

DEPARTMENT OF PUBLIC SAFETY

**REENTRY COMMISSION MEETING**

**MINUTES**

**October 19, 2019**

Present: Tim Hansen, Co-Chair, Toni Bissen, Co-Chair, Wendell Murakawa, Noriko Namiki, Bob Merce and William Bagasol – Commission Members;  
Jodie Maesaka-Hirata, Deputy Director of Corrections (Dep-C) [for PSD Director]

Attendees: Reentry Office: Monica Lortz, Albert Diaz, Juliet Sadama-Uemura, Garret Takahashi, Shaye Kamada

Absent: Nolan Espinda, Director of Public Safety; Kimmy Taketa, Gary Yubata, Commission Members

<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Discussion</b>	<b>Recommendation/Actions/Conclusions</b>
Opening of Meeting	Tim Hansen Co Chair	Introduction:	<ul style="list-style-type: none"><li>• Meeting called to order at 9:30am; absent members noted;</li></ul>
		Announcements:	<ul style="list-style-type: none"><li>• Attorney General Office (AG) – on standby for any questions;</li></ul>
Approval of Minutes		Approval of Minutes from July 19, 2019 meeting:  Motion is seconded and approved	<ul style="list-style-type: none"><li>• Recommend few changes be made;</li><li>• Motion introduced to approve minutes</li></ul>
Director's Report	Jodie Maesaka-Hirata, Dep C		<ul style="list-style-type: none"><li>• Reported, PSD has continued in its attempts to broker an MOA with Department of Transportation (DOT) but progress continues to be slow;</li></ul>

			<ul style="list-style-type: none"> <li>• Capital improvement Project (CIP) continuing to proceed, as rescheduled;</li> <li>• Relocation of OCCC and expansion projects for WCCC, MCCC, KCCC, and HCCC under review;</li> </ul>
Reentry Program updates	Monica Lortz, CPDO	Act 56 Civil Identification:	<ul style="list-style-type: none"> <li>• PSD continuing it's attempts to forge a partnership with DOT to include purchase of machine \$15,200 and software that intersects with City and County (C&amp;C) software;</li> <li>• The equipment is overpriced so justification is necessary;</li> <li>• PSD has the funds, but its to do with procurement laws; as Sole Source purchase has a cap of \$15,000;</li> <li>• Last time we talked, if we get this machine, will it be good for all purposes or will the machine have its limitations?</li> <li>• RCO revised the MOA and added language to include the Gold Star on the ID's;</li> <li>• To enable the inmate to fly or go to the bank;</li> <li>• If we didn't add the Gold Star, would the equipment be cheaper?</li> <li>• No, it's the same price</li> <li>• It wouldn't make sense if we didn't get the Gold Star; the individual would need to pay to get another ID</li> </ul>
	Bob Merce, Commissioner	Question:	
	Monica Lortz, CPDO	Response:	
	Toni Bissen, Co Chair	Question:	
	Monica Lortz, CPDO	Response:	

	<p>Jodie Maesaka-Hirata, Dep C</p> <p>Bob Merce, Commissioner</p> <p>Monica Lortz, CPDO</p>	<p>Comment:</p> <p>Question:</p> <p>Response:</p>	<p>with the Gold Star when released into the community;</p> <ul style="list-style-type: none"> <li>• Monica found out that DOT has a special fund for the IDs, and DOT does not want PSD to dig into that;</li> <li>• Let's table the ID for now, we need to talk about the procurement side more;</li> <li>• When the machine is finally set up, will the facility start giving the IDs to those who are closet to the release date?</li> <li>• Yes, inmates closer to maxing out will take priority; currently the MOA is with DOT and continuing to check if there is any progress;</li> </ul>
	<p>Tim Hansen, Co Chair</p> <p>Monica Lortz, CPDO</p> <p>Tim Hansen, Co Chair</p>	<p>Reentry Staffing:</p> <p>Response:</p> <p>Questions on updates:</p>	<ul style="list-style-type: none"> <li>• Any updates on Reentry Staffing</li> <li>• Reentry Office is fully staffed;</li> <li>• Interviews for a Program Specialist for the Inmate Classification Office will be scheduled soon; waiting on personnel for a list;</li> <li>• Original Program Specialist for the Program Development/Training has returned to Reentry Office; Previous staff was in that position as a viced position;</li> <li>• Any questions on Reentry Office updates, Comprehensive Plans, IDS?</li> </ul>

