in the decompression room.
- Calm app pilot?
 - Is it possible to pilot with one unit
 - Need to be offered to all to be fair
 - Too expensive at this time for all staff
 - Will take off future agenda
- d. Peer Support – Heidi area of interest
 - Looking at using peer support
 - Peer support task force: Through the office of wellness
 - How can we make this a support for CWS? This could be a work group to explore more
 - Support for RCG to obtain their annual training (14 hours)
 - There are contract providers that provide different trainings throughout the year
 - Monica: there are courses through “Foster Parent college” that RCGs can choose from that the contract pays for.
 - Flo will be taking on the task of creating RFP for a provider to recruit new RCG. She will be covering some parts of licensing.
- e. New Projects
 - Ka Piko
 - Peer Support

Next meeting: November 21, 2024; 8:30am-10:00 am via MS TEAMS

Next in-person meeting: discuss at meeting