

# Citizen Review Panel

## Meeting Agenda

Thursday, June 15, 2023

8:00-10:00am via MS Teams

TA Chair: Monica Ka'auwai

Recorder: Noe Realin

### AGENDA

Present: Leah H, Jenny B, Monica K, Flo C, Elladine O, Noe, Stephen H

#### I. Welcome and Introductions/Check-in

#### II. Last Meeting Minutes Follow-up

a. Approve June meeting minutes: APPROVED

#### III. DHS Reports to CRP

- Flo: start of new fiscal year/funds reset
  - Balance from last year does not roll over
    - Funds are from CAPTA (\$15,000)
  - New secretary starts on 7/25
    - Will be CRP and PD I secretary
    - While she is being trained Elida will continue to support PD
- Elladine: no new updates at this time

#### IV. CRP Business

##### Old Business Follow-up

##### a. Update on Wellness Basket re-order

- Flo: items were ordered, minus ear buds
  - Items were received and are being sorted
  - If board members want to be present when basket were dropped off they are open to join
  - Monica asked to be present for PD and SDO basket delivered
    - Look at fitting basket delivery into our next Oahu meeting
    - Look at having Oahu meeting at NMC/town office
  - Need to order containers to hold items

##### b. CRP shirts re-order

- Flo: shirts were re-ordered/Flow will check with Elida if shirts were received
  - Will schedule a time to deliver shirts
  - Next in-person meeting is August 17 on Oahu (all day)
    - Elladine will reserve room

c. By-laws revision – at this time, ongoing

- Need to set up workgroup

d. Calendar of meetings-Monica

e. Interim CRP chair-Monica- keep at it

f. New member applications for review:

- Malinda Toa – EO and FC working on decline letter.
  - She has reached out regarding her application
    - Very persistent in reaching out regarding the status of her app.
    - Applicant has been aggressive in her responses and not forthcoming
  - Flo continues to reach out for guidance regarding denial letter
    - Will add sample of these denial letters to our operating procedures
    - There is no appeal process for denial at this time
  - Do we want to put in the letter why we are denial
    - The more "why's" added to the letter the more you are opening up to more interaction with the person
    - Good to keep letter positive and supportive
    - Elladine will be signing letter and applicant will reach out to her to understand why
      - She requested letter state why in a respectful way
      - Jenny has a sample letter and will send to Flo
      - Elladine needs to know the why because applicant will call
        - Will not put why on letter
    - Wording is important
  - Applicant has influence on Hawaii Island and is known to share her opinions openly
    - This is a re-building time for CRP and it could damage recruitment on Hawaii Island
  - Flo will edit letter and include addition from CRP
    - She will forward letter to panel for final review and get feedback by end of day today
    - Once panel approves, letter will be forwarded to Elladine to for signature
    - Monica, Flo and Elladine will meet to discuss why for applicant
- Heidi Allencastre-next steps for these applicants. Confirmed background and just made the 5 yr mark. Interview: Flo, Chris to be set up with Heidi. (Ques? What kind of support do you have outside bc some of the topics may be triggering.)
  - Flo/Chris will set up interview
  - Will need questions: should have basic questions to support future interviews
  - This applicant has not reached out regarding her application status

New Business:

a. Joining work groups to get more involved to see how CRP can assist in the CWS system-email from Florence

- Stephen: FFH CQI Team
  - Good model for this team/Data based team to track what they are doing

- Rachel leads this team and is very clear on explaining data
- Right now focused on short-term stays and what can be done
  - Using data to track length of stays
  - Using data to inform decisions
  - Model of data is good for CRP to look at as a model for us
- Reviews for Oahu: January would be a good one for CRP
  - Not sure if training sessions/review time are in-person or virtual
  - Jenny: be patient with the process/it can be overwhelming
    - Debrief and providing recommendations is helpful

b. Review CRP Application, What is a CRP?, CRP Objectives, CRP Operating Procedures. Sent via email 5/24/23

c. Review CWS Workgroup list sent via email 6/13/23

## V. CRP Projects

a. Staff Wellness – What was purchased?

b. FFH review sent doc from Florence-Implementation Management team

c. CBL committee-Stephen, Michelle, Flo

d. Next meeting: August

Next steps:

- Flo will edit letter and include addition from CRP for Monica Toa
  - She will forward letter to panel for final review and get feedback by end of day today
  - Once panel approves, letter will be forwarded to Elladine to for signature
  - Monica, Flo and Elladine will meet to discuss why for applicant