	<p>Toni Bissen, Co Chair</p> <p>Monica Lortz, CPDO</p> <p>Juliet Sadama- Uemura, CPS II</p> <p>Toni Bissen, Co Chair</p>	<p>Question:</p> <p>Response:</p> <p>Response:</p> <p>Response:</p>	<ul style="list-style-type: none"> <li>• How are we tracking the Matrix? What kind of information are we collecting?</li> <li>• The Matrix is being updated at this moment; The Reentry Resource Guide has been updated as well; As numbers were disconnected, and new programs established;</li> <li>• We have a new Domestic Violence Program that; Juliet gave an update;</li> <li>• A Domestic Violence Program (DVI) was started this year on the Big Island; Although the goal was to start at Kulani Correctional Facility (KCF), not too much inmates volunteered to/was interested to participate;</li> <li>• So went with other entry points and looked at the jail population at Hawaii Community Correctional Center (HCCC) as alternative; we did not forget KCF, just need to start; Our optic care will proceed with HPA Parole;</li> <li>• My question is really about the Matrix;</li> <li>• Let's shoot for next December, want to make sure we are clear for the next commission on where Reentry is;</li> <li>• Not so much programs available, but just at a "higher level."</li> </ul>
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	<p>Jodie Maesaka-Hirata, Dep C</p> <p>Monica Lortz, CPDO</p> <p>Toni Bissen, Co Chair</p>	<p>Response:</p> <p>Continue with updates: Introduction of new Pilot Project: Clear pocket for inmate’s medication card and personal identification:</p> <p>Comment:</p>	<ul style="list-style-type: none"> <li>• Refer to page 34 of the Comprehensive plan that discusses “Indicators of Success.”</li> <li>• Want to be clear - Are you talking about the Matrix, or the list of programs? When you talk of indicators, are actually discussing the Annual Report, which is due (in accordance with Act 212- as there were so many.) to the Director by December 1, which Annual Report should provide the information you are asking</li> <li>• By December 4, a copy of the Annual Report; should be available for review;</li> <li>• Working with Health Care Unit (HCU) on how to help keep the inmates medication and personal Identification together;</li> <li>• Pilot Project aimed to begin with OCCC jail population;</li> <li>• 2-1-1 fold-out providing basic Community Service Providers numbers; will be included;</li> <li>• Medical Unit working on procedures due to HIPPA clauses so Medical Unit will be the last ones to hold on to it – before its given to the inmate;</li> <li>• This is a great transition piece again for Reentry; Had a discussion with Department of Human Services (DHS) in determining how the facility</li> </ul>
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	Jodie Maesaka-Hirata, Dep C	Comment:	<p>releases the inmate and how to get reinstated for services when meds are required/needed;</p> <ul style="list-style-type: none"> <li>• The inmate does not get reinstated, the information gets carried over; and the process is supposed to “roll over”</li> <li>• Need to identify those who already receiving QUEST; As soon as the inmate is released they are told to go to QUEST to pick up their cards;</li> <li>• MedQuest is aware of our maxed out individuals; they have a list; The individual cannot go “live” until they are released; MedQuest will start the process, individual might not get their cards right away, but they will be in the system;</li> <li>• Having a list of maxed out men and women, who are in need of medication, and how they are actually getting serviced, Do we monitor that? Do we have the numbers?</li> <li>• Max out individuals, PSD does not monitor once they are released; Just make sure they are connected; haven’t gone that far in tracking them after their term;</li> <li>• Facilities to give the inmate two (2) weeks of medication upon release;</li> <li>• RCO reentry checklist begin at RAD; inmates check off boxes on which</li> </ul>
	Monica Lortz, CPDO	Comment:	
	Toni Bissen, Co Chair	Question:	
	Monica Lortz, CPDO	Response:	

	<p>Bob Merce, Commissioner</p> <p>Monica Lortz, CPDO</p> <p>Tim Hansen, Co Chair</p> <p>Monica Lortz, CPDO Toni Bissen, Co Chair</p> <p>Jodie Maesaka- Hirata, Dep C</p>	<p>Response:</p> <p>Response:</p> <p>Question:</p> <p>Response:</p> <p>Proposition:</p> <p>Response:</p>	<p>kind of benefits they are on: Example: Medicaid, Social Security (SSDI), MedQuest, etc; if any boxes checked, facility staff call the different offices letting them know to hold or freeze the inmates account;</p> <ul style="list-style-type: none"> <li>• Are inmates checking off the boxes?</li> <li>• There should be some kind of checklist- provided an example where benefits not suspended;</li> <li>• Case managers are instructed to review the Reentry checklist with inmates every six (6) months;</li> <li>• How is PSD assuring the staff are filling out the checklist 100% of the time?</li> <li>• RCO Staff have personally seen checklists and updates;</li> <li>• Draft a one pager regarding: A monitoring sheet for Comprehensive plan focusing on page 34 and 35; previously Director said, max out was where our concentration should be;</li> <li>• Can we propose that Toni can be the academic and Tim as the other one; that Toni writes up something with PSD providing the date?</li> <li>• Annual report will provide a breakdown to all topics of concern;</li> </ul>
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	Toni Bissen, Co Chair	Response:	<ul style="list-style-type: none"> <li>• Would be into that, as co-chair; intention is to highlight work done as there is a lot of information;</li> <li>• Point to the whole discussion is to really organize the presentation information; how to best track, make it easy but efficient; to provide for what kind of data to track</li> <li>• That on page 34 which everyone has, the indicators of success that are laid out 1, 2, 3, 4, 5, 6, 7 that will have a 1 page data sheet to add to hand over to committee;. Is there a second to that motion?</li> <li>• Toni second</li> <li>• If done, will it be a guarantee the oversight committee will use it? Are you proposing it's like a "dashboard"?</li> <li>• Agree, It's a good summary for the next group;</li> </ul>
	Tim Hansen, Co Chair	Motion:	
	Noriko Namiki, Commissioner	Question:	
	William Bagasol, Commissioner	Response:	
Old Business	Tim Hansen, Co Chair	December 4 Meeting discussion:	<ul style="list-style-type: none"> <li>• Planning of details on final December 4 meeting; who will be responsible for what;</li> <li>• Deadline to RSVP will be November 15</li> </ul>



			<ul style="list-style-type: none"><li>• Meeting will be held AFFES building on the 5<sup>th</sup> floor from 9:30am to 12 noon</li><li>• Notice to attendees re: parking (Piano lot); Confirm with parking officer in ASO;</li><li>• Meeting adjourned at 12:05pm</li></ul>
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